1. Visa applications at the Belgian Embassy have to be introduced at least 3 weeks before the date of departure.

2. **Applying for a visa does not involve the right of obtaining it.**

3. Visa fees are **not refundable** and have to be paid cash in SAR when applying for the visa. 
**Visa fee SR. 312 (Three hundred and twelve Saudi riyals)**

4. The visa should be requested at the relevant consular section as follows:
   a) If the visa applicant has the intention of staying in only one Schengen-State, he should apply at the consular section of that country.
   b) If the applicant wants to travel within different Schengen-States, he should apply at the consular section of the country where his main destination or his visit’s purpose is situated.
   c) If the main destination cannot be ascertained, the competent consular section to issue the visa shall be that of the Schengen-State the applicant will first enter.

5. **Following documents are required to obtain a Schengen-visa:**

**FOR SAUDI NATIONALS + (GCC):**

A. **FOR SAUDI NATIONALS GOING ON BUSINESS TRIP TO BELGIUM AND/OR TO LUXEMBURG**

1) One duly and legibly completed, signed and dated application form.
2) Two recent passport-sized photograph resembling the applicant’s current look.
3) Passport, bearing the signature of the holder, valid for at least 3 months after the expiration date of the requested visa; (passport copy + copy of previous visas Schengen).
4) Valid Saudi identity card + a photocopy of it.
5) Nontransferable & non-refundable return plane ticket + photocopy (to be produced at the latest when collecting the visa); flight reservation is important while applying.
6) Invitation from a company situated in Belgium or in Luxemburg, sent directly to the Belgian Embassy, preferably by email (riyadh@diplobel.fed.be), mentioning the purpose of the invitation and the wanted duration of the stay.
7) Job certificate.
8) Confirmation of a hotel reservation in Belgium or in Luxemburg.
9) Verifiable evidence of sufficient means (credit cards, bank statements).
10) Comprehensive health/travel insurance (minimum coverage Euro 30.000 per person).

B. **FOR SAUDI NATIONALS + (GCC) GOING ON TOURISM TO BELGIUM AND / OR TO LUXEMBURG**

1) One duly and legibly completed, signed and dated application form.
2) Two recent passport-sized photograph resembling the applicant’s current look.
3) Passport, bearing the signature of the holder, valid for at least 3 months after the expiration date of the requested visa; (passport copy + copy of previous visas Schengen).
4) Valid Saudi identity card + a photocopy of it.
5) Non-transferable and non-refundable return plane ticket + photocopy (to be produced at the latest when collecting the visa); flight reservation is important while applying.
6) a) In case of hotel accommodation: confirmation of a hotel reservation in Belgium or in Luxemburg;
   b) In case of accommodation in a private home: binding agreement drawn up on the appropriate formular «Annexe 3bis» by the host in Belgium acting as sponsor, whose signature has been legalized by the relevant municipality in Belgium.
7) Job certificate.
8) Verifiable evidence of sufficient means (credit cards, bank statements) or binding agreement by a sponsor in Belgium (see B, 6, b above).
9) Comprehensive health/travel insurance (minimum coverage Euro 30,000 per person).

FOR NON-SAUDI NATIONALS

C. FOR NON-SAUDIS GOING ON BUSINESS TRIP TO BELGIUM AND/OR TO LUXEMBURG
1) One duly and legibly completed, signed and dated application form.
2) Two recent passport-sized photograph resembling the applicant’s current look.
3) Passport, bearing the signature of the holder, valid for at least 3 months after the expiration date of the requested visa; (passport copy + copy of previous visas Schengen).
4) Saudi exit & re-entry visa, valid for at least 3 months (+Copy).
5) Sponsor’s letter (original + 1 photocopy) mentioning job title, length of contract, monthly salary and whether the company will be responsible for the expenses and accommodation of the applicant during his/her stay in Belgium and/or in Luxembourg. The sponsor's letter has to be stamped by the relevant Chamber of Commerce.
6) Valid Saudi permit of residence (iqama) + a photocopy of it.
7) Invitation by a company situated in Belgium or in Luxembourg, sent directly to the Embassy of Belgium, preferably by email (riyadh@diplobel.fed.be), mentioning the purpose of the invitation and the wanted duration of the stay.
8) Nontransferable and non-refundable return plane ticket + photocopy (to be produced at the latest when collecting the visa); flight reservation is important while applying.
9) Confirmation of a hotel reservation in Belgium or in Luxembourg.
10) Verifiable evidence of sufficient means (credit cards, bank statements).
11) Comprehensive health/travel insurance (minimum coverage Euro 30,000 per person).

D. FOR NON-SAUDIS GOING ON TOURISM TO BELGIUM AND/OR TO LUXEMBURG
1) One duly and legibly completed, signed and dated application form.
2) Two recent passport-sized photograph resembling the applicant’s current look.
3) Passport, bearing the signature of the holder, valid for at least 3 months after the expiration date of the requested visa; (passport copy + copy of previous visas Schengen).
4) Saudi exit & re-entry visa, valid for at least 3 months (+Copy).
5) Sponsor’s letter (original + 1 photocopy) mentioning job title, length of contract, monthly salary, period of his/her stay in Belgium and/or in Luxembourg. The sponsor's letter has to be stamped by the relevant Chamber of Commerce.
6) Valid Saudi permit of residence (iqama) + a photocopy of it.
7) a) In case of hotel accommodation: confirmation of a hotel reservation in Belgium or in Luxembourg
   b) In case of accommodation in a private home: binding agreement drawn up on the appropriate formular « Annexe 3bis » by the host in Belgium acting as sponsor, whose signature has been legalized by the relevant municipality in Belgium;
8) Nontransferable and non-refundable return plane ticket + photocopy (to be produced at the latest when collecting the visa); flight reservation is important while applying.
9) Verifiable evidence of sufficient means (credit cards, bank statements) or binding agreement of a sponsor in Belgium (see D, 7, b above).
10) Comprehensive health/travel insurance (minimum coverage Euro 30,000 per person).

Additional documents or proofs may be necessary in individual cases.

Applicants residing in Riyadh must present themselves at the Belgian Embassy.

Certain nationalities require longer visa procedures (e.g. consultation of the Belgian authorities), which may take up to several weeks. The applicants are therefore advised to submit their application long enough in advance.
Visas for a stay longer than 3 months are not concerned by the Schengen Agreement and remain subjected to the national legislation of the country of destination. They can only be applied for at the consular section of the country of destination.