

## **LUXEMBOURG**

### **VISA REQUIREMENTS**

**The Belgium Consulate issues on behalf of the Luxembourg Consulate.**

#### **GAUTENG – CAPE TOWN**

Schengen State requirements- As from the beginning of June 2013

Passengers over the age of 12 years when submitting for the 1<sup>st</sup> time will be required to have their fingerprints taken. (These fingerprints will remain on the system for 5 years)

Visas International can do the following:

- Collection of Visa Applications and dropping off as Normal
- Checking and preparing the documentation (making sure all the correct requirements are there)
- Making and paying for appointments if applicable (Depending on availability of appointments)
- Meeting and assisting the passenger at the Embassy as well as handing over the Correct documentation in order for the passenger to submit
- Collection of the passport once the Embassy has finalised the application

Visas International will always go the extra mile to support you in order for your Passengers travel.

The Embassy in Cape Town requires all applicants (in the Western and Eastern Cape) to apply for their visas in person.

As from 1<sup>st</sup> March 2013 all visa applications in Johannesburg must be submitted by appointment only. Appointments can be made online by clicking the following link: [Belgium Appointment](#) or on <http://www.diplomatie.be/johannesburg/> .

Appointments must be made at least 15 days before departure. **(Please note Visas International will be charging an extra appointment fee if we do this)**

All passengers making use of the Visas International Johannesburg and Durban offices to sign “Standard Trading Conditions form” – [click here](#)

All passengers making use of the Visas International Cape Town office to sign “Standard Trading Conditions form” – [click here](#)

- Valid passport (must be valid for six months) and signed. Temporary S.A. passports will not be accepted.
- Original fully completed [application form](#) with applicants’ signature. **(please make sure question 37 and bottom of form is signed)**
- Two recent passport size colour photographs (must have a white background). NO STAPLE MARKS ON THE PHOTOS.
- Detailed itinerary.
- Original air ticket plus one copy.
- Insurance and breakdown of insurance. Please ensure that the following is provided: Pax name, Policy number, Period covered for (in days), Emergency Medical & Related Expenses Limit, Covered for all Schengen States.
- 3 months recent bank statements. No Bank letters allowed.
- Proof of accommodation directly from the hotel (including proof of accommodation for all the other countries the passenger will be going to on this trip).
- Children – letter from school.

### **Special requirements for Tourists**

- South African employment letter.
- If visiting family/friends, certificate of board & lodging.

## **Special requirements for Business**

- South African business letter.
- Letter of invitation from the company in Luxembourg (no emails).

## **Minors**

- Notarised parental consent is required for persons under 18 years of age if they are not travelling with a parent or legal guardian, OR if they are travelling with one parent only.
- Minors travelling to Belgium need to submit full-unabridged birth certificate. Please see [LINK](#) regarding new South African Immigration rules for minors.

## **Visa fee payments**

- Visa fee payments to be done via EFT.

## **Processing Time**

- Please note: the Belgium Consulate can take up to **3 weeks** due to their workload.
- Consulate closed on Wednesdays.
- Please allow 2-3 days for collection and delivery

For more information log on to the following websites: -

[www.diplobel.belgium.be](http://www.diplobel.belgium.be) [www.diplobel.be/johannesburg](http://www.diplobel.be/johannesburg) [www.belgium.com](http://www.belgium.com)