

Internship lasting less than 3 months

You are welcome at the Belgian diplomatic mission and / or at the new Visa Application Center of your jurisdiction.

The documents to be produced when applying for a internship visa for less than 3 months, valid for the Schengen countries, with Belgium as the main destination, are:

- 1) A valid passport. The passport should be valid at least 3 months from the date of departure of the Schengen area and should contain at least one double blank page reserved for visas (blank front and back) when applying for the visa. A copy of the bio-page and UK residence permit need to be provided. The passport cannot be older than 10 years (from the date of 1st issue).
- 2) One application form, signed and dated by the applicant along with 2 passport size photographs.
- 3) A document from the institution or company where the placement will take place, giving a clear indication of the aim and duration of the placement, whether or not you will be paid and whether or not any other costs, such as food and accommodation, will be borne by the institution or company.
- 4) In some cases, a work permit maybe required for an internship. Check this with the institution or company where the placement will take place.
- 5) Proof of sufficient and regular own financial means of subsistence to cover your intended stay and your return to the UK, f.e. recent salary sheets/ declaration of your employer concerning your monthly income/tax sheet/bank statement/.... (This should cover at least €38/day of stay if staying with friends and at least €50/day of stay if staying at a hotel).

OR

A letter of guarantee (in the prescribed form "Annexe 3bis"/"Bijlage 3bis" - [French](#) - [Flemish](#)) by a guarantor permanently residing in Belgium or of Belgian nationality (in case he/she is NOT residing in Belgium). This document can be obtained from the guarantor's municipality (or a Belgian mission abroad) where he has to be certified. He is valid during 6 months after his signature.

+

Official proof of sufficient solvency of the guarantor: copy of the guarantor's 3 most recent salary sheets /guarantor's most recent tax sheet/ other official proof of the guarantor's solvency).

Remark: a letter from the bank or deposit account statement will not do.

Family (father, mother, brother, sister, in-laws): the guarantor must earn at least € 800 net/month + € 150 for each of the guarantor's current dependents and/or + € 150 for each person invited.

Friends: the guarantor must earn at least € 1.000 net/month + € 150 for each of the guarantor's current dependents and/or + € 200 for each person invited.

+

A photocopy of the identity card or the unlimited residence permit of the guarantor.

Remark: a person with a limited residence permit cannot legally act as a guarantor.

+

An original and authenticated Certificate of family composition on the name of the guarantor, issued by his/her municipality in Belgium.

- 6) Travel insurance covering the intended period of stay with a minimum Coverage of €30,000 for emergency hospital and repatriation expenses.

- 7) Once the visa will be delivered, the return tickets to Belgium non-exchangeable

and non-refundable may be requested by the Embassy. They do not need to be submitted at the time of submission to avoid unnecessary costs however bookings can be requested.

8) In certain cases: other complementary documents might be requested to justify the merits of the visa application.

Notes:

1. You should apply 3 weeks before the scheduled date of departure.
2. All submitted documents must be recent.
3. All documents have to be produced in 1 original and 1 copy.