

Visa for voluntary services

Please prepare the following documents for your research visa (**original + 1 copy per document**):

- completed application form (see website)
- valid national passport
- valid Belgian residence permit
- current certificate of residence issued by the Belgian authorities (*Certificat de résidence/Getuigschrift van woonst*)
- contract / agreement of your voluntary service in Germany
- if the contract/confirmation does not contain details of your accommodation and board: supplementary proof of means of subsistence
- Letter of motivation with details of your career prospects after your voluntary service
- Tabular Curriculum vitae
- Proof of basic knowledge of the German language or confirmation from the assignment location that language skills will be waived for the time being and that you will be able to acquire language skills through language courses after entering Germany
- Proof of existing travel health insurance cover for the period between your entry into Germany and the start of your voluntary service.
- 1 biometric passport photo (not older than 6 months)
- Visa fee of 75,00 € (cash or by Visa or Mastercard, Bancontact is not possible)

Please make sure that your documents are complete, as incomplete applications may be rejected. In case your degrees/diplomas are not in German, English, Dutch or French, please provide a translation.

In some cases, the submission of additional documents may be required.

To hand in your application, please book an appointment on our website via this [link](#).

For consultation by phone, please call on Tuesdays or Thursdays between 2 p.m. and 3 p.m.

You can reach us by using the following contact details:

phone: 02-787.18.18

fax: 02-787.28.18

email: rk-115-di@bruessel.diplo.de

This information sheet has been prepared with utmost care. It is meant to provide a point of reference to our clients but may not be fully applicable to every individual case. We cannot accept any responsibility for inaccuracies contained in this information sheet.