



Short Stay Visa – C

Family or friends visit

	Required documents	Yes	No
1.	Valid passport <ul style="list-style-type: none">Valid for at least 6 months from the date of applicationHas at least two empty pages		
2.	Copy of the first two pages of the passport and all the used pages		
3.	Copy of previously granted Schengen visas		
4.	Schengen Visa Application Form (fully completed, dated and signed)		
5.	One recent photo (not older than 6 months)		
6.	Copy of national identity card or residence card		
7.	Family booklet		
8.	Medical travel insurance (valid for all Schengen states and covering the entire period of your stay)		
9.	Invitation letter from a host in Belgium (including copy of ID card, full address and contact information)		
10.	Round trip flight reservation		
11.	Proof of family or friendship ties with the inviter in Belgium		

12.	Proof of sufficient financial means to cover the stay <ul style="list-style-type: none"> ○ Original bank account statements for the last three months (signed and stamped). ○ Sponsorship letter accompanied by the sponsor's bank statements and photocopy of the sponsor's passport or ID card. 		
13.	Evidence of employment status <ul style="list-style-type: none"> ○ For employees: <ul style="list-style-type: none"> ● Employment certificate showing date of recruitment, position, salary, leave permission and contact details of employer. ○ For company owners: <ul style="list-style-type: none"> ● Original of the commercial registry. ● Company's annual license to operate. ● Company's original bank account statements for the last three months (signed and stamped). ○ For independent professionals: <ul style="list-style-type: none"> ● Copy of the professional card issued by the union. ● Certificate of practicing the profession. ○ For homemakers: <ul style="list-style-type: none"> ● Proof of the professional situation of the spouse. ● Proof of sufficient financial funds of the spouse as indicated above. ○ For retirees: <ul style="list-style-type: none"> ● Statement from the social security department showing retirement benefits. ○ For pupils/students: <ul style="list-style-type: none"> ● Proof of enrolment in school / university. ● Proof of holidays from the school / university. ● Proof of financial funds of the head of the family as indicated above. 		
14.	For minors: <ul style="list-style-type: none"> ○ Travel authorization from both parents certified by the police station. ○ English birth certificate of the child showing full name of both parents. ○ Guardianship decision along with translation if there is any. ○ Proof of financial funds of the head of the family. 		

15.	<p>To be provided from Belgium in case you do not have sufficient funds to cover the expenses of your trip: Annex 3bis / Pledge of financial support (NL : Bijlage 3bis / Verbintenis tot tenlasteneming, FR: Annexe 3bis / Engagement de prise en charge).</p> <ul style="list-style-type: none"> ○ If he/she is an employee: <ul style="list-style-type: none"> • The last three months' salary slips. • Family composition certificate. • Copy of Belgian identification card. ○ If he/she is entrepreneur or independent professional: <ul style="list-style-type: none"> • Tax statement for the last year, document 281. • Bank statement for the last three months. • Family composition certificate. • Copy of Belgian identification card. ○ Others: <ul style="list-style-type: none"> • Certificate of retirement indicating retirement benefits. • Certificate of unemployment benefits indicating amount received. • Certificate of social services assistance indicating amount received. • Proof of rent. • Any other official documents proofing funds. 		
16.	Handling fee: see website TLS Contact		

- On this checklist, all submitted documents supporting the visa application were ticked. The Embassy of Belgium will take into account only these documents when processing the application.
- The applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate. This information is **essential** to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.
- In some cases, the Consulate may require extra documents from the applicant, also documents that do not feature on this list at all.