



Short Stay Visa – C

Tourism

	Required documents	Yes	No
1.	Valid passport <ul style="list-style-type: none"> • Valid for at least 6 months from the date of application • Has 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.	Proof of accommodation (covering the entire period of stay) <ul style="list-style-type: none"> ○ Hotel reservation(s) ○ Invitation letter from a host in Belgium 		
10.	Round trip flight reservation		
11.	Detailed travel plan for the whole trip (including bookings for organized		

	tours if applicable)		
12.	Proof of sufficient financial means to cover the entire period of 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.	Handling fee: see website TLS Contact		
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- 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.