

Checklist for FAMILY VISIT

- A valid passport + copy :
 - should have been issued within the previous 10 years
 - should be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure;
 - should contain at least 2 empty pages when applying for the visa.
- please provide one copy of the passport (the empty pages don't need to be copied).
- for foreigners: copy of temporary residence card (if any) or of your residence permit.

Application form

- One application form fully filled in, signed (two times: at the point nr. 37 **AND** on the last page!) and dated by the applicant.

Photo

- Two passport photos not older than 6 months

Proof of a valid travel insurance policy

- The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000. The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of your death while in the Schengen area.

For minors (under 18)

- Original letter of the school, mentioning:
 - the full address, telephone number of the school;
 - permission for absence;
 - name and function of the person giving the permission.

Parental Authorization:

- Notary certificate of family relation or proof of guardianship, legalized by MFA.
- If travelling alone or without one of the parents : a legalized parental authorization with a copy of the parent(s) ID.

Invitation letter from your relative (including the full contact details of the lodging place)

Together with:

- Official proof of relationship (certificates of birth : Arabic with English translation);

- Copy of the Belgian ID card of the family member you intend to visit.

Proof of solvency of the applicant

- Bank statements from the last 3 months, no deposits.

Bank statements should not be “credit card statements” but bank statements of a current account where we can see your regular revenues (salary, pension, etc.).

Attention: It should cover at least 45€ per person for each day of stay if staying with family or friends and at least 95€ per person for each day of stay if staying at a hotel.

If not enough OR if you have a guarantor in Belgium

- A letter of guarantee (in the prescribed form “Annexe 3bis”/“Bijlage 3bis”) not older than 6 months;
- Copy of the guarantor’s 3 most recent salary sheets /guarantor’s most recent tax sheet/ other official proof of the guarantor’s solvency;
- A photocopy of the identity card or the unlimited residence permit of the guarantor;
- An original certificate of family composition of the guarantor, issued by his/her municipality in Belgium (no residence certificate).

For employees:

- a letter from the employer (in English, or in Arabic with English translation) on official company paper with stamp, signature, date and clearly mentioning:
 - the full address and contacts of the company;
 - the name and position of the countersigning officer;
 - the name of the applicant, position, salary and years of service;
 - approval for leave/absence mentioning the intended travel dates.

For students :

- Original letter of the university, mentioning:
 - the enrollment (of the current academic year)
 - the full address, telephone number of the university;
 - permission for absence mentioning the intended travel dates;
 - name and function of the person giving the permission

For retired persons:

- Proof of pension or other regular income.

For unemployed adults:

- Any other proof of regular income.

Flight reservation

Attention: Only a round-trip flight reservation is required. The ticket should be bought only after the visa has been issued!

When applying for a visa for multiple visits: round-trip reservation of the first visit.

NOTE

Applicants who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in.

Our Consulate may, in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed.