TLSCONTACT VISA APPLICATION CENTRE - EGYPT

LIST OF DOCUMENTS

TOURISM

Documents to be provided by all visa applicants must be in English, Dutch, French or German.

Documents in Arabic have to be submitted with a translation (by a sworn translator).

Guarantees for return (assessment of migration risk): 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 (for instance: proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.)

This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.

If you have previously received a visa from our Embassy, it is also advisable to present hotel bills, money exchange receipts, boarding passes etc. as proof of your previous trips to Belgium.

Any Arabic document provided without translation will not be considered.

*Since the processing time differs from case to case, it is advisable to apply in advance, up to 180 days before departure. In any event, the processing time will be at least 3 weeks. In case the visa application has to be submitted to the Home Office in Brussels for decision, the processing time will be approximately an **additional** 4 to 6 weeks.*

The verification of the submitted documents can delay or impede the issuance of the requested visa. These delays depend exclusively upon the instance that issued the documents. Any false statements or documents will lead to your application being rejected.

***Please note that the application will be processed with the documents handed over at the submission. No additional documents can be submitted at TLS or at the Embassy if the Embassy has not requested them. An incomplete file will often lead to a visa refusal.** A complete file does not either guarantee the issuance of a visa. 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. Additional documents not indicated on the list may be required to substantiate your visa request.*

LIST OF DOCUMENTS

☐ Application form

- *Duly completed and signed;*
- *Irrespective of age, each individual requires a separate application form printed from VisaOnWeb;*
- *The application form should be fully filled in, signed (two times) and dated by the applicant;*
- *For children under 18 years, the application form signed by a person with parental authority or by a legal guardian.*

☐ 2 recent passport size photographs

- *Size 3.5cm X 4.5cm;*
- *White plain background;*
- *Taken less than 3 months ago.*

☐ Original passport

- *A copy of all pages (excluding the blank pages);*
- *The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages in front of each other;*
- *Must be valid at least three months longer than the intended stay or in the case of multiple journeys, the date on which you intend to leave the Schengen Zone for the last time;*
- *For foreigners: copy of your Egyptian residence permit (should be valid at least 3 months after your return).*

☐ Travel insurance certificate

- *Should cover the whole period of stay. It should also cover all medical expenses including emergency hospital treatment and repatriation for the period of your stay and must be valid for the whole Schengen territory (coverage at least 30.000 EUR).*

Please check our authorized insurance companies.

☐ Certificate of employment/proof of professional activity

In English or Arabic + compulsory translation, mentioning:

- *The full address and contacts of the company, the designation, date of employment, salary, the purpose of visit and financial arrangements. The letter must have an original signature (the name and position of the countersigning officer) and a stamp;*
- *The approval for leave/absence mentioning the intended travel dates;*
- *If the applicant is an owner of a company or a partner, copy of the commercial register (Arabic + compulsory translation).*

☐ For students: Original letter of the university

In English or translated by a sworn translator, mentioning:

- *The enrollment certificate (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 minors (under 18)**

- *Original letter of the school in English or translated by a sworn translator, mentioning:*
- *The enrollment (of the current academic year)*
- *The full address, telephone number of the school*
- *Permission for absence mentioning the intended travel dates*
- *Name and function of the person giving the permission*
- *Bilingual birth certificate issued by the Ministry of Interior (CSO) or Ministry of*
- *Health & Population in English or French*

☐ **If a minor is travelling alone or without one of the parents: Parental authorization**

Both parents have to sign a parental authorization at the legalization section at TLScontact. Please check this website.

The parents can sign the parental authorization at the legalization department of TLS at the same time than the visa application of the minor, it is not necessary to ask for a separate appointment at the legalization department of TLS.

- *Please provide a copy of the parent's passport and ID and a bilingual birth certificate issued by the Ministry of Interior (CSO) or Ministry of Health & Population in English or French;*
- *If applicable: proof of guardianship issued by the court (translated by a sworn translator and legalized by the Embassy).*

☐ **Proof of sufficient financial means**

- *Personal (on the applicants' name) bank statements from the last 3 months showing regular income;*
- *If the applicant is an owner of a company or a partner, he can submit the bank statements of the company with a letter from the bank proving he's a signatory on this bank account;*
- *Bank statements should not be "credit card statements" but bank statements of a **current account** where we can see regular incomes (salary, pension, etc...);*
- *Please highlight your regular income (salary, pension, etc...) on the bank statement;*
- *All bank statements must be in English (or translated by a sworn translator) and must show the applicant's name, and be stamped and signed;*
- *For retired persons: proof of pension or other regular income;*
- *For unemployed adults/unaccompanied minors/students: any other proof of regular income or letter of sponsorship in English from parent (or person in charge) with their proof of sufficient regular income (bank statement showing a salary/pension) + bilingual birth certificate or bilingual marriage certificate of the applicant issued by the Ministry of Interior (CSO) + copy of the parents' (or person in charge) passport.*

☐ **Planning of your stay**

- *Detailed daily program of your stay;*
- *If the applicant is travelling to Belgium and/or more than one Schengen country, it is necessary to include the information on means of transport (flight reservations, train connections, etc.) and accommodation (hotel reservations).*

☐ **Flight reservation**

- *Only a round-trip flight reservation is required;*
- *The original ticket might be requested at the collection of the visa.*

☐ **Prepaid hotel reservation**

- *The hotel reservation should cover the whole duration of stay in the Schengen area clearly state the visa applicant´s full name, dates of accommodation, the hotel address and contact details and be guaranteed*

with a valid credit card;

- *In case of owning a house or renting an apartment in Belgium, the contract should be provided.*

☐ **For family members travelling together**

- *Proof of relationship issued by Ministry of Interior (CSO) in English or French (bilingual birth certificate and/or bilingual marriage certificate).*