TLSCONTACT VISA APPLICATION CENTRE - SOUTH AFRICA

LIST OF DOCUMENTS

TOURISM VISA

Visa requirements for Tourism (Short stay visa - C)

Additional documents and information may always be requested.

Production of all required documents does not automatically guarantee the right to issuance of a visa. This remains subject to internal verifications and instructions.

The study of your file may take several weeks (or even months) depending on the difficulties encountered during the process. Reason for which you are strongly advised to apply at your earliest convenience (but at the earliest 3 months before departure and at the latest 3 weeks before departure).

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.

LIST OF DOCUMENTS

☐ **National passport**

- *Original + copies of 2 first and 2 last pages + copies of pages with a previous Schengen visa;*
- *Must also contain at least 2 consecutive blank pages and must be issued less than 10 years ago;*
- ***Foreign passport holders** must also present a residence permit, both valid for at least 3 months from the date on which you intend to leave the Schengen territory.*

☐ **Schengen application form**

- *Duly completed on Visa-On-Web;*
- *Printed form with a bar code;*
- *Dated and signed at all due places in particular items 36 & 37.*

☐ **Two photos**

- *2 recent passport colour photographs should be glued on the application form. Please visit FAQ page on our website and find more information about Schengen photo requirements.*

☐ **Employment certificate**

- *With leave dates and stating designation, date of employment, salary, period and purpose of trip;*
- *If self-employed: Original Company trade license/CIPRO copy of current year;*
- *If student: School leave letter.*

☐ **Touristic program or Invitation letter**

- *Signed and dated by the host;*
- *Accompanied by a copy front and back of the host's BE residence permit or ID card;*
- *Legalized by the municipality in Belgium.*

☐ **Return flight reservation**

- *In applicant's name;*
- *Specifying each entry into and exit from the Schengen area;*
- *Proving transport to Belgium or Luxemburg.*

***Important**: It is advised not to pay for any reservations before you receive the visa. If you do not receive your visa on time, or if your visa is refused, the Consulate of Belgium cannot be held responsible in any way for any losses encountered.*

☐ **Proof of accommodation**

- *In applicant's name for the entire duration of stay;*
- *Hotel reservation;*
- *Rental contract;*
- *Proof of ownership or invitation letter for accommodation dated and signed, legalized by the municipality in Belgium.*

☐ **Medical/Travel insurance policy**

- *Valid for the entire period of stay;*
- *Covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay in the Schengen territory;*
- *With a minimum coverage of EUR 30,000.00 and in principle taken out in the country of residence.*

☐ **Proof of regular and sufficient financial means**

- *In the country of residence and for the trip;*
- *Personal means by bank statements of last 3 month;*
- *Salary slips last 3 months;*
- *Travel wallet and bank statements;*
- *Credit card and bank statement or original Pledge of financial support:*
    - *Annex 3bis legalized by the municipality in Belgium;*
    - *Copy front and back of the host's BE ID card;*
    - *Certificate of family composition of guarantor;*
    - *3 latest pay slips guarantor.*

☐ **Marriage certificate (if applicable)**

- *Copy of the marriage certificate of the applicant;*
- *Copy of the ID of the spouse.*

☐ **For minors**

- *Birth certificate or an official letter in lieu of unabridged birth certificate from the South African Home Affairs (Equivalent Birth Certificate Document);*
- *Certified copies of the identity card or passport of both parents;*
- *If the minor is traveling with only 1 parent, the other parent must provide a legalized consent affidavit. If only one parent has custody over the minor, the court order granting the parental responsibilities and rights needs to be presented.*