



BELGIUM - CHECKLIST FOR FAMILY/FRIEND VISIT

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

Document	Description
Application form	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Size 3.5cm X 4.5cm - White plain background - Taken less than 3 months ago
Original passport	<ul style="list-style-type: none"> + 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 Lebanese/Syrian residence permit (should be valid at least 3 months after your return)
Travel insurance certificate	<ul style="list-style-type: none"> - 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)
Certificate of employment/proof of professional activity	<p>In English or in Arabic + translation, mentioning :</p> <ul style="list-style-type: none"> -The full address and contacts of the company, the designation, date of employment, CNSS number, 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 and tax registration (Arabic + translation)
For students : Original letter of the university	<p>In English or In Arabic + translation, mentioning:</p> <ul style="list-style-type: none"> - The enrollment certificate (of the current academic year) + proof of registration next academic year (if applicant applies just before/during the summer) - 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

<p>For minors (under 18) Original letter of the school</p>	<p>In English or in Arabic + translation, mentioning:</p> <ul style="list-style-type: none"> - The enrollment (of the current academic year) + proof of registration next academic year (if applicant applies just before/during the summer) - 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
<p>If a minor is travelling alone or without one of the parents : Parental authorization</p>	<ul style="list-style-type: none"> - Both parents have to sign a notarized parental authorization - Please provide a copy of the parent's passport and ID and a birth certificate in English or French - If applicable : proof of guardianship issued by the court (translated by a translator)
<p>Proof of sufficient financial means</p>	<ul style="list-style-type: none"> - Personal (on the applicants' name) bank statements (<u>preferably</u> from a fresh euro/dollar account= useable abroad) from the last 6 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 <u>not</u> 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) and must show the applicant's name, and be stamped and signed. - For retired persons: proof of pension or other regular income. - For unaccompanied minors/students: any other proof of regular income or letter of sponsorship in English from parent with their proof of sufficient regular income (bank statement showing a salary/pension) + birth certificate or marriage certificate of the applicant + copy of the parents' passport
<p>Original formal obligation (Annex 3bis) signed by your guarantor in Belgium</p>	<ul style="list-style-type: none"> - A formal obligation (in the prescribed form annex 3 bis https://dofi.ibz.be/sites/default/files/2021-05/Prise_en_charge_3bis_1.pdf) not older than 6 months ORIGINAL and RECTO/VERSO - Copy of the guarantor's 3 most recent salary sheets and/or guarantor's most recent tax sheet - 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 the municipality in Belgium (no residence certificate).
<p>Flight reservation</p>	<ul style="list-style-type: none"> - Only a round-trip flight reservation is required - The original ticket might be requested at the collection of the visa
<p>Invitation letter (in case staying with a private individual)</p>	<ul style="list-style-type: none"> - An invitation letter signed by your relative/friend and stating the address where you are going to stay. In the case of a visit to a friend, explanation of the relationship where & how you met. - Copy of the Belgian ID or residence card of the relative/friend you intend to visit
<p>Hotel reservation (if applicable)</p>	<ul style="list-style-type: none"> - 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
<p>For family visits : proof of relationship</p>	<p>Proof of relationship with the guarantor (marriage certificate/ birth certificate/ family extract of civil status)</p>

For family members travelling together

- Proof of relationship (family extract of civil status)

Important remark :

Attention ! 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.

ATTENTION!

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 2 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 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.

The visa-fee is non refundable if the visa is denied.

A later change to the purpose of the visit is not possible. It is not possible to extend a visa.

In case you have submitted your fingerprints for a previous visa application in the last 59 months, you are not required to submit them again. However if you are uncertain whether your fingerprints have been captured within this period, you are advised to have your fingerprints be taken again.