

Requirements for Tourist/Visiting Visa

This visa allows you to stay and travel within the Schengen territory as stated on your visa. You may enter the Schengen territory as a visitor, but you are not allowed to take up work.

To avoid any disappointment, applicants are advised to submit their complete files at least 15 working days before the intended date of departure.

Required documents

Please bring with you all of the following:

- 1. A passport or official travel document that is recognized by the Schengen country(ies) you intend to visit, valid for at least three months following the date of expiry of the requested visa.**
- 2. One legibly and fully completed application form, dated and signed.**
- 3. Two (2) recent colour passport pictures (full face, no dark glasses).**
- 4. Introductory letter explaining the purpose of the travel and the travel details.**
- 5. Proof of employment and income:**
 - » if you earn a salary: letter from your employer, confirming your leave for that period + pay slips covering the last three months + personal tax clearance + personal bank statements covering the past twelve months;**
 - » if you are self employed: tax clearance + personal bank statements covering the past 12 months.**

 - » if you are a student: school attestation, confirming the holiday for that period and if you are below the age of 21 years, parental consent (from both parents / guardian) sworn before the Magistrate Court, allowing you to travel to Belgium. If you are travelling with one of your parents then a sworn affidavit from the other parent allowing the you to travel and a passport ID page copy of the both the parents are mandatory.**

 - » if you are sponsored by someone in Belgium: see point 6. As a guideline: If you are lodged by your host (to be stated in the invitation letter) a daily provision of at least 38 Euros should be at your disposal; if you stay at a hotel, a daily provision of at least 50 Euros should be at your disposal (on top of the daily hotel charges).**
- 6. If you are sponsored by someone in Belgium:**
 - » An affidavit of support (Annex 3 bis) to be obtained by your host at the Municipal office of his place of residence and legalized by this authority, and not older than 6 months.**

 - » Proof that your host meets the legal requirements to act as a guarantor (salary slips of the last three months or most recent**

income tax decision). Recent attestation of family composition of the guarantor (issued by the municipal administration).

» Copy of identity card or residence permit of the guarantor (front and back).

7. Proof of transportation: a reservation will suffice when introducing the application (the tickets will have to be purchased and shown when picking up the visa).

8. A hotel booking for the period of your stay (internet or E-mail bookings may not be accepted). If you are going to be lodged by someone in Belgium, an invitation letter stating clearly that you are invited and will be lodged by your host is required, as well as a copy of his Belgian identity card or his residence permit (front and back).

9. If you go on a tourist trip: proof of your travel plans as a tourist (e.g. fully organized and prepaid sightseeing trip, through a Belgian travel agency).

10. In case you travel with your family and it is your/their first trip, the marriage and birth certificates will have to be presented.

11. Travel insurance (medical repatriation + urgent medical care) covering all Schengen countries for an amount of at least 30,000 Euros. Only insurance policies contracted with the officially recognized companies will be accepted. A list of these companies can be obtained at our Embassy.

A set of copies of all previous documents, in the same exact order. Documents should be arranged in the above order, and be followed by their copies in the same order.

Since the processing time differs from case to case, it is advisable to apply in advance. In any event, the processing time will be at least 12 full working days. In case the visa application has to be submitted to the Federal Department of the Interior in Brussels, the processing time will be approximately 4 working 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.

When entering the Schengen territory, the Immigration Authorities may want to see any of the above-mentioned documents and/or proof of sufficient funds. If you cannot provide these, you risk being sent back home with the next flight, since you do not meet the conditions to enter the Schengen territory any more.

Any false statements or documents will lead to your application being rejected or to the annulment of the visa already granted, and may also render you liable to prosecution under the law of the Schengen State which deals with the application. The information will be passed on to the other Schengen embassies and consulates.

A complete file does not guarantee the issuance of a visa. Additional documents may be required to substantiate your visa request.