



# Schengen Visa

## Family/Friend visit

Your application must contain all supporting documents in the order indicated below. Please print this “checklist” and add it to your application file. Incomplete applications may result in delays or refusal. Visa fees are not refundable.

<input type="checkbox"/>	<p><b>1. Visa application form:</b> Duly completed <a href="#">online</a> and signed. Signature must be notarized when mailing application.</p>
<input type="checkbox"/>	<p><b>2. Passport not older than 10 years:</b> Valid for at least 3 months from the date on which you leave the Schengen area. Passport must contain at least 2 empty side-by-side pages. Provide a copy of the picture page in addition to the passport itself.</p>
<input type="checkbox"/>	<p><b>3. Proof of legal residence in the US:</b> Original + 1 copy (in person) or notarized copy (by mail) of US permanent resident card or visa. Applicants with an F1-visa, must include an I-20 endorsed within the last year.</p>
<input type="checkbox"/>	<p><b>4. For minors travelling without parents/guardians or with only 1 parent/guardian:</b> Copy of the birth certificate of the child + consent form with notarized signatures of both parents. When applying in person with both parents present: copy of the birth certificate of the minor.</p>
<input type="checkbox"/>	<p><b>5. One recent color photo:</b> American or European passport-size, less than 6 months old with white background.</p>
<input type="checkbox"/>	<p><b>6. Visa fee : see consular fee schedule under consular services.</b></p>
<input type="checkbox"/>	<p><b>7. Proof of travel arrangements:</b> Full itinerary of intended travel, including to other Schengen countries if applicable. Include all transportation reservations (flight, train, or boat) and a chronological statement of your plans in the Schengen area. All reservations must include names of travelers.</p>
<input type="checkbox"/>	<p><b>8. Proof of accommodation:</b> Bookings for the entire intended travel with complete address and contact information of the location. <u>When staying with a family member/friend:</u> duly dated and signed invitation letter which contains the nature of the relationship, the dates of the visit and the location of the accommodation accompanied by a copy of the host’s ID-card. <u>When staying in a hotel:</u> booking for the entire intended stay, including other Schengen countries if applicable, with complete address and contact information of the location as well a letter from the family member/friend confirming the details of the meet-up accompanied by a copy of the family member/friend’s ID-card.</p>
<input type="checkbox"/>	<p><b>9. Proof of financial means:</b> You may find the minimum necessary funds needed <a href="#">here</a>. Balance sheets of 3 most recent bank statements. <u>If insufficient:</u> most recent credit card statement with available credit. Statements must clearly reflect the name of the applicant. Foreign accounts are not acceptable.</p>

	<p><b>When sponsored by a Belgian citizen or resident</b></p> <ul style="list-style-type: none"> <li>• Duly completed <a href="#">original affidavit of support</a> authenticated by the city administration in Belgium;</li> <li>• Copy of the sponsor's identity card or residence permit;</li> <li>• Attestation of family composition of the sponsor;</li> <li>• Copy of the last 3 pay stubs of the sponsor (if employed) or most recent tax declaration (if self-employed).</li> </ul>
<input type="checkbox"/>	<p><b>10. Proof of ties with the US:</b></p> <p><u>When employed:</u> most recent pay stub with year-to-date earnings + first 2 pages of most recent tax declaration (form 1040) and employment verification Specifying approved time-off. If the YTD earnings, are not mentioned on most recent pay stub, it must be included on the employment verification letter.</p> <p><u>When self-employed:</u> current business license + first 2 pages of most recent tax declaration.</p> <p><u>When retired:</u> pension benefits + first 2 pages of most recent tax declaration.</p> <p><u>When unemployed:</u> proof of ties (i.e. reasons to return) with the US.</p>
<input type="checkbox"/>	<p><b>11. Proof of health insurance</b> with a minimum coverage of 30.000 euros for medical emergency expenses and explicit coverage for repatriation of remains. The summary of benefits must clearly mention the name of the applicant as well as the dates and that it will cover you in the Schengen area . Suggested insurance providers can be found <a href="#">here</a>. Do NOT submit the entire policy, nor the insurance card.</p>
<input type="checkbox"/>	<p><b>12. Prepaid and pre-addressed envelope (optional)</b> to return your passport. Shipments with a tracking number are highly recommended. The diplomatic post is NOT responsible for lost packages. Note that Washington and New York do not use FedEx.</p>