



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>1. Visa application form: Duly completed online and signed. Signature must be notarized when mailing application.</p>
<input type="checkbox"/>	<p>2. Passport not older than 10 years: 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>3. Proof of legal residence in the US: Original + 1 copy (in person) or notarized copy (by mail) of US permanent resident card or visa. If you hold an F1-visa, you must include an I-20 endorsed within the past year.</p>
<input type="checkbox"/>	<p>4. For minors travelling without parents/guardians or with only 1 parent/guardian: 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>5. One recent color photo: American or European passport-size, less than 6 months old with white background.</p>
<input type="checkbox"/>	<p>6. Visa fee : see consular fee schedule under consular services.</p>
<input type="checkbox"/>	<p>7. Proof of travel arrangements: Full itinerary of intended travel, including to other Schengen countries if applicable. It must include:</p> <ul style="list-style-type: none"> • all transportation reservations (flight, train, or boat) in your name; • a chronological statement of your plans in the Schengen area.
<input type="checkbox"/>	<p>8. Proof of accommodation: <u>When staying with a family member/friend:</u></p> <ul style="list-style-type: none"> • duly dated and signed invitation letter which contains : <ul style="list-style-type: none"> ○ the nature of the relationship; ○ the dates of the visit; ○ the location of the accommodation; • a copy of the host's ID-card. <p><u>When staying in a hotel:</u></p> <ul style="list-style-type: none"> • booking for the entire intended stay, including other Schengen countries if applicable, with complete address and contact information of the location;

	<ul style="list-style-type: none"> • 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>9. Proof of financial means: You may find the minimum necessary funds needed here.</p> <ul style="list-style-type: none"> • 3 most recent balance sheets of your personal bank account, reflecting an average ending balance equal to or greater than the necessary funds. Foreign accounts are not acceptable. • <u>If insufficient funds in the bank:</u> <ul style="list-style-type: none"> ○ Summary page of your most recent personal credit card statement showing available credit equal or greater to the necessary funds. OR ○ Get sponsored by a Belgian citizen or resident : <ul style="list-style-type: none"> ▪ Duly completed original affidavit of support obtained by your sponsor and authenticated by the city administration in Belgium. A photocopy is not acceptable. ▪ Copy of the sponsor's identity card or residence permit; ▪ Copy of the last 3 pay stubs of the sponsor (if employed) or most recent tax declaration (if self-employed).
☐	<p>10. Proof of ties with the US: <u>When employed:</u></p> <ul style="list-style-type: none"> • Most recent pay stub with year-to-date earnings. • Employment verification letter specifying approved time-off (and YTD earnings if they are not mentioned on the most recent pay stub). • First 2 pages of most recent tax declaration (form 1040). <p><u>When self-employed:</u></p> <ul style="list-style-type: none"> • Current business license; • First 2 pages of most recent tax declaration (form 1040). <p><u>When retired:</u></p> <ul style="list-style-type: none"> • Pension benefits; • First 2 pages of most recent tax declaration (form 1040). <p><u>When unemployed:</u> proof of valid reasons to return to the US, such as scheduled medical appointments, family members living in the US, possession of real estate, US-social benefits,</p>
☐	<p>11. Proof of medical travel insurance: Do NOT submit the entire policy, nor the insurance card. The summary of benefits must clearly mention:</p> <ul style="list-style-type: none"> • name of the applicant; • travel dates; • coverage in Belgium/Schengen area; • minimum coverage of 30.000 euros for medical emergency expenses; • explicit coverage for repatriation of remains. <p>Suggested insurance providers can be found here.</p>
☐	<p>12. Prepaid and self-addressed envelope (unless pickup in person):</p> <ul style="list-style-type: none"> • Legal size preferred; • Shipments with a tracking number are highly recommended; • The diplomatic post is NOT responsible for lost packages; • Washington DC and New York posts do not use FedEx.