INVITATION BY FRIEND / FAMILY WHO IS PERMANENT RESIDENT IN BELGIUM

Documents from the family/friend in Belgium

1. **Proof of host’s financial means**: If the formal obligation is added one needs to add the following documents: -Proof of host’s financial means like: salary slips of the last three months, most recent income tax paper -Formal Obligation (annexe 3Bis/bijlage 3Bis) from the Municipality in Belgium (original + copy; document needs to be copied recto/verso). -Family composition

2. **Invitation letter from host person**: The Invitation letter from host the family/friend containing the following information: -Surname, first name, address and contact phone number (e-mail, if existing) of the inviting person (host) -Surname, first name, date of birth, sex, nationality and passport number of the invited person (guest) -Duration of stay in Belgium and requested number of entries -Explanation of relationship with the invited person The letter shall be signed by the inviting person(s).

3. **Copy of proof of the family relationship**: Proof of family tie. Mandatory if the host person is a relative.

4. **Proof of relationship with friends**: Proof of relationship with friends (photos, emails, etc)

5. **Copy of identity proof of inviter(s)**: Copy of ID Card the family/friend in Belgium (front and back)

Documents from the applicant

1. **Original passport** Passport must be valid for at least 3 months from the date on which you intend to leave the SCHENGEN territory, or, in the case of multiple journeys, the date on which you intend to leave it for the last time; issued within the previous 10 years. It is advisable that your passport contains at least one double blank page reserved for visas (blank front and back) for each. Passport should be signed by the applicant.

2. **One passport size photograph** – recent photograph in accordance to the
3. **One visa application form**: Duly completed (in German, Dutch, French or English), dated and signed by the applicant in person. The form with a bar code is available once the registration on Visa-On-Web is completed online. Print out the form and add it to your documents. For family members or group applications each individual must have a separate VOW application form. In case of minors (below the age of 18), the application form needs to be signed by parents or person exercising legal guardianship.

4. **Visa application fee of 60 Euro**: (to be paid in Ethiopian birr)

5. **Travel Insurance**: 1. The travel insurance should be valid for Schengen area. 2. The insurance must cover the minimum amount of 30,000.00 Euro (coverage: repatriation for medical reasons, urgent medical attention, emergency hospital treatment and transportation of the body in case of death). 3. The insurance should cover the whole period of your stay in Schengen area. If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip.

6. **Flight Ticket Reservation**: Proof of transport arrangements: reservations of airplane tickets

7. **Recent bank statement** (covering at least the past 3 months) and or personal bank saving book.

8. **Document relating to the applicant’s financial status and personal ties in Ethiopia or country of residence**:
   - **Proof of attachment to Ethiopia** (House ownership title deed / land lease agreement, Vehicle ownership title deed, Marriage certificate, Birth certificate of under age children, any other document)
   - **If employed**:
     - Letter from employer mentioning salary, position and leave days in the case of employed applicants
   - **If self employed**
     - Business license / trade license
     - Tax registration
     - Business registration
Bank statement for business account

- **If retired**: Documents proving the pension or other financial support

9. **Ethiopian Resident ID** in case the applicant is a foreigner resident in Ethiopia

**Accompanying Children (In addition to items 1-6)**

- Birth certificate of children
- Supporting letter from school mentioning that children are on holidays
- If the child is traveling with one parent, the parent not traveling should sign parental authorization and legalize it at the Belgian embassy
- Death certificate in case one parent is deceased or court decision in case of disappearance of one parent
INVITATION BY FRIEND / FAMILY WHO IS PERMANENT RESIDENT IN LUXEMBURG

Documents from the family/friend in Luxemburg
1. ID Copy of the family/friend in Luxemburg
2. Formal Obligation from the guarantor in Luxemburg (original, has to be preapproved by authorities in Luxemburg)

Documents from the applicant
1. Original passport Passport must be valid for at least 3 months from the date on which you intend to leave the SCHENGEN territory, or, in the case of multiple journeys, the date on which you intend to leave it for the last time; issued within the previous 10 years. It is advisable that your passport contains at least one double blank page reserved for visas (blank front and back) for each. Passport should be signed by the applicant.
2. One passport size photograph – recent photograph in accordance to the Schengen photo requirements colored white background
3. One visa application form: Duly completed (in German, Dutch, French or English), dated and signed by the applicant in person. The form with a bar code is available once the registration on Visa-On-Web is completed online. Print out the form and add it to your documents. For family members or group applications each individual must have a separate VOW application form. In case of minors (below the age of 18), the application form needs to be signed by parents or person exercising legal guardianship
4. Visa application fee of 60 Euro: (to be paid in Ethiopian birr = 2040 birr, as per the current exchange rate)
5. Travel Insurance
   1. The travel insurance should be valid for Schengen area.
   2. The insurance must cover the minimum amount of 30,000.00 Euro (coverage: repatriation for medical reasons, urgent medical attention, emergency hospital treatment and transportation of the body in case of death).
   3. The insurance should cover the whole period of your stay in Schengen area. If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip.
6. Flight Ticket Reservation: Proof of transport arrangements: reservations of
airplane tickets

7. **Recent bank statement** (covering at least the past 3 months) and or personal bank saving book.

8. **Document relating to the applicant’s financial status and personal ties in Ethiopia or country of residence:**
   
   - **Proof of attachment to Ethiopia** (House ownership title deed / land lease agreement, Vehicle ownership title deed, Marriage certificate, Birth certificate of under age children, any other document)
   - **If employed:**
     Letter from employer mentioning salary, position and leave days in the case of employed applicants
   - **If self employed**
     Business license / trade license
     Tax registration
     Business registration
     Bank statement for business account
   - **If retired:** Documents proving the pension or other financial support

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**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.