



## Checklist for **FRIEND VISIT**

*Australian and New Zealand citizens do not need a visa when they travel to Belgium for business or for personal travel. The stay in the Schengen area should not exceed 90 days in a 6 month period. Please note that Australian and New Zealand visitors will need to present a valid Australian or New Zealand passport (validity at least 3 months on the day they leave Belgium), proof of sufficient funds and a return airline ticket.*

### **Application form**

One application form duly filled in, signed and dated by the applicant.

Please follow the link to the application form [online](#) (ENG-NL-FR-DE)

### **Photo**

One passport photo not older than 6 months (dimensions: 35 by 45 mm).

### **Copy of visa status**

Proof of your visa for Australia/New Zealand. Submit your up to date (no older than 1 month) VEVO details for Australia or VisaView details for New Zealand. For another country, submit a copy of your residence permit.

### **Passport + copy**

A valid passport:

- should have been issued within the previous 10 years;
- should be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure;
- should contain at least 2 empty facing pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

### **Proof of a valid travel insurance policy**

The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000.

The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of death while in the Schengen area. Only providers from Australia, New Zealand or a Schengen country are acceptable.

Below are 7 companies that provide acceptable travel insurance:

Covermore: <https://www.covermore.com.au/>

Columbus direct travel insurance: <https://www.columbusdirect.com.au/>

GoInsurance: <http://www.goinsurance.com.au/>  
Insure4less: <https://www.insure4less.com.au/>  
Travel Insuranz: <https://quote.travelinsuranz.com.au/cover/>  
Southern Cross New Zealand: <https://www.scti.co.nz/travel-insurance/international>  
AXA-Schengen: <https://www.axa-schengen.com/en>

### **Travel arrangements**

Reservation of return or round ticket, including a detailed itinerary. In case of an organized trip, include confirmation of the booking.

In the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey.

### **Invitation letter from the inviting friend**

Together with:

- Copy of the Belgian ID/residence card of the friend the applicant intends to visit.

### **Proof of civil status**

If married or in a partnership, provide a copy of a marriage certificate or registered partnership agreement.

### **Proof of solvency of the applicant**

- Bank statements from the last 3 months, **no deposits**.
- Bank statements should not be "credit card statements" but bank statements of a current account where one can see your regular income (salary, pension, etc.).
  - If staying with friends: the applicant should prove that he/she has at least 45€ per person for each day of stay;
  - If staying at a hotel: the applicant should prove that he/she has at least 95€ per person for each day of stay
- Guarantor in Belgium (in case the applicant does not have personal sufficient funds):
  - Original letter of guarantee (in the prescribed form "[Annexe 3bis](#)"/"[Bijlage 3bis](#)" original, **printed recto verso and not older than 6 months**;
  - Copy of the guarantor's 3 most recent salary slips/the guarantor's most recent tax sheet/ other official proof of the guarantor's solvency;
  - Copy of the identity card or the unlimited residence permit (card B,C,D,E,E+,F or F+) of the guarantor;
  - Original certificate of family composition of the guarantor, issued by his/her municipality in Belgium (a residence certificate is not accepted as a certificate of family composition).

### **NOTE**

- The guarantor should be able to prove to have a regular net monthly income of at least 1000 € + 150 € for each dependent family member in Belgium + 200 € for each person invited;
- A letter from the bank or a deposit account statement is not accepted to prove the solvency of the guarantor;
- A person with a limited residence permit (card A or H) cannot legally act as a guarantor.

### **For retired persons:**

- Proof of pension or other regular income.

**For unemployed adults:**

- If married: Letter of employment and income of the spouse + copy of your marriage certificate.
- If single/divorced/widow/widower: Any other proof of regular income.

**NOTE**

**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.**

**Applicants who cannot enclose all documents from the list should consider adding alternative documents or explain the reason for not handing them in.**

**The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.**

Disclaimer

This checklist comprises all documents that are part of my visa application. I understand that the Embassy will decide on my visa application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.