## Visiting Family and/or Friends Visa (Schengen Short Stay Visa)

For people who wish to visit relatives or friends, staying in their home.

## IMPORTANT INFORMATION:

The duration of the presented flight reservation, insurance and formal obligation (3bis) must always correspond. In case of different or contradictory information, the embassy will issue a visa with a validity based on the shortest period of these 3 documents.

Starting date of the validity of the visa will always be the starting date of the i nitially presented flight reservation.

Documents in Farsi language only are not accepted for the treatment of your visa file; only translated documents will be taken into account.

The Farsi documents need to be translated by a sworn translator into one of our national languages or into English.

In case the authorization to issue the visa arrives after the initially planned departure date, you will be contacted by the embassy.

Documents	Description	Remarks
	Main documents	
Original of passport	-Passport which must be valid for at least 1 Year 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	☐ Yes ☐ No
	-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.	☐ Yes ☐ No
Schengen 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 <a href="Visa-On-Web">Visa-On-Web</a> is completed online. Print out the form and add it to your documents.	☐ Yes ☐ No
	-For family members or group applications each individual must have a separate VOW application form.	☐ Yes ☐ No
	-In case of minors (below the age of 18), the application form needs to be signed by parents or person exercising legal guardianship.	☐ Yes ☐ No
2 photos	2 recent photographs in accordance to the Schengen photo requirements	Yes No
Proof o	f purpose of stay and accommodation	

Employ	ment and solvency proof of applicant	
proof of inviter(s)	Recto/Verso copy of the inviting person(s) Belgian ID card or a copy of residence permit for Belgium.	☐ Yes ☐ No
Proof of relationship with friends	Proof of relationship with friends (photos, e-mails, etc)	☐ Yes ☐ No
Copy of proof of the family relationship between the applicant and the inviter(s)	Proof of family tie by translated Shenasnameh. Mandatory if the host person is a relative.	No □ Yes □
Travel Documents	copy of the flight reservation	
	- Explanation of relationship with the invited person The letter shall be signed by the inviting person(s).	No
	- Duration of stay in Belgium and requested number of entries	□ Yes □
Invitation letter from host person	- Surname, first name, date of birth, sex, nationality and passport number of the invited person (guest)	No □ Yes □ No
	- Surname, first name, address and contact phone number (e- mail, if existing) of the inviting person (host)	□ Yes □
	The Invitation letter from host the family/friend containing the following information:	□ Yes □
	-ID card of host, recto/verso copy.	□ Yes □ No
	-Family composition	□ Yes □ No
	be copied <b>recto/verso</b> ).	☐ <sub>Yes</sub> ☐ No
	-Formal Obligation (annexe 3Bis/bijlage 3Bis) from the Municipality in Belgium (original + copy; document needs to	
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, income tax paper	☐ Yes ☐ No

	For employees: -Work certificate: a signed, dated and stamped certificate on	No ☐ Yes ☐
	company letterhead with contact information. Must state applicant's name, position, salary and years of employment.	
	-Holiday authorization from employer	No □ Yes □
Evidence of	-Salary slips of last 3 months	No □ Yes □
employment and solvency proof	-Proof of payment of Social Security (list-e-bimeh)	No □ Yes □
	-Personal bank account statement of the applicant for the last 6 months : underline the transfer of salary on the account statement	No ☐ Yes ☐
	For business owners, liberal professions, self-employed -Valid business registration certificate / exploitation permit	No □ Yes □

	-Gazette of the company	☐ Yes ☐ No
	-Proof of payment of Social Security (list-e-bimeh)	☐ Yes ☐ No
	-Personal bank account statements of the applicant for the last 6 months: underline the transfer of income on the account statement	☐ Yes ☐ No
	-Last tax payment receipt	☐ Yes ☐ No
	For retired persons: -Receipt of retirement issued by the competent authorities	
	-Personal bank account statements of the applicant for the last 6 months: underline the transfer of income on the account statement	☐ Yes ☐ No ☐ Yes ☐ No
	For accompanying persons, if unemployed: -Spouse: shenasnameh	No
	-Children:	☐ Yes ☐ No ☐ Yes ☐
	-Proof of family relationship by birth certificate (shenasnameh – of the father is sufficient for the whole family)	No
	-School attestation (depending of the age of the child)	☐ Yes ☐ No ☐ Yes ☐
	-Minor travelling alone: authorization by both parents	No Yes
	- Minor travelling with one of the parents: authorization from the other parent	No □ Yes □
Do	ocument for the minor (s)	
Copy of birth certificate	Translated Shenasnameh	☐ Yes ☐ No
Consent of the parental authority or legal guardian	If a child travels alone or is only accompanied by one parent: an authorization signed in front of a notary public by the parents/the parent who is not travelling, is required (original and copy).	No □ Yes □
	Other documents	
		☐ Yes ☐ No

Attachments to Iran	Proof of attachment to Iran Birth Certificate with translation	
	-The travel insurance should be valid for Schengen area if you apply for short stay visa.	□ Yes □ No
Medical insurance policy	-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).	☐ Yes ☐ No
	-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.	□ Yes □ No
Copy of old passport	If you have Schengen visas for last 5 years in the old passport, it is recommended to submit copies Schengen visas and the page with the personal data of that passport with your application.  Also we request the copy of the current passport: 1st page with personal information + all the pages that have stamps and/or visa on it.	□ Yes □ No