



## Checklist for **FAMILY 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).

### **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).

### **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.

### **For minors (under 18 years old)**

**Student card (if available) + Original letter from the school**, mentioning:

- full address and phone number of the school;
- permission for absence;
- name and position of the person giving the permission;

Please provide one photocopy of the card and the letter.

### **Parental Authorization:**

- If both parents or legal guardians reside in the country of applying: Statutory Declaration with a permission to travel, from **both** parents or legal guardians, certificate of family relation or proof of custody, both certificates legalized by a Justice of the Peace, plus a copy of their photoID.

- If one parent or legal guardian is not present in the country of applying: Certificate of permission to travel and certificate of family relation or proof of custody, both certificates legalized by the relevant authorities in the country of residence, plus a copy of their photo ID.

### **Travel purpose**

Your cover letter explaining the purpose of your trip, plus a day by day planning.

### **Invitation letter from the inviting relative**

- A letter from the host in Belgium, with details of the trip
- Official proof of relationship between the applicant and the inviting relative.
- Copy of the Belgian ID/residence card of the inviting relative.

### **Accommodation in Schengen**

Any accommodation bookings for the intended stay in Schengen.

### **Financial means of the applicant or Guarantor**

- Bank statements from the last 3 months. These should be bank statements of a current account where we can see your regular income (salary, pension, etc.).
  - If staying with relatives: the applicant should show at least 45€ per person for each day of stay.
  - If staying at a hotel: the applicant should show at least 95€ per person for each day of stay.

#### **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.

#### – **Guarantor in Belgium** (in case the applicant does not have personal sufficient funds):

- An original letter of guarantee (in the prescribed form **Annexe 3bis** or **Bijlage 3bis**) not older than 6 months, **original** and **printed recto/verso**;
- Copy of the guarantor's 3 most recent salary slips /guarantor's most recent tax sheet/
- other official proof of the guarantor's solvency;
- A photocopy of the identity card or the unlimited residence permit (card B,C,D, E, E+,F or F+) of the guarantor;
- An 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 show a regular net monthly income of at least €2,173.88.

A person with a limited residence permit (card A or H) cannot legally act as a guarantor.

A letter from the bank or a deposit account statement is not accepted to prove the solvency

of the guarantor.

### **Return guarantee**

- **Everybody:** Proof of **ownership** of home or other real estate
  - \* Proof of **dependent persons** in country of origin / residence
  - \* Any **other** relevant document
- **Employee:** letter from the employer confirming the employment, title and duration, and leave authorisation
- **Student:** letter from the school / university confirming the registration and holiday
- **Self-employed:** proof of registration of the company

### **Proof of valid travel medical insurance**

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 6 companies that provide acceptable travel insurance:

Covermore: <https://www.covermore.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 ticket**

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.

### **NOTE**

**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.