



## BELGIUM VISA

### List of Documents

#### PRIVATE/FAMILY

#### VISIT

- Applicants who cannot enclose all documents from the list should consider adding alternatives or explain the reasons for not providing them.
- During the examination of the application, the Embassy may request additional documents which are not mentioned in the list below and may call the applicant for an interview.
- Any documents submitted in languages other than English, French, Dutch or German will not be considered.
- Applicant is hereby informed that submitting the above-mentioned documents does not guarantee the issuance of a visa.
- Processing time differs from case to case, therefore, to avoid delays, it is advisable that you apply at least 3 weeks before the departure date.
- Applicants have the possibility to apply for a visa six months in advance before the travelling date.
- In principle, the processing time is between 2-3 weeks. In case the visa application has to be submitted to the Home office in Brussels for decision, the processing time will be approximately 4-6 weeks and might exceed during summer time or other special occasions.
- No additional documents can be submitted to VFS or the Embassy unless the Embassy has requested them.
- An incomplete file will lead to a visa refusal.
- A complete file does not guarantee the issuance of a visa.
- The visa fee is non-refundable.

***“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.”***

#### Remarks:

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Date: - \_\_\_\_\_

Applicant’s Signature: - \_\_\_\_\_

VFS Officer’s Signature: - \_\_\_\_\_



1)  **Application form**

- Irrespective of age, each individual requires a separate application form printed from [VisaOnWeb](#)
- The application form should be fully filled in, signed on both pages and dated by the applicant.
- For children under 18 years, the application form should be signed by a person with parental authority or by a legal guardian.
- The current address, local contact number and email address should be provided.

2)  **Photo**

- One passport photo not older than 6 months with the following [specifications](#)

3)  **Original passport**

- A valid international passport (the validity of the passport has to exceed the end of the proposed trip by at least three months)
- 1 copy of the used pages of the Passport
- 1 copy national ID-card + the copy of the used pages of the previous passport (if you have one).

4)  **Sponsorship Form** - An original sponsorship form (Annex 3 bis) from Belgium, if applicable.

5)  **Copy of the ID card of sponsor**

6)  **Proof of Solvency of Sponsor**

- proof that they have Belgian nationality or that they are admitted or authorised to reside in Belgium for an unlimited period (identity card or residence permit);
- a family composition issued by the municipal administration of the place of residence;
- where applicable, proof of relationship with the person for whom the guarantor has assumed financial responsibility;
- proof of sufficient resources ([Formal obligation | IBZ](#))

7)  **Proof of Family Ties**

- If applicable, proof of family ties (copies of birth and marriage certificates etc.), or a letter of invitation with a detailed description of the ties between the host and the invited person.

8)  **Travel insurance certificate**

- A valid Int. Travel Insurance Document + 1 copy. The amount insured must be minimum 30.000 EUR (equivalent in PKR) insurance has to cover the whole Schengen territory as well as the whole duration of the sojourn in Schengen territory. If the insurance cannot be obtained in Pakistan, one should obtain insurance from Europe.

9)  **Flight reservation**- Only a round-trip flight reservation is required, the original ticket might be requested at the collection of the visa.

10)  **Proof of sufficient financial means**

- Credit card + related statements, if applicable
- Personal Salary Slips (3 Months)
- Personal Bank Account Statement (6 Months)
- FBR Income tax return from last year
- Banks statements of company, if applicable

Date: - \_\_\_\_\_

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**11)  Evidence of Employment Status**

**From the employer**

- Proof of employment and authorization of leave.

**From a business owner / partner**

- A copy of the Trade, Professional or Commercial License, Partnership Deed + proof of professional or commercial activity (E.g. bill of lading, business contract.)

**From A school / University student**

- Registration from the school / university
- Proof of school installment payment
- Permission for absence mentioning the intended travel dates.
- If travelling for an educational trip, the school should contact the consular department in advance before applying for the visa.
- Original bank statement, of the person in charge showing regular income and of the saving account if necessary.
- An original signed and stamped employment letter of the person in charge mentioning the designation, date of employment, salary, the purpose of visit and financial arrangements.

**From a Minor travelling alone**

- If the minor is travelling alone (school trip, with a friend, a trainer, ...), both parents should provide a no objection certificate.
- If the minor is travelling with one of his parents, the non-travelling parent should provide a no objection certificate.
- A copy of the parents' passports
- Original bank statement, of the person in charge showing regular income and of the saving account if necessary.
- An original signed and stamped employment letter of the person in charge mentioning the designation, date of employment, salary, the purpose of visit and financial arrangements.
- Birth certificate

**From Housewives / dependent / unemployed applicant**

- A no objection certificate from the sponsor allowing the applicant to travel.
- A copy of the sponsor's passport.
- Employment certificate of the person in charge.
- Bank statement, of the person in charge showing regular income and of the saving account if necessary.

**12)  Family Registration Certificate (FRC)**

**13)  Proof of real estate property and/or rental contracts, if applicable.**

Date: - \_\_\_\_\_

Applicant's Signature: - \_\_\_\_\_

VFS Officer's Signature: - \_\_\_\_\_