

BELGIUM/LUXEMBOURG- CHECKLIST FOR SCHENGEN VISA

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 Email: info@schengenvisa-palestinianterritory.com Website: www.belgiumvisa-palestineterritory.com

SN	BASIC REQUIREMENTS	Yes	No
1	A completed and signed application form , complying with the harmonized SCHENGEN visa application form. This form is available through the link above or free of charge from consulates. You complete it in French, Dutch, German or, if you do not have a command of any of the national languages, ideally in English. You append a recent identity photograph meeting the standards in force. Minor children must submit an application form signed by a person with parental authority or by a legal guardian.		
2	A copy of the ID		
3	A travel document , (e.g. a passport), 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. This document must also contain at least 2 blank pages and have been issued less than 10 years ago		
4	<p>The documents indicating the purpose of your journey:</p> <p>From April 2015, a harmonised list of supporting documents is imposed to persons who are subject to short stay Schengen visa (C) requirements and are residing in Jerusalem, the West Bank and Gaza. This list is the result of an Implementing Decision of the European Commission.</p> <ul style="list-style-type: none"> - For a business trip : a signed invitation from the inviting company in Belgium/Luxemburg including full name of the applicant, purpose and length of visit, who will cover the costs of travel and accommodation, company's contact details + letter from the employer stating that the applicant is the employee of the company, mentioning position and salary as well as professional mission. - For a visit to a relative : a signed invitation from the relative including full name of the applicant, purpose and length of visit, address of stay in Belgium/Luxemburg and contact details of the host + copy of relevant documents proving the family relations (certificates of birth, marriage etc.) + work confirmation letter from the employer with indication of annual leave. - For a visit to a friend : a signed invitation from the friend including full name of the applicant, purpose and length of visit, address of stay in Belgium/Luxemburg, contact details of the host + work confirmation letter from the employer with indication of annual leave. - For tourism : details on the purpose and itinerary + a work confirmation letter from the employer with indication of annual leave. - For training/internship/seminar/course : certificate of enrolment at an education establishment or invitation from company/institution, including full name of the applicant, purpose and length of visit, address of stay in Belgium/Luxemburg, contact details of the establishment/company/institution + in case of internship, letter from the company/institution indicating if the internship is paid (how much) or unpaid. - For political/scientific/cultural/sports or religious events : a signed invitation from the organizing authority of the event including full name of the applicant, purpose and length of visit, address of stay in Belgium/Luxemburg, contact details of the organizing authority + document that proves applicant's connection with the sending organization. • If you are a minor travelling without your parents or without your legal guardian, parental authorization or the authorization of your guardian will be required. • If you are applying for a multiple-entry visa, you must in addition establish the need to travel frequently and/or regularly, inter alia because of your job or your family situation, and prove your integrity and reliability, inter alia by the legal use of visas issued previously. 		
5	The documents relating to accommodation : booking of hotel reservation for the whole period of stay in the Schengen area if accommodation is not provided by host.		
6	The documents indicating that you have sufficient personal means of subsistence , both for the duration of your stay on the SCHENGEN territory and for the transit to a third country in which your admission is guaranteed or a commitment that charge will be taken		
7	Suitable, valid travel health insurance covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay/s on the SCHENGEN territory. This insurance must be valid for the whole of this territory and the whole of the stay. The minimum cover is 30,000 EUR. In principle, it is taken out in your own country. Please click here to obtain the list of recognized travel insurance policies.		
8	<p>Proof of the reservation of a return ticket must be presented at the time you apply for the visa.</p> <p>The definitive non-transferable return ticket in your name is not required yet when you lodge the visa application, to avoid unnecessary costs.</p>		

Applicant's name:

Signature:

Tel #:

Date:

SO. VAC. Remarks:

SO. VAC. name and signature:

Date

Notes	
1	Applicants may be called for interviews to assert purpose of travel and other relevant information. Applicants may be asked to present any other document that the Consulate might deem appropriate.
2	If your visa is refused the information on avenues of recourse can be found on the refusal form.

INSURANCE COMPANIES ACCREDITED TO THE SCHENGEN STATES IN THE PALESTINIAN TERRITORY	
S.N.	Company Name
1	Ahliea Insurance Group – AIG
2	Al-Takaful Palestinian Insurance Co.
3	Global United Insurance Company
4	Trust International Insurance Company – Palestine
5	National Insurance Company – NIC
6	Al Mashreq Insurance Company
7	Palestine Insurance Company (PIC)

PROCEDURE	
A.	Arrange the documents
B.	Present them in the VAC: Submission 08.30 am to 12.30 pm (Sunday-Thursday) 08.30 am to 10.30 am (Saturday)
C.	Apply in person. Your application will be checked and your finger prints as well as your digital photograph will be Taken
D.	Approximately two weeks later, inquire (email or telephone) about the status of your visa or visit the website: www.belgiumvisa-palestineterritory.com