
	<p align="center"><b>BELGIUM / LUXEMBOURG - CHECKLIST FOR FAMILY OR FRIEND VISIT</b></p>	
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Documents to be provided by all visa applicants must be in English, Dutch, French or German	YES	NO
<ul style="list-style-type: none"> <li>• <b><u>Application form duly completed and signed.</u></b> <ul style="list-style-type: none"> <li>➤ Irrespective of age, each individual requires a separate application form (hand written or typed and printed)</li> <li>➤ The application form should be fully filled in, signed (two times) and dated by the applicant.</li> <li>➤ The current Qatar address, local contact number and email address should be provided.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>One recent passport size photograph</u></b> <ul style="list-style-type: none"> <li>➤ One passport photo not older than 6 months with the required <a href="#">specifications</a></li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Original passport with Qatar residence permit</u></b> <ul style="list-style-type: none"> <li>➤ All valid for at least three months longer than the intended stay or in the case of multiple journeys, the date on which you intend to leave the Schengen Zone for the last time.</li> <li>➤ The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages.</li> <li>➤ The applicant needs to provide a photocopy of the identity page of the passport, the Qatar residence permit and any previous Schengen visas with <b><u>enter and exit stamps</u></b> from the last 3 years</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Language Preference Form</u></b> <ul style="list-style-type: none"> <li>➤ The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated</li> <li>➤ If you choose to complete the application in English, please choose “no preference” <a href="#">Language preference form</a></li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Original letter from the applicant’s employer, including:</u></b> <ul style="list-style-type: none"> <li>➤ Employer’s name and signature</li> <li>➤ Terms of employment of the applicant, including the applicant’s position, the applicant’s salary and allowances.</li> <li>➤ the start date of the applicant’s employ (and if applicable, the end date)</li> <li>➤ Confirmation that the applicant will resume his /her duties upon return to Qatar</li> <li>➤ Confirmation that the employer approves of the dates of the leave</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Invitation letter of the applicant’s friends or family.</u></b> <p>This invitation letter should include:</p> <ul style="list-style-type: none"> <li>➤ Full names of the inviting party</li> <li>➤ Exact home address of the inviting party</li> <li>➤ Confirmation that the applicant will stay at this address if this is the case</li> <li>➤ dates of the applicant’s stay</li> <li>➤ Copy of the identity card / residence permit of the inviting party</li> </ul> <p>This invitation can also be sent by mail by the inviting party <u>directly</u> to the Embassy.</p> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Confirmed hotel reservation:-</u></b> <p><b><u>In case staying in a hotel:</u></b></p> <ul style="list-style-type: none"> <li>➤ The hotel reservation should cover the whole duration of stay.</li> <li>➤ The confirmation needs to be issued directly by the hotel/guesthouse and clearly state the visa applicant’s full name, dates of accommodation, the hotel address and contact details.</li> </ul> <p><b><u>In case staying with a private individual:</u></b></p> <ul style="list-style-type: none"> <li>➤ An invitation letter signed by your relative and stating as well the address by which you are going to stay in.</li> <li>➤ Copy of the Belgian ID card of the family member you intend to visit.</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>• <b><u>Flight ticket reservation</u></b></li> </ul> <p>➤ Only a round-trip flight reservation is required. The original ticket might be requested at the collection of the visa</p>		
<ul style="list-style-type: none"> <li>• <b><u>Travel insurance certificate</u></b> insurance, showing the following:- <ul style="list-style-type: none"> <li>➤ coverage of the cost of repatriation for medical reasons</li> <li>➤ coverage of the costs of urgent medical attention and / or emergency hospital treatment</li> <li>➤ coverage of the costs of death</li> <li>➤ minimum coverage of € 30,000</li> <li>➤ validity for all Schengen countries</li> <li>➤ confirmation that the insurance company has a partner in Europe</li> </ul> </li> <li>• Please, note that if the insurance certificate does not show all of the above, you are required to submit the policy documents with the relevant sections highlighted. <a href="#"><u>List Of Travel Insurances</u></a></li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>Proof of sufficient means of support:</u></b> <ul style="list-style-type: none"> <li>➤ <b><u>Personal financial means:</u></b> <ul style="list-style-type: none"> <li>• bank statements for at least the last three (3) months; please note that any print outs of bank statements should be stamped and signed by your bank, <i>and</i>:</li> <li>• Travelers' cheques, proof of purchase of foreign currencies, credit card, etc. covering the cost of the stay.</li> </ul> </li> <li>OR</li> <li>➤ <b><u>Pledge of financial support from a sponsor</u></b>, who can be either a Belgian citizen residing in Belgium or a foreign national authorised to reside in Belgium for an unlimited period. Please note that all documents below must be submitted: <ul style="list-style-type: none"> <li>• Pledge of financial support (« annexe 3bis » / « bijlage 3bis »), signed by the sponsor and legalized by the local administration competent for the sponsor's place of residence;</li> <li>• Copy of the sponsor's identity card;</li> <li>• Proof that the sponsor has been authorised to reside in Belgium for an unlimited period: copy of his/her residence permit;</li> <li>• Attestation of the sponsor's family composition ("Composition de Ménage" / 'Gezinssamenstelling') to be obtained at the local administration competent for his/her place of residence;</li> <li>• Proof of the sponsor's financial means: <ul style="list-style-type: none"> <li>▪ certified true copies of the salary statements of at least the last three (3) months or proof of the sponsor's income tax as provided by the competent authorities of FPS Finance in Belgium ('Avertissement Extrait de Role' / 'Aanslagbiljet – Personenbelasting')</li> <li>▪ bank statements for at least the last three (3) months</li> </ul> </li> </ul> </li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• <b><u>In below cases these documents will be required:</u></b> <ul style="list-style-type: none"> <li>➤ <b><u>For minors (Under the age of 18):</u></b> Letter of consent <b>signed by both parents</b> (or both parents sign their application form) + copies of the parent's passports or identity cards where their signature appears.</li> <li>➤ <b><u>For students:</u></b> Letter from the school or university confirming their status as a student and that their absence is permitted.</li> <li>➤ <b><u>For Spouse:</u></b> If sponsored by spouse <b>copy of Marriage certificate</b> should be submitted with the passport copy.</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>• <b><u>Important Remark:-</u></b></li> </ul> <p><b>Attention!</b>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.)</p> <p><b>This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.</b></p>		
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**AT THE TIME OF COLLECTION OF THE VISA (IF GRANTED):**

- ☐ **Actual flight ticket** (non- refundable and non- transferable)

**DOCUMENTS SHOULD MEET THE FOLLOWING REQUIREMENTS:**

- The documents presented must be **recent originals**, plus one (1) photocopy of each of the documents.
- Official foreign documents must be **legalised** or bear an **apostille**, unless a treaty provides for the exemption of the legalisation process.
- If the documents are not in French, Dutch, German or English, the documents must be **translated** into one of these languages by a certified translator. This translation must also be legalised as a separate document according to the procedure in place in the country where it has been made and subsequently by the Belgian embassy or consulate competent for this country/area.

Please note that, based on the content of the documents produced, **additional documents** may be required. These must be produced to the Embassy within a month. If not, the application file is definitively closed and the person concerned must introduce a new application if he/she still wishes to go. If extra documents are required, the applicant will normally be informed of this within a few days of the introduction of his/her application. In order to let the visa section work as efficiently as possible, the Embassy would be grateful if applicants could refrain from contacting the Embassy immediately after the introduction of their file and wait for a week to do so in case they have not heard from the Embassy by then.

The Embassy may have to **refer the application to the Immigration Office in Brussels** (Chaussée d'Anvers/Antwerpsesteenweg 59B, 1000 Brussels, Tel.: +32 (0)2 793.80.00, helpdesk.dvzoe@dofi.fgov.be, <http://www.dofi.fgov.be>). Such a referral may result in a, sometimes considerable, delay in processing your application. When a file has been sent to the Immigration Office in Brussels, the applicant can follow the handling of his/her file on this administration's website, under « où en est ma demande de visa / hoe zit het met mijn visumaanvraag » by keying in the name of the town where the embassy/consulate where he/she applied is located (Doha) and his/her file number.

The **consular tax** is paid in cash in Qatari Riyals at the time of application. It covers the handling of the application and cannot be refunded in any case (i.e. refusal, withdrawal of application, file closed because applicant didn't produce the required documents within a month). Please note that when the applicant does not stay in a hotel (but, for example, stays at a private address), the applicant is required to **report him/herself at the municipality where (s)he is staying within 8 days of his/her arrival.**

**Important notice:** a visa (or authorisation of temporary residence) does not create a right to enter the Belgian / Luxembourg territory. Its holder must keep with him/her all the documents that were produced in order to obtain the visa. The production of these documents may be required at the immigration control. Failing to produce them may result in a denial of entry.

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

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