



VISA FOR FAMILY VISIT OR PRIVATE INVITATION (Visa C)

The complete file should be lodged in 2 sets: 1 original and 1 copy

Please arrange your documents according to this checklist

A. General requirements :

1. Visa application form dully completed and signed: <https://visaonweb.diplomatie.be/>
2. Passport with validity of at least 3 months after the end of the planned journey;
3. Copy of the data page of the passport together with all pages having visas and stamps;
4. One (1) passport sized photo with white background and not older than 6 months;
5. Non-refundable visa application fee to be paid upon submission of visa application;

B. Supportive documents :

Proof of travel

- ⇒ Copy of the roundtrip airline ticket reservation with Passenger name & Registration Number (or reservation number). **Do not pay for/buy the ticket until a visa has been granted.** *Note:* If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation

Proof of Travel Medical Insurance

- ⇒ Copy of the insurance issued by accredited companies only
- ⇒ The insurance should:
 - Have a minimum coverage of 30,000 Euros
 - Be valid in all Schengen countries
 - Cover the entire duration of the trip

Proof of financial means of the applicant

- ⇒ Bank certification, bank books
- ⇒ Personal bank statements, credit card statements or balance covering the last six months
- ⇒ For minors: Proof of economic means of parents or legal guardian

Proof of occupation

- ⇒ If employed:
 - Certificate of employment

- Certificate of leave absence
- ⇒ If self-employed:
 - Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business
 - Income Tax Return
 - Business Financial Statement
- ⇒ If student:
 - Proof of enrolment
 - Certificate of leave absence if travelling during school year

If travelling with spouse and/or children

- ⇒ Marriage contract issued on National Statistics Office (NSO) security paper
- ⇒ Birth certificates of children issued on National Statistics Office (NSO) security paper

For Minors

- ⇒ Affidavit of support & consent of parents (specially of the non-travelling parent) or legal guardian
- ⇒ Copy of passport of parents or legal guardian
- ⇒ Birth certificate of the minor issued on National Statistics Office (NSO) security paper
- ⇒ Department of Social Welfare and Development (DSWD) clearance

For non-Filipino applicants who have valid residence status in the Philippines

- ⇒ Copy of Alien Certificate Registration (ACR)
- ⇒ Re-entry permit

C. Documents to submit specifically for Travelling for the purpose of Family Visit or Private Invitation

Proof of relationship

- ⇒ Invitation letter stating the purpose of stay, address, telephone number, e-mail address and the period of stay of the guest(s)
- ⇒ Eventually birth certificate or marriage certificate
- ⇒ Photocopy of the bio data page of the passport and/or travel history of the host in case of non-formalised relationship (boyfriend/girlfriend)

Proof of sponsorship (if no personal financial means)

- ⇒ Original Affidavit of Support ("BIJLAGE 3bis / Annexe 3bis"), legalized by the Belgian municipality where the sponsor is registered
- ⇒ Copy of Belgian ID card or Resident ID card
- ⇒ Family Composition of the sponsor ("Samenstelling van het Gezin / Composition de Ménage") to be obtained from the sponsor's Belgian municipality
- ⇒ Recent proof of income of the sponsor (3 last months' salary slips and last income tax assessment paper from the Finance Department in Belgium)