



## 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](#) duly completed and signed;
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.

*Please note:*

*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.)*

*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. Supporting documents :

*Proof of travel*

- ⇒ Copy of the roundtrip airline 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 travel and medical insurance policy issued by an [accredited insurance company](#)
- ⇒ The insurance should mention:
  - A minimum coverage of 30,000 Euros
  - Validity in all Schengen countries
  - Coverage period for 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 (stating position, years of service and salary)
  - 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 Philippines Statistics Authority (PSA) security paper
- ⇒ Birth certificates of children issued on Philippines Statistics Authority (PSA) security paper

#### *For Minors*

- ⇒ Affidavit of support & consent to travel 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 Philippines Statistics Authority (PSA) 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)
- ⇒ 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)