

FAMILY/FRIENDS VISIT REQUIREMENTS

VISA TYPE C

This visa allows you to stay and travel within the Schengen territory as stated on your visa. You may enter the Schengen territory as a visitor, but you are not allowed to take up work. To avoid any disappointment, applicants are advised to submit their complete files at least 14 working days before the intended date of departure (in vacation periods this may take longer).

Required documents

Please bring with you all of the following:

- ☐ A passport recognized by the Schengen country(ies) you intend to visit, valid for at least three months following the date of expiry of the requested visa + copy of bio data page and all pages of the passport with visas and stamps.
- ☐ Two (2) legibly and fully completed application form, dated and signed with 2 recent colour passport pictures. Please do not forget to mention your **legible e-mail address** since the Embassy will only contact you by e-mail.
- ☐ If you are non-Nigerian, you will have to prove that you are a legal resident in Nigeria.
- ☐ Introductory letter explaining the purpose of the travel and the travel details.
- ☐ Proof of vaccination against COVID-19 and/or proof that the purpose of travel falls within the approved essential travel reasons.
- ☐ Proof of employment/income of the applicant:
 - If employee: letter of appointment, leave letter, salary slips of the last 6 months+ bank statements of the account of the last 6 months where your salary comes in
 - If retired: proof of retirement + bank statements of the account of the last 6 months of the account where your pension comes in.
 - If you are an owner of a business: all documents relating to the company (Tax Clearance Certificate/Memorandum of Articles of Association/Certificate of Incorporation of a Company/Certificate of Registration/Personal Income Certificate), letter of introduction and bank statements of the last 6 months (personal/business).
- ☐ If you are a student: school attestation confirming your absence for that period and if you are below the age of 21 years, parental consent (from both parents) sworn before the Magistrate Court, allowing you to travel to Belgium and a birth certificate.
- ☐ If you are travelling with only one of your parents then a sworn affidavit from the other parent allowing you to travel together with a passport ID page copy of both parents are mandatory. The proof of income of the parents will have to be submitted as supporting documents.
- ☐ If you are sponsored by someone in Belgium or represented state, you should provide:
 - An affidavit of support (Annex 3 bis for Belgium) to be obtained by your host at the Municipal office of his place of residence and legalized by this authority not older than 6 months.

- Proof that your host meets the legal requirements to act as a guarantor (salary slips of the last three months and/or most recent income tax decision).
 - Recent attestation of family composition of the guarantor (issued by the municipal administration) - If applicable, proof of relationship with guarantor (birth certificate/marriage certificate etc.).
 - Copy of identity card or residence permit of the guarantor (front and back).
- ☐ If you are going to be lodged by someone in Belgium, an invitation letter stating clearly that you are invited and will be lodged by your host is required, as well as a copy of his Belgian identity card or his residence permit (front and back). A daily provision of at least 45 Euro should be at your disposal.
- ☐ In case you travel with your family, the marriage and birth certificates will have to be presented.
- ☐ Proof of transportation: a flight booking will suffice when introducing the application (the tickets will have to be purchased and shown when picking up the visa).
- ☐ Travel Health Insurance covering all Schengen countries for an amount of at least 30.000 €. Please check the website for the officially recognized companies.
- ☐ A set of copies of all previous documents. Please note that the documents should be arranged in the above order, and be followed by their copies in the same exact order.

NOTE:

- Since the processing time differs from case to case, it is advisable to apply in advance. In any event, the processing time will be at least 14 working days. In case the visa application has to be submitted to the Home Office in Brussels, the processing time will be approximately an **additional** four (4) working weeks.
- The verification of the submitted documents can delay or impede the issuance of the requested visa.
- These delays depend exclusively upon the instance that issued the documents.
- When entering the Schengen territory, the Immigration Authorities may want to see any of the abovementioned documents and/or proof of sufficient funds. If you cannot provide these, you risk being sent back home with the next flight, since you do not meet the conditions to enter the Schengen territory any more.
- **Any false statements or documents will lead to your application being rejected. Please note that an incomplete file may lead to a visa refusal.**
- **A complete file does not either guarantee the issuance of a visa. Additional documents may be required to substantiate your visa request.**

IMPORTANT NOTICE TO ALL BELGIUM APPLICANTS

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.

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.

Sign & date: