



BELGIUM - CHECKLIST FOR FAMILY/FRIEND VISIT

Documents to be provided by all visa applicants must be in English, Dutch, French or German.

Documents in Arabic have to be submitted with a translation (by a [sworn translator](#))

Document	Description
Application form	- Duly completed and signed - Irrespective of age, each individual requires a separate application form printed from VisaOnWeb - The application form should be fully filled in, signed (two times) and dated by the applicant - For children under 18 years, the application form signed by a person with parental authority or by a legal guardian.
2 recent passport size photographs	- Size 3.5cm X 4.5cm - White plain background - Taken less than 3 months ago
Original passport	+ A copy of all pages (excluding the blank pages) - The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages in front of each other - Must be valid 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 - For foreigners: copy of your Egyptian residence permit (should be valid at least 3 months after your return)
Travel insurance certificate	- Should cover the whole period of stay. It should also cover all medical expenses including emergency hospital treatment and repatriation for the period of your stay and must be valid for the whole Schengen territory (coverage at least 30.000 EUR) Please check our authorized insurance companies
Certificate of employment/proof of professional activity	In English or Arabic + compulsory translation, mentioning : -The full address and contacts of the company, the designation, date of employment, salary, the purpose of visit and financial arrangements. The letter must have an original signature (the name and position of the countersigning officer) and a stamp - The approval for leave/absence mentioning the intended travel dates - If the applicant is an owner of a company or a partner, copy of the commercial register (Arabic + compulsory translation)
For students : Original letter of the university	in English or translated by a sworn translator, mentioning: - The enrollment certificate (of the current academic year) - The full address, telephone number of the university - Permission for absence mentioning the intended travel dates - Name and function of the person giving the permission

For minors (under 18)	- Original letter of the school in English or translated by a sworn translator, mentioning: - The enrollment (of the current academic year) - The full address, telephone number of the school - Permission for absence mentioning the intended travel dates - Name and function of the person giving the permission + Bilingual birth certificate issued by the Ministry of Interior (CSO) or Ministry of Health & Population in English or French
If a minor is travelling alone or without one of the parents : Parental authorization	- Before lodging your visa application, both parents have to sign a parental authorization at the Embassy at the legalization section (Every Sunday, Monday, Wednesday and Thursday from 13:30 to 14:00). The legalization fee of the document amounts to the equivalent of 20 EUR (the amount in EGP varies according to the actual consular rate). This legalized document must be submitted at the time of the application at TLScontact center. - Please provide a copy of the parent's passport and ID and a bilingual birth certificate issued by the Ministry of Interior (CSO) or Ministry of Health & Population in English or French - If applicable : proof of guardianship issued by the court (translated by a sworn translator and legalized by the Embassy)
Proof of sufficient financial means	- Personal (on the applicants' name) bank statements from the last 3 months showing regular income - If the applicant is an owner of a company or a partner, he can submit the bank statements of the company with a letter from the bank proving he's a signatory on this bank account - Bank statements should <u>not</u> be "credit card statements" but bank statements of a current account where we can see regular incomes (salary, pension, etc...) - Please highlight your regular income (salary, pension, etc...) on the bank statement - All bank statements must be in English (or translated by a sworn translator) and must show the applicant's name, and be stamped and signed. - For retired persons: proof of pension or other regular income. - For unemployed adults/unaccompanied minors/students: any other proof of regular income or letter of sponsorship in English from parent (or person in charge) with their proof of sufficient regular income (bank statement showing a salary/pension) + bilingual birth certificate or bilingual marriage certificate of the applicant issued by the Ministry of Interior (CSO) + copy of the parents' (or person in charge) passport
Formal obligation (Annex 3bis) signed by your guarantor in Belgium	- A formal obligation (in the prescribed form "Annex 3 bis" / "Bijlage 3 bis" not older than 6 months - Copy of the guarantor's 3 most recent salary sheets/ guarantor's most recent tax sheet/other official proof of the guarantor's solvency - A photocopy of the identity card or the unlimited residence permit of the guarantor - An original certificate of family composition of the guarantor, issued by the municipality in Belgium (no residence certificate).
Flight reservation	- Only a round-trip flight reservation is required - The original ticket might be requested at the collection of the visa
Invitation letter (in case staying with a private individual)	- An invitation letter signed by your relative and stating as well the address where you are going to stay - Copy of the Belgian ID or residence card of the family member you intend to visit

Prepaid hotel reservation (if applicable)	- The hotel reservation should cover the whole duration of stay in the Schengen area clearly state the visa applicant's full name, dates of accommodation, the hotel address and contact details and be guaranteed with a valid credit card. - In case of owning a house or renting an apartment in Belgium, the contract should be provided
For family visits : proof of relationship	- Proof of relationship with the guarantor (bilingual birth certificate(s) , bilingual marriage certificate)
For family members travelling together	- Proof of relationship issued by Ministry of Interior (CSO) in English or French (bilingual birth certificate and/or bilingual marriage certificate)

ATTENTION!

Any Arabic document provided without translation will not be considered.

Since the processing time differs from case to case, it is advisable to apply in advance, up to 90 days before departure. In any event, the processing time will be at least 3 weeks. In case the visa application has to be submitted to the Home Office in Brussels for decision, the processing time will be approximately an **additional 4 to 6 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. Any false statements or documents will lead to your application being rejected.

Please note that the application will be processed with the documents handed over at the submission. No additional documents can be submitted at TLS or at the Embassy if the Embassy has not requested them. An incomplete file will often lead to a visa refusal. A complete file does not either guarantee the issuance of a visa. Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in. Additional documents not indicated on the list may be required to substantiate your visa request.

Annex

Arab Republic of Egypt
Ministry of Interior
CSO

جمهورية مصر العربية
وزارة الداخلية
قطاع مصلحة الأحوال المدنية

شهادة ميلاد
BIRTH CERTIFICATE

Child Data		بيانات المولود	
Name :		الاسم :	
National ID :		الرقم القومي :	
Nationality :		الجنسية :	
Place of Birth :		محل الميلاد :	
Date of Birth :		تاريخ الميلاد :	
Religion :		الديانة :	
Sex :		النوع :	

Father Data		بيانات الأب	
Name :		الاسم :	
Nationality :		الجنسية :	
Religion :		الديانة :	

Mother Data		بيانات الأم	
Name :		الاسم :	
Nationality :		الجنسية :	
Religion :		الديانة :	

Medical Office :

Civilian Record : س.م.دنى

Issuance Date : ت.إصدار

Entry NO. : رقم القيد

Entry Date : ت.القيد

Arab Republic of Egypt
Ministry of Interior
CSO

جمهورية مصر العربية
وزارة الداخلية
قطاع مصلحة الأحوال المدنية

شهادة زواج
MARRIAGE CERTIFICATE

Husband Data		بيانات الزوج	
Name :		الاسم :	
Mother Name :		اسم الأم :	
Religion :		الديانة :	
Nationality :		الجنسية :	
Place of Birth :		محل الميلاد :	
Date of Birth :		تاريخ الميلاد :	

Wife Data		بيانات الزوجة	
Name :		الاسم :	
Mother Name :		اسم الأم :	
Religion :		الديانة :	
Nationality :		الجنسية :	
Place of Birth :		محل الميلاد :	
Date of Birth :		تاريخ الميلاد :	

Marriage Data		بيانات الزواج	
Document No :		رقم الوثيقة :	
Date :		تاريخها :	
Issue Destination :		جهة الإصدار :	

Issuance Date : ت.إصدار

Entry NO. : رقم القيد

Entry Date : ت.القيد