



## 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.
6. Proof of ties in the Philippines:
  - a) *Proof of social security contributions, if relevant*
  - b) *Copy of real estate property – title-deed, if relevant*
  - c) *Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).*

*Please note:*

*This information is essential to correctly assess 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 travel itinerary. **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 showing regular income, credit card statements or balance covering the last six months
- ⇒ For minors: Proof of parents' or legal guardian's economic means (cf. the above)

#### *Proof of occupation*

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

#### *If travelling with spouse and/or children*

- ⇒ Marriage contract certified by the Philippine Statistics Authority (PSA)
- ⇒ Birth certificates of children certified by the Philippine Statistics Authority (PSA)

#### *For Minors*

- ⇒ Birth certificate certified by the Philippine Statistics Authority (PSA)
- ⇒ Copy of bio data page of parent(s) or legal guardian's passport
- ⇒ If travelling alone or with only one parent: written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian
- ⇒ If the name of the father does not appear in the PSA issued birth certificate, no consent is required
- ⇒ If travelling alone: 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) valid at least three months beyond the date of departure from the territory of the Member States

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

#### *Proof of relationship*

- ⇒ Birth certificate, marriage certificate or photocopy of the biodata page of the sponsor's passport

*Proof of sponsorship (if no personal financial means and stay in host accommodation)*

- ⇒ 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)

*Proof of personal financial means if not stay in host accommodation (see above)*

**The Embassy may request additional documents during the examination of an application which are not mentioned in the above lists. You are hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a 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.***

**Name:**

**Signature:**