



## Checklist for **FRIEND VISIT**

### **Passport + copy**

A valid passport:

- should have been issued within the previous 10 years;
- should be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure;
- should contain at least 2 empty pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

### **Copy of ID**

One copy of your Chinese identity card, temporary residence card (if any) or the Chinese residence permit (for foreigners).

### **Application form**

One application form

- duly filled in
- signed
- dated

by the applicant.

Please follow the link to the application form [online](#) (ENG-FR-NL-DE).

### **Photo**

One passport photo not older than 6 months with the [following specifications](#).

### **Proof of a valid travel insurance policy**

The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000.

The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of death while in the Schengen area.

### **For minors (under 18 years old)**

**Student card + Original letter from the school**, mentioning:

- full address and phone number of the school;
- permission for absence;
- name and position of the person giving the permission;

Please provide one photocopy of the card and the letter.

**Parental Authorization:**

- If both parents or legal guardians reside in China: Notary certificate of permission to travel from **both** parents or legal guardians, notary certificate of family relation or proof of guardianship, both certificates legalized by Chinese Ministry of Foreign Affairs, **and the Embassy/Consulates of Belgium in China**;
- If one parent or legal guardian is not present in China: Notary certificate of permission to travel and notary certificate of family relation or proof of guardianship, both certificates attested by the relevant authorities in the country of residence **and the Embassy/Consulate of Belgium (where applicable)**.

**Hukou (only for Chinese nationals)**

Photocopies of all pages of the Hukou.

**Invitation letter from the inviting friend**

Together with:

- Copy of the Belgian ID/residence card of the friend the applicant intends to visit.

**Proof of solvency of the applicant**

- Bank statements from the last 3 months, **no deposits**.
- Bank statements should not be "credit card statements" but bank statements of a current account where one can see you regular revenues (salary, pension, etc.).
  - If staying with friends: the applicant should prove that he/she has at least 45€ per person for each day of stay;
  - If staying at a hotel: the applicant should prove that he/she has at least 95€ per person for each day of stay
- Guarantor in Belgium (in case the applicant does not have personal sufficient funds):
  - Letter of guarantee (in the prescribed form "[Annexe 3bis](#)"/"[Bijlage 3bis](#)" original, **printed on both sides and not older than 6 months**;
  - Copy of the guarantor's 3 most recent salary sheets/the guarantor's most recent tax sheet/ other official proof of the guarantor's solvency;
  - Copy of the identity card or the unlimited residence permit (card B,C,D,E,E+,F or F+) of the guarantor;
  - Original certificate of family composition of the guarantor, issued by his/her municipality in Belgium (a residence certificate is not accepted as a certificate of family composition).

**NOTE**

- The guarantor should be able to prove to have a regular net monthly income of at least 1000 € + 150 € for each dependent family member in Belgium + 200 € for each person invited;
- A letter from the bank or a deposit account statement is not accepted to prove the solvency of the guarantor;
- A person with a limited residence permit (card A or H) cannot legally act as a guarantor.

**For employees:**

- Letter from the employer (in English/French/Dutch, or in Chinese with English/French/Dutch translation) on official company paper with stamp, signature, date and clearly mentioning:

- the full address and contacts of the company;
- the name and position of the countersigning officer;

- the name of the applicant, position, salary and years of service;
- the approval for leave or absence.
- Sealed copy of the business license of the employing company with full translation.

**For retired persons:**

- Proof of pension or other regular income.

**For unemployed adults:**

- If married: Letter of employment and income of the spouse + Notary certificate of marriage, legalized by the Chinese Ministry of Foreign Affairs.
- If single/divorced/widow/widower: Any other proof of regular income.

**NOTE**

**Attention ! 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.

Applicants who cannot enclose all documents from the list should consider adding alternative documents or explain the reason for not handing them in.

Chinese notarized certificates have to be authenticated by the relevant Foreign Affairs Bureau of your province/Ministry of Foreign Affairs in Beijing before being authenticated by the Embassy / Consulates of Belgium in China. They should not be older than six months.

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.