



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 identity card or of your residence permit (for foreigners).

Application form

One (1) application form fully filled in, signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant.

Please follow link to application [online](#) .

Photo

Two (2) recent (no more than 6-months old) passport size photographs (35x45) in color, preferably biometric type with white background, should be affixed to the application form.

Language Preference Form

The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated.

Please find it here: [FR](#) – [NL](#) – [DE](#)

If you choose to complete the application in English, please choose "no preference".

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 your death while in the Schengen area.

For minors (under 18)

Student card + Original letter of the school, mentioning:

- the full address, telephone number of the school;
- permission for absence;
- name and function of the person giving the permission;
- one photocopy.

Parental Authorization:

- Notary certificate of permission to travel from both parents or legal guardians.

Family book

Document by the population administration : showing civil status, spouse, children

Invitation letter from your friend

- Together with:
- Copy of the Belgian ID card of the friend you intend to visit.

Proof of solvency of the applicant

It should cover at least 45€ per person for each day of stay if staying with friends and at least 95€ per person for each day of stay if staying at a hotel.

For employees:

– a letter from the employer (in English, or in Turkish with English 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;
- approval for leave or absence.
- Copy of signature circulars
- Copy of trade register
- Social security registration (SGK giriş bildirgesi)
- A4 history (A4 hizmet dökümü)
- Last 3 month's pay slips

For retired persons:

Proof of pension or other regular income.

For unemployed adults:

If married: Letter of employment and income of the spouse + certificate of marriage.

Single/divorced/widow/widower: Any other proof of regular income.

For all applicants :

- 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 we can see your regular revenues (salary, pension, etc.).

If not enough OR if you have a Guarantor in Belgium

- A letter of guarantee (in the prescribed form "[Annexe 3bis](#)" / "[Bijlage 3bis](#)") not older than 6 months; (plus two (2) photocopies of this document.)
- 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 his/her municipality in Belgium (no residence certificate).

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 person with a limited residence permit cannot legally act as a guarantor.
- A letter from the bank or a deposit account statement is not accepted to prove the solvency of the guarantor.

Flight Reservation

Attention: Only a round-trip flight reservation is required. The ticket should be bought only after the visa has been issued!

NOTE

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.

Our Consulate may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.