



TLSCONTACT VISA APPLICATION CENTRE – SOUTH AFRICA

LIST OF DOCUMENTS

FAMILY/FRIENDS VISA

Visa requirements for assisting at specific events such as conferences, workshops and participating in short-term studies and research, formal meetings, cultural and sporting events, expositions, fairs, training courses (Short stay visa – C)

Additional documents and information may always be requested.

Production of all required documents does not automatically guarantee the right to issuance of a visa. This remains subject to internal verifications and instructions.

The study of your file may take several weeks (or even months) depending on the difficulties encountered during the process. Reason for which you are strongly advised to apply at your earliest convenience (but at the earliest 6 months before departure and at the latest 3 weeks before departure).

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.

LIST OF DOCUMENTS

- National passport**
 - *Original Passport + Copy of ID page + Copy of Previous Schengen Visas;*
 - *Must also contain at least 2 consecutive blank pages and must be issued less than 10 years ago*
 - *Valid for at least 1 year from the date of the issuance of the visa;*
 - ***Foreign passport holders** must also present a residence permit.*

- Schengen application form**
 - *Duly completed on [VisaOnWeb](#);*
 - *Printed form with a bar code;*
 - *Dated & signed on page 5;*
 - *If Minor: Both parents will need to sign application form.*

- Two Photos**
 - *2 recent passport photographs in colour;*
 - *Photograph cannot be older than 3 months.*

Please visit FAQ page on our website and find more information about Schengen photo requirements

- Employment certificate**
 - *With leave dates and stating designation, date of employment, salary, period and purpose of trip;*
 - *If self-employed: Original Company trade license/CIPRO copy of current year;*
 - *If student: School leave letter;*
 - *If student: School letter stating that the learner attends the school.*



- **Touristic program or Invitation letter**
 - Start & End dates of stay;
 - Host's Address;
 - Purpose of trip;
 - Signed and dated by the host;
 - Accompanied by a copy front and back of the host's BE residence permit or ID card.

- **Return flight reservation**
 - In applicant's name;
 - Specifying each entry into and exit from the Schengen area;
 - Proving transport to Belgium or Luxemburg;
 - Internal Travel Between Countries;
 - Each entry and exit between each country (entire round).

Important: *It is advised not to pay for any reservations before you receive the visa. If you do not receive your visa on time, or if your visa is refused, the Consulate of Belgium cannot be held responsible in any way for any losses encountered*

- **Proof of accommodation**
 - In applicant's name for the entire duration of stay;
 - Hotel reservation;
 - Rental contract;
 - Proof of ownership or invitation letter for accommodation dated and signed;
 - Address of Hotel;
 - Applicants Name.

- **Medical /Travel insurance policy**
 - Valid for the entire period of stay **with a minimum validity of 7 days**;
 - Covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay in the Schengen territory;
 - With a minimum coverage of EUR 30,000.00 and in principle taken out in the country of residence;
 - European Regulation needs to be stipulated;
(EG: The insurance coverage meets all requirements of the regulation (EC) No 810/2009, of the European Parliament and the Council of 13 July 2009).

- **Proof of regular and sufficient financial means**
 - In the country of residence and for the trip;
 - Personal means by bank statements of last 3 months;
 - Salary slips last 3 months;
 - Travel wallet and bank statements;
 - Credit card and bank statement or original Pledge of financial support: o
 - [Annex 3bis](#) legalized by the municipality in Belgium;
 - Copy front and back of the host's BE ID card;
 - Certificate of family composition of guarantor;
 - 3 latest pay slips guarantor. Certificate of registration/admission (if applicable)
 - Bank statements cannot be older than 10 days from date of appointment.

- **Marriage certificate (if applicable)**
 - Copy of the marriage certificate of the applicant;
 - Copy of the ID of the spouse.

- **For a minor not travelling with both parents**
 - Legalized Affidavit by both parents;
 - Copy of the ID's of parents;
 - An unabridged birth certificate