

Checklist for short stay Schengen visa for friend visit applications
访友签证申请审核表

Name: _____ (姓名)	Purpose of Visit: _____ (访问目的)
Passport Number: _____ (护照号)	Group No. if relevant: _____ (团号, 如有)

	Nr			
VISA Fee (签证费)		504		NAME OF TRAVEL AGENT 代理名称
Service Fee (服务费)		180		ADDRESS 地址
Legalization Fee (公证费)		84		
Legalization Service Fee (公证服务费)		20		TEL/电话
Courier Fee (If any) 快递费 (如选)				TOTAL
Other Fees (其他费用)				

		Yes /有?	No/ If not, why not? 没有? 如没有, 注明原因	Legali- zation Fee 公证费	Legali- zation Service Fee 公证服务费	For official use: dox present ?
1.	A valid passport: should have been issued within the previous ten years and 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 and 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).					
2.	One copy of your Chinese identity card and temporary residence card (if any) or of your residence permit (for foreigner)					
3.	One application form signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant					
4.	A 2-inch recent (no more than 6-months old) passport size photograph should be affixed					
5.	The original of the medical insurance policy + 1 copy					
6.	Documents proving the purpose of your trip (f.e. an invitation letter) and circumstances of the intended stay (f.e. proof of hotel booking or any other lodging reference). In case you are staying with family or friends: a written statement from them is required, with their complete reference in Belgium.					
7.	A photocopy of the Belgian identity card or residence permit of the friend you intend to visit in Belgium.					

8.	<p>Proof of sufficient and regular own financial means of subsistence to cover your intended stay and your return to China (f.e. recent salary sheets/ declaration of your employer concerning your monthly income/ tax sheet / credit card/ bank statement/..) (This should cover at least 38€/day of stay if staying with friends and at least 50€/day of stay if staying at a hotel)</p> <p>OR</p> <p>A letter of guarantee (in the prescribed form "Annexe 3bis"/"Bijlage 3bis" signed by an individual (the sponsor) who has sufficient resources and which has Belgian nationality or which is authorized or allowed to remain in Belgium for an unlimited period. This rule is also worth for the couple who lay out each one of clean incomes: only one of these two people can subscribe this affidavit of support and this person must have sufficient means of subsistence personally. If the couple bring the proof that they are married under the mode of the community of the goods, the incomes of the two joint ones could however be taken into account. In such a case, please provide a copy of the marriage certificate. This letter of guarantee is valid form maximum 6 months</p> <p>+ Official proof of sufficient solvency of the guarantor: copy of the guarantor's 3 most recent salary sheets /guarantor's most recent tax sheet/ other official proof of the guarantor's solvency) Remark: a letter from the bank or deposit account statement will not do. The guarantor should proof to have a regular monthly income of at least 1000 € + 150 € for each dependent family member + 200 € for each person invited.</p> <p>+ A photocopy of the identity card or the unlimited residence permit of the guarantor. Remark: a person with a limited residence permit cannot legally act as a guarantor.</p> <p>+ An original and authenticated Certificate of family composition on the name of the guarantor, issued by his/her municipality in Belgium.</p>					
9.	Proof of return plane ticket booking, with flights confirmed					
10.	<p>A notarized certificate of leave from the applicant's employer mentioning the applicant's position in the company</p> <p>OR</p> <p>A notarized certificate of the applicant's school administration.</p> <p>OR</p> <p>A notarized certificate that you are retired/ unemployed/...</p> <p>This certificate should not be older than six months and clearly mention the duration of the holiday granted, the specific period and should definitely bear the name and position of the signatory. This certificate shall be authenticated by the relevant provincial Foreign Affairs Bureau before being authenticated by the Belgian Embassy / Consulate General.</p>					

11.	A notarized certificate of consent of parental authority or legal guardian (when a minor does not travel with them) as well as the minor's notarized certificate of birth and a copy the parents or legal guardian's identity card					
12.	Two envelopes with family name, first name, address and ZIP code in Chinese and your telephone number.					

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

The applicant acknowledges that he has provided the documents here above marked as submitted and that he has been informed that some other documents might be requested by the Belgian Embassy / Consulate General.

申请人知道他已递交以上标记出的材料并已被通知比利时大使馆或领事馆可能还需要其他材料。

Name & Signature of Inquiry Officer (资料审核员签名)

Date/日期:

Applicant's Signature (申请人签名)