

## INFORMATION FOR PERSONS WHO SUBMIT AN APPLICATION TO OBTAIN A SHORT-TERM VISA TO BELGIUM FOLLOWING THE PRIVATE INVITATION (RELATIVES OR FRIENDS)

### REQUISITE DOCUMENTS

For a short-term visa to travel to Belgium (when the maximum term of stay is 90 days) ), the following documents should be submitted to to Visa Application Centre or to the Royal Embassy of Belgium in Kiev. ([www.belgiumvac-ua.com](http://www.belgiumvac-ua.com))

1. Valid travel document (for example national passport) for visa. Validity of the document has to be 3 months longer than validity of visa.

**In case of child travelling with you, it is necessary to submit his/her travel document. Otherwise, the Embassy will not accept the visa application irrespective of child's age.**

2. Visa application form duly filled and signed; as well as 2 recent identical photos of an applicant.
3. Documents which confirm your purpose of travel and the conditions of your stay (for example: the invitation letter explained in detail), the proof of family relation (hotel booking or the letter from a guarantor regarding the stay at the private address.
4. Documents which certify your financial means of the stay maintenance in Belgium and your return:
  - personal financial means (for example: hotel booking, travel cheques, credit cards, bank statements, for private entrepreneurs – registration certificate and tax declaration, evidence of professional activity...) or;
  - financial means of the guarantor: official invitation letter (annexe 3bis). Guarantor can get the official invitation letter (the 3-bis form) issued and legalized by the city administration in the guarantor's residence place. After the official invitation is legalized by the local administration the original document should be submitted not later than during 6 months to the competent Embassy or Consulate along with the following documents:
    - the copy of salary pay-slips for the last 3 months or other documents (given by official authority), which confirm financial possibility of the guarantor. In case you are travelling to the relatives the guarantor should earn not less than 800 euros/month + 150 euros per each person, who is supported by him and/or 150 euros per each person who is invited. In case you are travelling to friends the guarantor should earn not less than 1000 euros/month + 150 euros per each person who is supported by him and/or 200 euros per each person who is invited;

- the recent tax declaration of the guarantor;
- the copy of the document which certifies that the guarantor is a citizen of Belgium (ID card of a person) or a citizen of other state who has the permanent residence permit in Belgium.

Taking into the account that financial possibility of the guarantor is defined in accordance with the persons who are supported by him – are strongly advised to submit the statement of family members containance and possible proof of financial money subsidies.

5. Evidence of personal or collective international insurance policy covering the means of possible repatriation, urgent medical treatment and/or emergency admission to hospital. In general you must purchase the insurance policy in the country of your residence. You can turn to the Royal Embassy of Belgium for information request regarding accredited insurance companies. International insurance policy must be valid for all territory of the Schengen area and visa validity term. The minimum coverage of insurance policy is 30 000 euros.
6. Booking of return tickets. Post issuance of Visa, Embassy may ask for the proof of travel ticket purchased by the applicant (Ticket should clearly state the name of the applicant)

***Above mentioned are only the basic documents. The Embassy reserves the right to demand any additional documents.***

### **NOTES**

Minors who are traveling along or accompanied by another persons (not parents) must submit notarized sanction for abroad trip from either parents or tutor-at-law. This document has to be **apostilled**. Minors who are accompanied by one of a parent also must submit notarized sanction for abroad trip either form mother or father who is not travelling.

In some cases reference letter from a school or educational institution is required, where it is mentioned that the child is on vacation and doesn't miss classes.

### **Access on territory**

The presence of visa gives no absolute right of entrance to the territory of Belgium or Schengen area. At the time of arrival at the border and presenting the visa you may be refused access to the territory of Belgium if you do not have obvious proof of financial means or if you have no opportunity to receive financial means in a lawful way. You can present proof of sufficient financial means by presenting cash, traveler's cheques, credit cards, original of official invitation, working contract, bank extracts, and certificate of private entrepreneurship and proofs of professional work.

- *All the documents prepared in Ukrainian or Russian should be translated into English, Netherlands, German or French (self-translation is acceptable).*
- *Persons submitting false documents to the Embassy will bear the responsibility according to current legislation.*