



# Short Stay Schengen Visa

## Purpose of Travel: Visiting Family/Friends

Your application must contain all following supporting documents, in the order indicated below | An incomplete application may result in delays or refusal | If you are not a resident of Canada or if Belgium is not your main destination your application can be refused | Print this "checklist" and add it to your application file |  
Visa fees are not refundable.

| <input checked="" type="checkbox"/> | <b>Supporting documents</b>  |
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| <input type="checkbox"/>            | <b>1. Visa application form</b><br>Fill in your <a href="#">visa application form</a> online, print it, sign it and include it in your application file.   |
| <input type="checkbox"/>            | <b>2. Passport</b><br>Your passport must be valid for at least 3 months from the date on which you leave the Schengen area. Your passport must contain at least 2 empty pages (double-sided) and cannot be older than 10 years.  |
| <input type="checkbox"/>            | <b>3. Proof of legal residence in Canada</b><br>Copy of Canada permanent resident card or Canadian visa/permit (should be valid for at least 3 months after the date of re-entry).   |
| <input type="checkbox"/>            | <b>4. Photo</b><br>2 ID photos: Canadian passport-size, recent (less than 6 months), in colour, white background.  |
| <input type="checkbox"/>            | <b>5. Biometrics</b><br>We will need to take your fingerprints and photo (biometrics) at your appointment.<br>N.B.: If you have given your fingerprints for a Schengen visa less than 59 months ago, it is not necessary to make an appointment as you are in principle exempt from submitting your fingerprints. You can therefore send your application by post.   |
| <input type="checkbox"/>            | <b>6. Visa fee</b><br>A visa fee of CAD 135,00 needs to be paid.<br>Following <a href="#">payment methods</a> are available: <ul style="list-style-type: none"><li>• By Postal Money Order (<i>Canada Post</i>) or a bank draft or certified cheque (issued by a Canadian financial institution) issued to the order of "Consulate General of Belgium"</li><li>• Credit or debit card at the counter during your appointment</li></ul> Kindly note that personal cheques and international cheques are NOT accepted. |

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| <input type="checkbox"/> | <p><b>7. Travel arrangements</b></p> <p>Flight reservation (return) or other evidence of planned travel. Include your full itinerary if you intend to travel to more than one Member State of the Schengen area (in this case also indicate the means of transport used to travel between each country).</p>   |
| <input type="checkbox"/> | <p><b>8. Letter of invitation from family member/friend</b></p> <p>A letter of invitation, dated and signed by the family member/friend, containing information about your visit. This letter should contain at least :</p> <p>The nature of your relationship + The dates of your visit + The purpose of the visit + The location of your accommodation</p>   |
| <input type="checkbox"/> | <p><b>9. Photocopy of your family member's/friend's Belgian ID card or residence permit</b></p>  |
| <input type="checkbox"/> | <p><b>10. Proof of financial means covering travel expenses</b></p> <p><b>A) By proving your own financial capacity:</b></p> <ul style="list-style-type: none"> <li>• <i>Regardless of your professional situation:</i> bank statements for the last 3 months clearly indicating the name(s) of the bank account holder(s);</li> <li style="text-align: center;">+</li> <li>• <i>If you are employed:</i> the last 3 salary slips or a certificate of employment confirming the salary.</li> <li>• <i>If you are self-employed:</i> registration of your company and proof of financial means.</li> </ul> <p>OR</p> <p><b>B) In the absence of proof of your own financial capacity (A), by submitting a sponsorship:</b></p> <ul style="list-style-type: none"> <li>• The <a href="#">original affidavit of support</a> (no copies!) authenticated at the city hall of your sponsor in Belgium;</li> <li>• Copy of your sponsor's identity card or residence permit;</li> <li>• The household composition of your sponsor;</li> <li>• Your sponsor's last 3 salary slips (if he/she is employed) or his/her last tax declaration (if he/she is self-employed).</li> </ul> |
| <input type="checkbox"/> | <p><b>11. Minors travelling without parents/guardians or travelling with 1 parent/guardian only</b></p> <p>Birth certificate of the child, copy of both parents' passports and the <a href="#">consent</a> of the parent(s)/legal guardian(s) testified by affidavit.</p>  |
| <input type="checkbox"/> | <p><b>12. Proof of health insurance</b></p> <p>A health insurance certificate from a Canadian insurance company, valid for the Schengen area, clearly indicating the traveller's name, the period of coverage, the geographical area and the amounts covered (min. € 30.000), including hospital care, emergency treatment and repatriation (including in the event of death). Please provide a CLEAR AND CONCISE document from your insurer that includes ALL of these elements.</p>  |

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| <input type="checkbox"/> | <b>13. Proof of ties in Canada</b><br>Provide solid proof of ties in Canada. E.g.: a certificate of leave from your employer, a property (copies of invoices and property tax notice), investments or financial, academic or family-related commitments in Canada. |
| <input type="checkbox"/> | <b>14. Return enveloppe</b><br>Provide a pre-addressed, stamped return envelope (express mail with tracking number, e.g. Xpresspost regional or national, UPS, FedEx, DHL, Purolator), in order to return your passport with your visa, if applicable.             |