

Checklist for short stay Schengen visa for friend visit applications

访友签证申请审核表

Name: _____ (姓 名) Passport Number: _____ (护照号)	Purpose of Visit: _____ (访问目的) Group No. if relevant: _____ (团号, 如有)
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	Nr				
VISA Fee (签证费)				NAME OF TRAVEL AGENT 代理名称	
Service Fee (服务费)		180		ADDRESS 地址	
Legalization Fee (公证费)					
Legalization Service Fee (公证服务费)		20		TEL/电话	
Courier Fee (If any) 快递费 (如选)				T O T A L	
Other Fees (其他费用)					

		Yes/ 有?	No/ If not, Why not? 没有? 如没有, 注明原因	Legalization Fee 公证费	Legalization 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.	Two recent (no more than 6-months old) passport size photographs with light-coloured background should be affixed to the application form					
5.	Original "Hukou" (no translation): with photocopies of all pages (only for Chinese nationals).					
6.	Invitation Letter from friend mentioning whether invitee will be accommodated + address and telephone number					
7.	A photocopy of the Belgian identity card or residence permit of the friend you intend to visit in Belgium.					

8.	<p>Proof of Solvency of the applicant: Bank statements (of last 6 months showing your name and remittance of your salary/pension, no credit card statements), no deposits</p> <p>For employee:</p> <ul style="list-style-type: none"> - A letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp, signature, date and clearly mentioning: <ul style="list-style-type: none"> ▪ Address, telephone and fax numbers of the employing company; ▪ The name and position in the employing company of the countersigning officer; ▪ The name of the applicant, position, salary and years of service; ▪ Approval for leave or absence. <p>For retired persons: Proof of pension or other regular income</p> <p>For Unemployed adults: <u>If married:</u> Letter of employment and income of the spouse + Notary certificate of marriage, legalised by MFA. <u>If single/divorced/widow/widower:</u> Any other proof of regular income.</p> <p>(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>					
9.	<p>If not enough OR if you have a Guarantor in Belgium A letter of guarantee (in the prescribed form "Annexe 3bis"/"Bijlage 3bis"). This letter of guarantee is valid for maximum 6 months + Copy of the guarantor's 3 most recent salary sheets /guarantor's most recent tax sheet/ other official proof of the guarantor's solvency) Attention: a letter from the bank or deposit account statement will not do. The guarantor should proof 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 photocopy of the identity card or the unlimited residence permit of the guarantor. Attention: a person with a limited residence permit cannot legally act as a guarantor. + An original Certificate of family composition of the guarantor, issued by his/her municipality in Belgium (no residence certificate).</p>					
10.	<p>Proof of property (copy of house property), translated into English / French / Dutch.</p>					

11.	For Minors (under 18) Student card + Original letter of the school, mentioning: <ul style="list-style-type: none"> ▪ Full address, telephone numbers of the school ▪ Permission for absence ▪ Name and function of the person giving the permission ▪ 1 photocopy thereof Notary Certificate of birth or proof of guardianship, legalised by MFA. Minors travelling alone or with one parent: Notary Certificate of permission to travel from both parents or legal guardians (when minor is travelling alone) or the parent or legal guardian not travelling (if minor is travelling with one parent), translated, legalised by MFA, and when not in China, attested by the relevant authorities in the country of residence.					
12.	Hotel booking if not accommodated by friend					
13.	Flight Reservation: When applying for a visa for multiple visits: reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued!					
14.	The original of the Schengen Travel Insurance policy (should cover duration of stay + 1 day because of time difference) + 1 copy					
15.	Your e-mail address: to be mentioned on the application form					

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。

Please note that 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.

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

Date/日期:

Applicant's Signature (申请人签名)

Updated July 2, 2012