



Document Checklist – Family Visit / Tourist / Educational Visa Application (C-Visa – Short Stay)

Use this checklist if you are applying for a short-stay visa to Belgium for the purpose of visiting family, tourism, or short-term education. Ensure all documents are accurate, complete, and (if required) translated/legalized.

1. Travel Itinerary

Provide a document outlining your full travel plan across the Schengen Zone.

- Clearly list all destinations, dates, and the purpose of each segment.
- Indicate which stop is the main reason for your trip.

Example format:

From ... until ... date Travel Belgium visit family

From ... until ... date Tourist holiday Italy

2. Accommodation or Educational Institution Details

Submit proof of your stay for the entire duration in the Schengen area:

- Hotel bookings
- Address of residence (if staying with host/family)
- Letter of acceptance from a recognized educational institution (if applicable)

3. Proof of Employment or Enrollment

For employees:

- Valid employment contract showing:
 - Employer name and address
 - Job title
 - Start date

For students (if applicable):

- Proof of current enrollment in an educational institution in India
- Leave approval letter from the institution (if traveling during term)

4. Proof of Sufficient Financial Means

Submit one of the following based on your funding arrangement:



a) Self-Funded Traveler

- Last 3 salary slips
- Last 3 months' bank statements matching the salary income
-  Required financial balance:
 - €45/day if staying with family or a host
 - €95/day if staying in a hotel

b) Sponsored by a Belgian Host/Guarantor

- **Letter of Guarantee (3BIS Form)** issued by:
 - A Belgian national or a foreigner with unlimited right to stay in Belgium
- Sponsor must earn a net monthly income of €2131.28 (for one person)
- Required documents from sponsor:
 - Latest tax assessment
 - Last 3 salary slips
 - Official document stating gross and net income
 - Legalized signature on the 3BIS form

c) Organization-Funded Trip

- Official letter from the organization confirming full financial sponsorship for the trip
- Supporting financial documents of the sponsoring organization (e.g., bank statements, tax filings)

5. Travel Tickets

Confirmed round-trip flight reservations

6. Travel Medical Insurance

- Insurance policy with minimum coverage of €30,000
- Valid for the entire Schengen zone and entire stay duration