

## Visa C – for FAMILY or PRIVATE visit

### **Required documents:**

1. National passport with validity of at least 3 months after the end of the planned journey
2. Completed and signed application form with 1 recent color photograph (5x3cm) with white background, glued on the application form. [Welcome to VFS Global | vfsglobal](#)
3. Copy of the identity page of your passport and copy of the most recent Schengen visa with stamps

### **From the guarantor in Belgium (Belgian or a foreign resident):**

4. Invitation of the person in Belgium stating the purpose of stay, address, telephone number, e-mail address and the period of stay of the guest(s).

If guarantor in Belgium is financing the entire trip:

5. Original of a guarantee letter (according to article 3bis of law of 15/12/1980), legalized by the municipality where he/she is residing (+ 1 copy).  
[Prise en charge 3bis 0.pdf \(ibz.be\)](#)
6. Copy of the id card or residence permit of the guarantor, mentioning the right to reside in Belgium for an unlimited period.
7. Family composition (document available at the municipality where the guarantor resides).
8. Proof of recent income of the guarantor: (3 last salary slip + child benefits) or last income tax assessment paper from the tax department in Belgium

### **From the applicant**

9. - Letter of employer, stating your income and your vacation days allowed or - Copy of inscription in the commerce register or as a partner in a company or - Certificate from school stating your vacation days allowed (in case student)
10. Proof of family relationship (in case of family visit)
11. **In case of a minor who has not reached the age of 18 years AND is travelling with one of the parents only or alone:** a notary affidavit mentioning the consent of the parents must be submitted. This document needs to be apostilled.
12. Personal financial means like: latest 3 month bank statement/income tax papers/salary slips
13. Copy of travel insurance valid in Belgium (and other Schengen countries), coverage minimum 30.000 Euro or equivalent amount in Rupees. Please find the list of recognized local insurance companies via following link: [Approved list of travel insurance companies in India \(3\).pdf](#)

#### 14. Copy of ticket reservation

*Attention ! Guarantees for return (assessment of migration risk): the applicant is requested to provide as much information as possible to document his/her family background, professional and socio-economic status, ownership of land or real estate (for instance : proof of family bonds with his/her country of origin, proof of regular income and stable source of revenues from the applicant and/or his/her partner, proof of property, etc.)*

*This information is essential to correctly judge the intention of the applicant to leave the Schengen area before the expiry of his/her visa.*

#### **Remarks:**

1. Submission of your old passport with previous trips can be useful for decision
2. Additional documents, even if not featured in the list above, may be required by the Embassy.
3. You should submit your application minimum 1 month before the foreseen travel date.
4. You can submit your application at the earliest three months before your planned visit.
5. The visa fee is non-refundable if the visa is denied.
6. A later change to the purpose of the visit is not admissible. A prolongation of the visa is not possible. In both cases, a new application has to be entered.
7. More information about scheduling an appointment can be obtained from website [Welcome to VFS Global | vfsglobal](#)