



VISA C – APPLICATION
TOURISM / VISIT

Submission & collection time: 9am-12pm

Embassy check	Applicant check	Document number	Original and / or copy	Description of the document
		1.	Original	This checklist , with boxes ticked, signed and documents in the sequence of this checklist.
		2.	Original	Print-out of the Schengen visa application form properly completed online , signed and dated on the last page of the form + a recent passport-sized photo according to the ICAO regulations , pasted on the application form.
		3.	Original	Print-out of the confirmation email of your appointment.
		4.	Original + Copy	Passport with at least two empty pages. Issued less than 10 years ago and valid for at least 3 months after your intended stay in the Schengen States. Copy of bio-data pages (this includes the signature page) + previous Schengen visas.
		5.	Original + Copy	Singapore resident permit Employment Pass / Dependant's Pass / S Pass / Student Pass / Permanent Resident Identity Card + Re-entry Permit / Recent print out of SGWorkPass ... valid for at least 3 months after the intended stay in the Schengen States.
		6.	Original	Recent attestation from your Employer / School / University in Singapore. Stating the applicant's: Current position, employment date, annual salary and period of approved leave. For self-employed: a recent print-out copy of the ACRA business profile (BIZ-file).
		7.	Original	Return Flight reservation/booking to Belgium with confirmed travel dates. When also travelling to other Schengen States, include a full itinerary with confirmed bookings.
		8.	Original	Proof of accommodation in Belgium: a confirmed hotel reservation or other accommodation including the address, your name and confirmed dates of stay OR an invitation letter from the host in Belgium stating their name, your name, address and period of stay + copy of their resident permit in Belgium (eID or resident permit for foreigners). When also travelling to other Schengen States, include a full itinerary with confirmed bookings.
		9.	Original + Copy	Proof of sufficient financial means Self-supporting: For employed: bank statements from an account in your name in Singapore and salary slips, both of at least the last 3 months. For self-employed: bank statements from an account in your name in Singapore of at least the last 3 months + the latest IRAS notice of assessment. By a guarantor: who resides and domiciles in Belgium, present the following: <ul style="list-style-type: none"> - Original pledge of financial support (available in Dutch or French) issued no more than 6 months ago. Completed, signed by the guarantor and legalized by the municipality where he/she is residing in Belgium. - Copy of an attestation of family composition issued by the same municipality. - Copy of the guarantor's resident permit (Belgian eID or resident permit for foreigners). - Copy of the salary slips of the last 3 months of the guarantor.
		10.	Original	Travel insurance certificate + table of benefits and area of coverage from a local travel agent covering all risks and costs (incl. medical and repatriation) in the Schengen zone for at least €30 000.

I HAVE BEEN INFORMED THAT:

- my passport will be kept for the duration of the visa processing time.
- my application will only be eligible for processing when the submitted file is complete.
- additional documents may be requested.

Signature:

Visa fee: 128 SGD, payable by Credit Card (Visa or Mastercard), nonrefundable and subject to change.

For **accompanying family members** a separate and complete file needs to be submitted with following **additional documents**:

For non-working spouse:				
		12.	Original + Copy	Marriage certificate
		13.	Copy	Spouse's passport
For child:				
		12.	Original + Copy	Birth certificate
		13.	Copy	Passport of both parents / guardian
		14.	Original	Letter from school confirming holiday (for children over 12 years of age).
		15.	Original	Letter of consent signed by both parents / legal guardian if child travels alone or with another person.