

BELGIUM VISA REQUIREMENTS

TOURISM

- **Visa application form** (duly completed and signed).
- **Passport with validity of at least 3 months** (after the end of the planned journey).
- **Copy of the data page of the passport** (together with all pages having visas and stamps).
- **One (1) passport sized photo** (with white background and not older than 6 months).
- **Proof of ties in the Philippines :**
 - a) **Proof of social security contributions**, if relevant
 - b) **Copy of real estate property – title-deed**, if relevant
 - c) **Proof of family ties in the Philippines** (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).
- **Travel Itinerary**
- **Ticket Reservation**
- **Hotel Booking Reservation**
- **Birth Certificate** (original issued PSA issued within 1 year).
- **Travel Insurance** (covering the entire duration of the trip (only accredited insurance companies are accepted; minimum coverage of 30,000 euros, non-deductible must cover emergency medical expenses, hospital treatment and repatriation for medical reasons or death, Validity in all Schengen countries).
- **For Minors**
 - Birth certificate certified by the Philippine Statistics Authority (PSA)**
 - Copy of bio data page of parent(s) or legal guardian's passport**
 - If travelling alone or with only one parent: *written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian***
 - If the name of the father does not appear in the PSA issued birth certificate, *no consent is required***
 - If travelling alone: *Department of Social Welfare and Development (DSWD) clearance***
- **For Employees**
 - Certificate of Employment** (in original with contact details including email and phone numbers, duly stamped and with the name and position of the signatory (**scanned or electronic signatures are not accepted**)).
 - The letter must contain the following information about the visa applicant: Position, date of hiring, salary and dates of the approved leave. The company has to confirm the continuation of the employment relationship after the requested stay abroad.
 - Original Bank Certificate** (must be addressed to the Embassy).
 - Bank Statements** (showing account activity for the past six months).
 - Income Tax Return**
 - Company ID** (photocopy - back-to-back)

Documents to submit specifically for Travelling for the purpose of *Family Visit or Private Invitation*

- Photocopy of the biodata page of the sponsor's passport for non-formal relationship
- Official letter of guarantee (if no personal financial means)
- Birth certificate or marriage certificate for formal relationship

If professional

- Photocopy of PRC/IBP ID)

If Self Employed:

- Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business
- Latest Income Tax Return
- Business Financial Statement

If pupil or student:

- Proof of enrollment
- Certificate of leave absence if travelling during school year

For non-Filipino applicants who have valid residence status in the Philippines

- Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States

Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at documentations@inflightmenuph.com for queries and/or information in submitting the requirements.