[***www.CEV-KIN.EU***](http://www.CEV-KIN.EU)

This list firstly provides information on the documents to be presented for all types of travel.

And secondly, the additional documents to be presented depending on the purpose of the trip.

**Important information:**

1. Your file should be composed in two piles: 1 pile of originals + 1 pile of copies of each original. The two stacks should be arranged in the order shown below. We keep the originals (deeds, certificates, ...) if you have not provided photocopies.
2. We would remind you that this indicative list of documents is not exhaustive and that it is your responsibility to submit the supporting documents showing that you meet [the conditions](https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:243:0001:0058:FR:PDF), depending on your personal situation. More legal and additional information can be found on [the Immigration Office website](https://dofi.ibz.be/sites/dvzoe/EN/Pages/home.aspx).
3. If certain elements require clarification, please do not hesitate to attach a justification letter to your file.
4. The visa application file must be complete at the time of submission. The decision will be taken on the basis of the present and missing documents in the submitted file.
5. No further follow-up is done with the Belgian Embassy or the CEV. The applicant is contacted directly when a decision is taken.
6. The dates of the plane ticket, accommodation and insurance must correspond to the duration of your stay or first trip.
7. Proof of your personal means of subsistence is required even if the travel is paid for by the employer/organisation/guarantor in Europe/ ...
8. Always provide your personal email address and telephone numbers in the online visa application form. We are not allowed to disclose personal and confidential information to third parties.
9. A visa applications must be submitted at least 15 days before departure and no earlier than six months before departure.
10. Underage children and the spouse/legal partner (Providing proof of filiation/birth certificate) of citizens from EU, Iceland, Norway and Liechtenstein are exempted from travel insurance and Schengen visa handling fees.

**REQUIRED DOCUMENTS FOR TYPE C VISA APPLICATION**

1. **Documents to be submitted by all visa applicants :**

|  |  |  |
| --- | --- | --- |
|  | **✓** | **X** |
| [VISA APPLICATION FORM](https://visaonweb.diplomatie.be/) dated and signed WITH 1 RECENT **compliant** PHOTO : Fill in the online form on <https://visaonweb.diplomatie.be/> | ☐☐ | ☐☐ |
| NATIONAL PASSPORT (signed and valid for at least 3 months after the expiry of the requested visa)+ copy of the 2 first and last pages+ copy of pages with visa + exit/entry stamps + copy of visas (Schengen and others) + exit/entry stamps of the PREVIOUS PASSPORT | ☐☐☐☐ | ☐☐☐☐ |
| PROOF OF RETURN FLIGHT RESERVATION | ☐ | ☐ |
| PROOF OF ACCOMMODATION :Accommodation with a private individual: name +date of birth +address of your host, copy of both sides of his/her identity card, invitation letter OR specific national form of care or accommodation certificate (click [here](https://www.cev-kin.eu/fr/content/destinations) for information by destination) *LINK NAAR Destinations: Represented States*OR* Hotel reservation

OR* Proof that you rent or own real estate in the country of destination
 | ☐ | ☐ |
| TRAVEL HEALTH INSURANCE: must cover the costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death, throughout the Schengen area, up to a minimum of €30,000. | ☐ | ☐ |
| PROOF OF STABLE, SUFFICIENT, REGULAR INCOME in the DRC = PERSONAL MEANS of the traveler and/or his/her spouse(s) (+ marriage certificate)* bank statements (salary account + savings accounts) with movements over the last 3 months: please highlight the monthly payments of your salaries, bonuses or other income**AND**
* Employees & civil servants: pay slips for the last 3 months;
* Liberal/commercial profession & artists: tangible and traceable proof that your activity generates this income (purchase vouchers + sales vouchers, contracts, artistic portfolio...) + proof of registration + proof of tax payment on your activity
 | ☐☐ | ☐☐ |
| PROOF OF SUFFICIENT MEANS OF SUBSISTENCE **FOR THE TRIP*** Bank statements possibly linked to a credit card + copy of the card, ...

ORCoverage: specific national form (click [here](https://www.cev-kin.eu/fr/content/destinations)) *LINK NAAR Destinations: Represented States*e.g. a [Sponsorship Form](https://dofi.ibz.be/sites/dvzoe/FR/Guidedesprocedures/Pages/Court_Sejour/VISA%20-%20Votre%20dossier%20-%20Documents%20justificatifs%20-%20Engagement%20de%20prise%20en%20charge.aspx) Annex 3bis for Belgium: the original printed on both sides and legalised at the guarantor's municipal authority+ copy of both sides of the guarantor's identity card or residence permit+ Proof of the guarantor's solvency (pay slips for the last 3 months or a recent tax statement, ...)+ composition of the guarantor's household+ if the guarantor = family: civil status records (birth certificate, marriage certificate) confirming the family relationship OR* Proof that the inviting organisation and/or your employer in the DRC will cover the costs + proof of the solvency of the organisation/employer (bank statements, ...)
 | ☐ | ☐ |
| OTHER EVIDENCE OF ATTACHEMENT IN DRC : property registration certificates, rental properties, civil status records concerning your family situation (birth certificates of your children, marriage certificate), ... and [any other element](https://dofi.ibz.be/sites/dvzoe/FR/Guidedesprocedures/Pages/Court_Sejour/VISA%20-%20Votre%20dossier%20-%20Documents%20justificatifs%20-%20Garanties%20de%20retour.aspx) allowing to assess your willingness to leave the Schengen area before the expiry of the requested visa | ☐ | ☐ |
| [FAMILY INFORMATION SHEET](https://www.cev-kin.eu/fr/content/comment-composer-son-dossier) (downloadable from our [website](https://www.cev-kin.eu/fr/content/comment-composer-son-dossier)) printed, completed, dated and signed. | ☐ | ☐ |
| For **minors** and dependent children over the age of majority, travelling alone or accompanied by one or both parents:* Birth certificate (or Guardianship Order)
* LEGAL PARENTAL AUTHORIZATION: if the child is not travelling with both parents or guardians OR Sole Custody Court order or guardianship (attach legal evidence) OR death certificate of the parent(s).
* SCHOOL/ACADEMIC CERTIFICATE mentioning vacation dates
* Proof of enrolment for the next school/academic year
* If a dependent minor or adult child travels alone, the parents/guardians must provide evidence of their stable means of subsistence in the DRC and their employment situation
 | ☐☐☐☐☐ | ☐☐☐☐☐ |

1. **Additional documents to be presented depending on the traveling purpose**

|  |  |  |
| --- | --- | --- |
| 1. **Family or friendly visit**
 | ✓ | X |
| EMPLOYMENT AND LEAVE CERTIFICATE with employment and leave dates; position and type of contract : (in)determined | ☐ | ☐ |
| JUSTIFICATIONS RELATED TO FAMILY/FRIENDLY VISIT: Invitation letter, itinerary, event announcement,... | ☐ | ☐ |
| Copy of your host's ID (with full name + date of birth) | ☐ | ☐ |

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| --- | --- | --- |
| 1. **Tourism**
 | ✓ | X |
| EMPLOYMENT AND LEAVE CERTIFICATE with employment and leave dates; position and type of contract : (in)determined | ☐ | ☐ |
| JUSTIFICATIONS RELATED TO TOURISM: itinerary, explanatory letter, event announcement,... | ☐ | ☐ |

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| 1. **Travel for Business or professional (private sector)**
 | ✓ | X |
| MISSION ORDER with position held; duration of the mission; host country/company; mission at the expense of: the inviting company / the sending company / others (to be proven) | ☐ | ☐ |
| A NOMINATIVE INVITATION from one or more companies in the country(ies) of destination | ☐ | ☐ |
| PROOF OF ACTIVITIES IN PROGRESS in relation to the purpose of the trip: proof of the existence of commercial or professional relations or admission cards to fairs or congresses (in the case of participation to an event), trade register, invoices, order forms, ... | ☐ | ☐ |
| If you wish to add to your business trip a stay for tourism, family or other reasons, you must complete your application with the documents indicated in the relevant section (e.g. leave certificate, proof of sufficient means of subsistence for this part of the trip, ... ). |

|  |  |  |
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| 1. **Travel for a scientific, cultural, sports, political,... event.**
 | ✓ | X |
| MISSION ORDER with position held; duration of the mission; host country/company; mission at the expense of: the inviting company / the sending company / others (to be proven) | ☐ | ☐ |
| IF APPLICABLE, EMPLOYMENT AND LEAVE CERTIFICATE with employment and leave dates; position and type of contract : (in)determined | ☐ | ☐ |
| NOMINATIVE INVITATION OF THE INVITING ORGANIZATION + COMPLETE LIST OF PARTICIPANTS | ☐ | ☐ |
| SERVICE CARD (artist, sportsman, ...) | ☐ | ☐ |
| If you wish to add to your business trip a stay for tourism, family or other reasons, you must complete your application with the documents indicated in the relevant section (e.g. leave certificate, proof of sufficient means of subsistence for this part of the trip, ... ). |
| Congolese officials/civil servants on service missions: please consult the list of "official missions" on [our website](https://www.cev-kin.eu/fr/content/visa-schengen). |

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| 1. **Travel for religious purposes**
 | ✓ | X |
| MISSION ORDER OF THE CONGREGATION AND/OR CENCO (CONFÉRENCE ÉPISCOPALE NATIONALE DU CONGO) | ☐ | ☐ |
| PROOF OF EMPLOYMENT FROM THE CONGREGATION | ☐ | ☐ |
| NOMINATIVE INVITATION OF THE INVITING CONGREGATION + COMPLETE LIST OF PARTICIPANTS + IF APPLICABLE, WITH PROOF OF SOLVENCY FROM THE INVITING CONGREGATION | ☐ | ☐ |
| 1. **Religious training in Italy at the invitation of the Italian congregation**
 | ✓ | X |
| INVITATION (original + copy) FROM THE ITALIAN RELIGIOUS CONGREGATION, LEGALIZED BY THE REGISTRAR OF THE REGISTRATION OFFICE AND THE STATE SECRETARIAT OF THE VATICAN STATE | ☐ | ☐ |
| MISSION ORDER OF THE CONGREGATION AND/OR CENCO in DRC | ☐ | ☐ |
| NOTE VERBALE FROM THE APOSTOLIC NUNCIATURE OF KINSHASA | ☐ | ☐ |
| If you wish to add to your business trip a stay for tourism, family or other reasons, you must complete your application with the documents indicated in the relevant section (e.g. leave certificate, proof of sufficient means of subsistence for this part of the trip, ... ). |

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| --- | --- | --- |
| 1. **Travel for medical treatment to BELGIUM/THE NETHERLANDS**
 | ✓ | X |
| MEDICAL CERTIFICATION FROM THE EMBASSY'S RECOGNIZED MEDICAL PRACTITIONERS: [see contact details](https://www.cev-kin.eu/fr/content/contacts-utiles) *LINK NAAR Useful Contacts* on our site SPECIFYING THE TREATMENT WITH MENTIONS THAT IT CANNOT BE PROVIDED IN THE DRC OR IN SURROUNDING COUNTRIES. | ☐ | ☐ |
| CERTIFICATE FROM THE DOCTOR OR CARE ESTABLISHMENT in Belgium or the Netherlands confirming the medical treatment and admission of the applicant, detailing the type of care, the approximate duration and the estimated amount of care to be provided | ☐ | ☐ |
| PROOF OF PAYMENT PRIOR to treatment or upfront payment | ☐ | ☐ |
| IF APPLICABLE, PAID INVOICES FOR PREVIOUS TREATMENTS RECEIVED IN BELGIUM/THE NETHERLANDS | ☐ | ☐ |

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| --- | --- | --- |
| 1. **Travel for medical treatment to FRANCE**
 | ✓ | X |
| PROOF OF ACCOMMODATION OR “Attestation d’Accueil” (French sponsorship document)+ if the guarantor = family: civil status records (birth certificate, marriage certificate) confirming the declared family relationship | ☐ | ☐ |
| MEDICAL CERTIFICATION FROM THE EMBASSY'S RECOGNIZED MEDICAL PRACTITIONERS: [see contact details](https://www.cev-kin.eu/fr/content/contacts-utiles) *LINK NAAR Useful Contacts* on our site SPECIFYING THE TREATMENT WITH MENTIONS THAT IT CANNOT BE PROVIDED IN THE DRC OR IN SURROUNDING COUNTRIES | ☐ | ☐ |
| PROVISIONAL ESTIMATE FOR EXPENSES AND APPOINTMENTS IN FRANCE, SIGNED BY THE MEDICAL AUTHORITY including the expected duration of admission to hospital and the length of stay in France required (consultations, care, admission) | ☐ | ☐ |
| PROOF OF PREPAYMENT OF THE FULL QUOTATION TO THE HOSPITAL IN FRANCE | ☐ | ☐ |
| A SWORN STATEMENT BY THE VISA APPLICANT UNDERTAKING TO PAY ANY UNFORESEEN ADDITIONAL MEDICAL COSTS | ☐ | ☐ |
| IF APPLICABLE, PAID INVOICES FOR PREVIOUS TREATMENTS RECEIVED IN France | ☐ | ☐ |