



## TLSCONTACT VISA APPLICATION CENTRE – RWANDA

### LIST OF DOCUMENTS

#### VISA FOR VISITING FRIENDS

*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.*

#### **MANDATORY DOCUMENTS (ORIGINAL + 1 COPY)**

- ☐ **National passport** (signed and valid for at least 3 months after the expiry of the requested visa)
  - *With a validity superior to at least 3 months from your intended date of departure from the Schengen territory.*
  - *Should contain at least 2 blank pages.*
- ☐ **Copy of your passport**
  - *Copies of all the visas with entry and exit stamps from the visited countries.*
- ☐ **Schengen application form**
  - *Duly completed on Visa-On-Web: <https://visaonweb.diplomatie.be/>*
  - *Dated and signed by the applicant in person.*
- ☐ **One recent photo**
  - *1 recent passport colour photograph: 35 x 45 mm, white background.*
- ☐ **Valid long stay visas or residence cards**
  - *For the non-Rwandese citizens, valid long stay visas or residence cards are required.*

#### **PROOF OF TRIP PURPOSE**

- ☐ **Invitation letter from the inviting friend**
  - *Needs to be written in French, Dutch, German or English.*
- ☐ **Explanation letter**
  - *A letter explaining the relation between you and the person inviting you.*



- *Explaining when and how you got to know each other, if your host has been visiting you in your country or if you sometimes travel together to other countries, purpose of your travel, etc. + proof (e.g. copies of the visa of your host, pictures etc....)*

## EMPLOYMENT AND SOLVENCY PROOF OF APPLICANT

### ☐ Solvency proof

- *Proof of financial means for the travel: credit card + bank statements covering the last 3 months + proof of procurement of foreign currency if applicant has an income but no credit card or bank account in foreign currency.*
- **OR Formal obligation of your host (original sponsorship form):** *prise en charge 3bis (Belgium) / attestation d'accueil (France) / bewijs van garantstelling (Netherlands) / Verpflichtungserklärung (Germany), etc. + copy identity card sponsor + proof of income of the sponsor covering the last 3 months (for employees>salary slips, for self-employed persons>latest income tax result) + family composition of the sponsor.*

### ☐ Evidence of employment

- **Employee:** *service certificate + mission order from the employer + the last 3 pay slips + social security fund (ex. RSSB), personal bank statement of the last 3 months (if you have one).*
- **Independent (self-employed):** *recent certified copy by RDB/RRA of registration of the company (RDB/RRA) + bank statement of the company of the last 3 months + personal bank statement of the last 3 months (if you have one).*
- **Spouses without profession:** *proof of income of the wife/husband (see supra) + marriage act.*
- **Students of age:** *school attendance certificate + school registration + proof of income of the parents (see supra).*
- **Children under age:** *birth certificate + parental authorization legalized by the Ministry of Justice + copy of identity cards of the parents + school attendance certificate + school registration + proof of income of the parents (see supra).*
- **Pensioners:** *pension certificate issued by your social security fund (e.g. RSSB) + bank statement of the last 3 months (if you have a bank account).*
- **Unemployed:** *motivation letter + documents justifying your return to your home country: e.g. property acts, proof of rental income + rental agreements, family obligations, bank statements, etc....*

## OTHER DOCUMENTS

### ☐ Copy of trip flight ticket reservation

- *Proof of transport arrangements*

### ☐ Medical insurance policy

- *Proof of paid Schengen medical travel insurance.*

### **Important information:**

- *The visa application file must be complete at the time of submission.*



- *All information is available on the Belgian Embassy of Kigali's website and on the website of the Belgian Immigration Office. For that matter the Belgian authorities in charge of the examination of visa applications consider that the submission of an incomplete visa application means that the person asking for the visa is not taking the application seriously or that the person is incapable of submitting the necessary documents.*
- *Being in possession of a visa does not necessarily guarantee a right of entry. When you arrive at external border controls of the Schengen territory, the authorities verify if you are still respecting the conditions of entry. If not the case, you risk being sent back and the annulment of your visa.*
- *Apply for your visa in the 90th and 15th days preceding the intended date of your travel. If you have a multiple entry visa, you can apply for a new visa before your current one expires.*
- *For further information: check the website of the Federal Public Service Home Affairs – Immigration Office : [www.dofi.fgov.be](http://www.dofi.fgov.be)*