



TLSCONTACT VISA APPLICATION CENTRE – UNITED KINGDOM

LIST OF DOCUMENTS

Business / Conference / Official Delegation / Seafarers / Lorry Drivers (less than 90 days)

All documents submitted must be in English, French, Dutch or German. The foreign official documents must be legalised or carry an apostil, unless an exemption is provided in a treaty. All the relevant information on this formality is available on the website of the [SPF Foreign Affairs](#).

I. General requirements for all applicants.

A duly completed and both signed VisaOnWeb application form (Signed copy)

- *The VisaOnWeb form with the bar code is available once the registration via [VisaOnWeb](#) is completed.*
Please note that will be the only application form accepted

Passport (Original)

- *A signed full national private passport or official travel document issued less than 10 years ago;*
- *Valid for at least more than 3 months beyond the validity of the requested visa; • With two blank pages side by side with the mention 'visa' to affix the visa sticker;*
- *And without any damage.*

2 ID photos meeting the ICAO standards

- *attached with a paper clip;*
- *in color – UK passport size;*
- *size 3.5cmX4.5cm; • white plain background;*
- *Less than 3 months old.*



Original and Copy of your UK residence permit

- *Should be valid for one month after the intended departure date from the Schengen-zone.*

Copy of the passport bio-page

Page with photo.

Valid travel health insurance (Copy)

Covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay/s on the SCHENGEN territory. This insurance must be valid for the whole of the Schengen territory and cover the whole duration of the stay. The minimum cover is 30,000 EUR. [EHIC cards are not accepted as proof of valid travel health insurance].

ATTENTION:

1. Submitting a **travel insurance certificate referring to the policy conditions in a separate booklet will not be accepted.**
2. Submitting a travel insurance where **the minimum covered amount is often missing and reference is made to a bronze, silver or gold policy**, again referring to conditions in a separate booklet **will not be accepted.**
3. Unfortunately, the Embassy has no time to search through dozens of pages of insurance companies fine print and exceptions in order to find out if an applicant has the correct Schengen travel insurance or not. **It is up to the applicant (legal basis art 10 CVC) to demonstrate to the Embassy that he has taken out adequate and valid travel insurance to cover medical expenses in accordance with article 15 (*) of the CVC.**
4. For missing or non-conforming documents, it is settled case-law that it is up to the claimant who wishes to convey information pursuant to a claim that may have an influence on the assessment of his administrative situation, to fully inform the administration which, for its part, cannot be required to carry out numerous inquiries, on pain of making it impossible to respond within a reasonable timeframe to the numerous requests it receives.
5. EHIC cards are not accepted as proof of valid travel health insurance

Proof of reserved return ticket to the United Kingdom, or proof of onward travel (if not returning to the United Kingdom)

Such as authorisation of entry into the country of destination, confirmed overseas ticket, proof of sufficient means to cover such costs

Proof of accommodation or of sufficient means to cover the costs of accommodation



If relevant, such proof may be given through a proof of sponsorship by means of an official form (certificate of board and lodging).

Nominative United Kingdom bank account statements covering at least the last three months and showing the balance.

Credit card(s) and credit card account statement indicating the cardholder's name and address.

The statement must contain information on the monthly limit or the spending cap.

If the applicant is financially supported by:

- *his/her spouse:*

- a) *a marriage certificate;*
- b) *the spouse's bank account statements (see above); and*
- c) *a statement of will to support the spouse.*

- *her/his parent(s):*

- a) *proof of family relationship, e.g. birth certificate;*
- b) *the parent(s) bank account statement (see above); and*
- c) *a statement of will to support the applicant.*

Employees:

- a) *Recent, official and signed letter from their employer with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom. The position and salary of the employee should also be indicated; and*
- b) *pay slips for the last three months.*

Self-employed:

- a) *Recent, official and signed letter from an accountant, banker or solicitor with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom, stating the nature of the self-employment or business ownership in the United Kingdom. The letter must also state the annual salary drawn from the company; and*
- b) *self-assessment form edited by revenue and customs authorities.*

Students:



Recent, official and signed letter from school, college or university in the United Kingdom stating date of issue, name of the applicant, type of studies, number of lessons (hours) per week and attendance record. □

Minors: (children below 18 years)

a) birth certificate; and

For minors travelling alone or with only one parent (exceptions are made if one parent has the sole custody or residence order for the child):

b) original passports of both parents, or certified copy of the biodata page of the passports;

c) proof of consent of parental authority or legal guardian; and

d) British school certificate.

In the case of sole custody, the following documents must be submitted:

a) birth certificate mentioning one parent;

b) death certificate of absent parent; or

c) court ruling.

II. Documents to be submitted depending on the purpose of travel.

1. Business:

- an invitation from a firm or an authority **based in Belgium** (on letterheaded paper and address in Belgium) to attend meetings, conferences, or proof of registration for events connected with trade, industry or work;*
- other documents that show the existence of trade relations or relations for work purposes; or*
- entry tickets or registration for fairs and congresses.*

2. Official delegations

Travelling on the basis of an official invitation addressed to the government of the third country concerned, to participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organisations:

- a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the above-mentioned events, accompanied by a copy of the official invitation from the intergovernmental organisation in the Member State; or – a verbal note.*



3. Seafarers:

- *seaman's book, if applicable;*
- *a recent, signed and official letter from recruiting company stating the name and rank of the seafarer; and*
- *vessel's name, vessel's arrival date in port and the date the seafarer joined the vessel.*

4. Lorry drivers:

- *a recent, signed and official letter from the national association (union) of carriers of the host country providing for international road transportation, stating the purpose, duration and frequency of the trips;*

- *written request from the partner company based in the Member State; – driver's licence for international transport; and – way bill.*

Additional documents, even if not featured in the list above, may be required by the Embassy. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

IMPORTANT REMARK: *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.*