TLSCONTACT VISA APPLICATION CENTRE – UNITED KINGDOM

LIST OF DOCUMENTS

Tourism.

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 this 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.*

☐ **Copy of the passport bio-page**

- *Page with photo.*

☐ **2 UK passport sized ID photos meeting the ICAO standards**

- *attached with a paper clip;*
- *in color;*
- *size 3.5cm X 4.5cm*
- *white plain background.*
- *Less than 3 months old.*

☐ **Original and a copy of your UK residence permit**

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

If your BRP expires on 31 December 2024: please provide the share code for your "right to work" or "Prove your immigration status".

☐ **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 this territory and the whole of the stay. The minimum cover is 30,000 EUR. [EHIC cards are not accepted as proof of valid travel health insurance]. The insurance should be taken out with a company based in the applicant's country of residence or in a Member State.*

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 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.

Tourism:

- *confirmed hotel booking for the full stay in the territory of a Member State or proof of sufficient means to cover accommodation during the intended stay; or*
- *booking confirmation of a tour or any other appropriate document, such as the list of persons taking part in the tour.*

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.