



TLSCONTACT VISA APPLICATION CENTRE – BELARUS

LIST OF DOCUMENTS BUSINESS

Short stay visa for people who intend to go to Italy for business activities, negotiations, business trainings, checking the usage and work of the equipment, bought or sold within commercial agreements and industrial collaboration.

Schengen application form

Duly completed (in Russian, Belorussian, Italian or English), dated and signed by the applicant in person. [The visa application form](#) is available on the [Forms page](#). Application form must contain 3 signatures of the applicant: 2 signatures on the 3rd page: field 37 and field on the availability of medical insurance; 1 signature on 4th page.

Photograph

1 photo, not older than 6 months, meeting [Schengen photo requirements](#) (glued on the application form).

Travel document

[Passport](#), which must be valid for at least 3 months after the date when the holder leaves the Schengen area, containing at least two empty pages and issued within the previous 10 years.

Confirmation of legal residence in the Republic of Belarus

- Registration in a passport (for citizens of Belarus);

- Residence permit or Belorussian visa and registration in the passport (for foreign citizens).

Medical insurance policy

1. The travel insurance should be valid for Schengen area if you apply for short stay visa;

2. The insurance must cover the minimum amount of 30,000.00 Euro (coverage: repatriation for medical reasons, urgent medical attention, emergency hospital treatment and transportation of the body in case of death);

3. The insurance should cover the whole period of your stay in Schengen area. If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip. With the 2nd signature on the application form (page 3), the applicant confirms to be aware that for all future trips he/she will also need the necessary travel insurance.

* Medical insurance policy can be acquired directly in our Visa Application Center in Minsk (this service is unavailable in Visa Application Centers in Brest and Gomel).

Proof of arrival/departure



- Round trip ticket, paid or booked with the name of an applicant on it;
- Contract with the transport company, transport company's registration certificate, permit for international transfers of transporter's company, technical passport of vehicle, insurance for the vehicle "Green card", copies of the driver's passport pages (pp. 31-33) and his valid Schengen visa, copies of driving license and certificate of international driver;
- Car registration license, owner's driving license and, in case the applicant is not an owner of the car, documents confirming the driver's eligibility to drive the vehicle (power of attorney – original and its copy). In case the applicant is not a driver, it is required to present copies of the driver's passport pages (pp. 31-33) and his valid Schengen visa, copy of driving license.

Documents confirming economic activity of legal entity

- Covering letter from a Belorussian company which sends an applicant on a business trip abroad stating the purpose and duration of the journey and confirmation of expenses reimbursement in the amount of at least 50 Euro per day of staying;
- Verified certificates of registration and verified corporate charter's copies.

Proof of sufficient financial means for the intended stay (according to the [requirements](#) of Directive of Ministry of Domestic affairs 1.3.2000)

For employed - employment certificate with information about the recruitment date, the amount of the salary for the last 3 months and confirmation of expenses reimbursement in the amount of at least 50 Euro per day of staying (this information can be included in a separate document or in the above-mentioned letter from company). It must be presented on official form, stamped by the organization and signed by the person in charge. The document is valid within 1 month from the date of issue; for self-employed - tax declaration for the last three months.

Documents confirming economic and commercial purposes of the trip

* If inviter is an Italian company:

1. Invitation letter from an Italian company in original (in accordance with the [sample](#), signed by the official representative and a copy of his/her identity card;
2. Constituent documents of inviting Italian company:
 - a) Company registration in Commerce and Industry Board not older than 3 months;
 - b) Company registration in Commercial section of the Italian Embassy.
3. Documents proving business cooperation between inviting company and applicant or company where he/she works:
 - a) Agreement between Italian and Belorussian companies;
 - b) Commercial invoices certifying that Belarussian company bought goods from Italian company;
 - c) Confirmation in invitation letter of the fact that travel purpose is commercial negotiations.

* If an applicant participates in a tradeshow or a fair:



- *Tradeshaw or fair programs;*
- *An invitation or a pass ticket confirming applicant's participation.*

** In other*

Proof of accommodation

- *Hotel booking with the name of an applicant on it;*
- *Providing of accommodation by inviting company and information about it in invitation letter.*

Copies of the passport's pages

Copies of the passport's pages with personal data (pp. 31-33) and previous Schengen visas for the last 3 years.

Forms of Consent for processing of personal data & Application for Service

Please, download both the forms of [Consent for processing of personal data & Application for Service](#) and [Information on the protection of individuals with reference to the processing of personal data](#), complete it with the requested data, sign and attach with all your documentation. Please note that both forms are mandatory for application submission.

To get the passport from Visa Application center, one must provide

Majors - copy of passport pages (pp. 32-33);

Minors - copy of minor's passport pages (pp. 32-33) and copy of birth certificate.

Please, before applying make sure that you have copies of the documents required for getting the passport.

** Original documents, presented with copies, are returned to applicants (for example, company registration in Commerce and Industry Board, agreements, commercial invoices, invitations, tickets etc.).*