



TLSCONTACT VISA APPLICATION CENTRE – BELARUS

LIST OF DOCUMENTS

MISSION VISA

Short-stay visa for people, whose trip is related to their political, administrative position or state activity.

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 purpose of travel



1. *Proof of applicant's status either as a public officer, who will travel to Italy due to his official duties, or as a private individual, who will travel to Italy to develop a relationship between Italy and Belarus;*

2. *Covering letter from the Belarus Organization, which is interested in the applicant's trip, stating job title of the applicant and duration of trip;*

3. *Invitation letter from the Italian host organization which indicates purpose of travel and duration of stay.*

Proof of accommodation, transport and financial means

Petition from the Italian host organization stating the proof of transport means and information about the applicant's accommodation in Italy, and the confirmation of covering the expenses related to the trip (this information can be mentioned in the invitation letter).

Confirmation of the presence of residence, vehicle and necessary financial resources

Application from the Italian organization indicating the vehicle and the applicant's place of residence in Italy, as well as confirmation of reimbursement of travel expenses (this information can be indicated in the invitation).

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.

Proof of accommodation

- Hotel booking with the name of an applicant on it;

- Invitation letter from an Italian organization, written on official form, presented in original.

Proof of applicant's current occupation

For employed - employment certificate which includes job title, recruitment date and, if applicable, termination date (termination agreement). 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 - company registration certificate;

For retired - pension certificate;

For student - student card or enrolment certificate;

For unemployed - copy of labour book (pages with personal data and all employments for the last 3 years);



For others - documents confirming ties with Belarus (for example, marriage certificate, birth certificate etc.).

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 amount of the salary for the last 3 months (this information can be provided in a separate document or in the above-mentioned employment certificate). 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;

For retired - retirement benefit statement.

For others, including minors - proof of sufficient financial means for the intended stay:

- family member's sponsorship letter and documents proving his/her employment and solvency (in this case a copy of the last page in sponsor's passport is needed and documents proving family relationship between sponsor and applicant);

- bank account statement showing the movements for the last three months;

- other documents (for example, documents of property or share ownership etc.).

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, the invitation or other documents confirming transport, accommodation and solvency proves, etc.).*