



## TLSCONTACT VISA APPLICATION CENTRE – BELARUS

### LIST OF DOCUMENTS

#### STUDY VISA

*Short stay visa for people who intend to study in Italy.*

#### 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](#). In the case of minors (below the age of 18), the application form needs to be signed by at least one of their parents or the person exercising legal guardianship. Application form must contain 3 signatures of the applicant: 2 signatures on the 3rd page: field 37 and the field of 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;

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

#### Confirmation of legal residence in the Republic of Belarus

- Registration in a passport (For Belarus citizens) ;

- Residence permit or belorussian visa and registration (for foreign citizens).

#### Medical Insurance Policy

1. The travel insurance should be valid for Schengen area if you apply for a 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).*

**Purpose of travel proof**

- 1. Confirmation of your booked courses in Italy, or enrolment letter;*
- 2. Covering letter from the Belarus Organization or education institution, which is interested in the applicant's trip, stating purpose of travel and duration of trip.*

**Proof of arrival/departure**

- 1. Round trip ticket, paid or booked in the name of an applicant;*
- 2. 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;*
- 3. 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 it's copy). In case the applicant is not the driver, it is required to present copies of the driver's passport pages (pp. 31-33) and his valid Schengen visa and a copy of driving license.*

**Proof of accommodation**

- 1. Hotel booking with the name of an applicant on it;*
- 2. Invitation letter (in accordance with the presented [sample](#) in original).*

**Proof of applicant's current occupation**

- 1. 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;*
- 2. Self-Employed - company registration certificate;*
- 3. Retired - pension certificate;*
- 4. Student - student card or enrollment certificate;*
- 5. Unemployed - copy of labour book (pages with personal data and all employments for the last 3 years);*
- 6. 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 the Directive from the Ministry of Domestic affairs 1.3.2000)**

- 1. 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;

2. Self-Employed - tax declaration for the last three months;

3. Retired - retirement benefit statement;

4. Majors, going to Italy within Chernobyl programs – Italian bank statement (original and copy);

5. 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.).

#### **Additional documents to be provided for minors**

1. Birth certificate and its copy (apostille, translation and legalization are not required);

2. Parental consent - notarized consent from both parents (in accordance with the [sample](#)) to leave Belarus in favor of a minor (apostille, translation and legalization are not required). Also copies of parents' passports pages (pp. 32-33) should be attached. If only one parent has a parental right it is necessary to submit supporting documents (court decision, death certificate 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. 4

\* All the presented documents should be translated in Italian or in English;

\* 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, marriage certificate, student card, Italian bank statement, tickets, birth certificate, death certificate etc.);

#### **\* 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;