



TLSCONTACT VISA APPLICATION CENTRE – UNITED KINGDOM

LIST OF DOCUMENTS

BUSINESS RESEARCH CONFERENCE

Business research conference (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](#). For further information please [click here](#).

MANDATORY DOCUMENTS

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;
- size 3.5cmX4.5cm
- white plain background;
- Less than 3 months old.

Original and Copy of your UK residence permit

- Should be valid for 3 months after the intended departure date from the Schengen-zone.

Copy of the passport bio-page

- Page with photo.

Proof of the relationship (Original and Copy) - For EU family members



- *Marriage or birth certificate both the original and a copy, the original will need to be seen at the time of interview, but will be returned to you.*
- *No need to be legalised / apostilled when issued by one of the EU Member States)*
- ***Marriage/Birth certificates*** or recent certified true copies thereof issued outside one of the EU Member States need to be legalised / apostilled by the national competent authorities in the country of issuance and, in case of legalisation, by the Belgian representation in the country of issuance;
- *Certificates and official documents must be translated if not issued in either English, German, Dutch or French.*
- *Original and a copy of the passport or national ID card of the EU national.*

A letter from your UK employer or University (Original)

- *Covering your current status with them as well as providing details regarding the business or research trip and whether the employer or university will be covering the costs involved with the trip.*

Original invitation letter from Belgium (Original)

- *or proof of attendance at conference.*

Proof of sufficient financial means (Copy)

- *3 most recent months' bank statements (including name and address) or;*
- *3 most recent payslips or;*
- *Copy of credit card with most recent credit card statement or;*
- *Prepaid-Cash card + receipt in applicant's name.*

Transport - The documents indicating the purpose of your journey (Copy)

- *e.g. documents relating to the itinerary, in other words confirmation of the reservation of an organised trip or any other substantiating document indicating the travel program envisaged.*

The documents relating to accommodation

- *e.g. in the case of accommodation with a private individual, an invitation from the person hosting you;*
- *or in the case of a stay in a hotel, guesthouse, etc., a supporting document from the establishment offering accommodation;*
- *or any other substantiating document indicating the type of accommodation envisaged, etc.*

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].*

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.