



TLSCONTACT VISA APPLICATION CENTRE – UNITED KINGDOM

LIST OF DOCUMENTS

FAMILY OR FRIENDS VISIT

Family or friends visit (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 an 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.

Invitation from the host in Belgium (Original/Copy)

- Please use the [following document](#) (to be completed by host in Belgium along with a copy of his/her Belgian ID card or residence permit).



Proof of your status/situation in the UK (Copy)

- *For employees: a letter from your employer;*
- *For students: a letter from your educational establishment;*
- *For independents (self-employed): a letter from your accountant.*

Proof of sufficient financial means (Copy) to support yourself during your trip which can be either

- *3 most recent months' bank statements (including name and address) or*
- *3 most recent payslips or*
- *Prepaid-Cash card + receipt in applicant's name*
- *Original sponsorship form "Annexe 3Bis" from the host in Belgium along with family composition of host, 3 most recent payslips and copy of ID card or residence permit.*

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

- *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 (Original)

- *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 booking confirmation;*
- *a supporting document from the establishment offering accommodation or any other substantiating document indicating the type of accommodation envisaged, etc.*

Copy of valid travel health insurance

- *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].*

For minor children (Original)

- *We also require the birth certificate, authorisation letter signed by both parents and copy of both parent's passports. [Please note the file might have been provided under the visa document for EU family members only, please see above]*

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.