



TLSCONTACT VISA APPLICATION CENTRE– UNITED KINGDOM

LIST OF DOCUMENTS

INTERNSHIP OR TRAINING

Long stay internship or training (more than 90 days)

All documents submitted must be in English, French, Dutch or German.

If you intend to work for more than 90 days as an intern in Belgium, you must be in possession of a work permit and the appropriate visa.

A single, combined application procedure for both work and residence permit was implemented on 31.01.2021. It has to be lodged by the employer at the regional office concerned.

According to the company's geographical location this will be one of the following regions:

Vlaams Gewest: <http://www.werk.be>

Région de Bruxelles-Capitale: <http://www.bruxelles.irisnet.be>

Région wallonne: <http://emploi.wallonie.be>

Deutschsprachige Gemeinschaft: <http://www.dglive.be>

The employer and intern will be informed of the decision taken by the competent authority (either Region or Foreigner's Office).

Important:

- 1. The employer has to deal directly with the competent region for lodging of the application and submission of the necessary documents.*
- 2. This means that the Embassy is not involved in the process at any stage until a decision has been taken by the region and Foreigners' Office to grant a work and establishment permit. It is therefore unnecessary to contact the Embassy regarding the procedure.*

Once the Single Permit has been granted (annex 46), the intern has to submit their visa application at TLScontakt visa application centre.

The foreign official documents must be legalized 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](#).

Please note that you will need to separate 2 identical sets of documents (if documents are double sided, make sure you provide the photocopy of both sides)



MANDATORY DOCUMENTS

SINGLE PERMIT

Two duly completed and both signed VisaOnWeb application forms (2 signed copies)

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.

Four (4) ID photos meeting the ICAO standards

- *Attached with a paper clip, In colour.*
- *Size 3.5cm X 4.5cm.*
- *White plain background.*
- *Less than 3 months old.*

Passport (Original, Copy)

- *A travel document where a visa can be issued with a minimum validity of 12 months (e.g.: a passport);*
- *With at least 2 blank pages (side by side);*
- *Not older than 10 years old from the first issue date.*

Passport bio-page (Original, Copy)

- *Original and Copy of the **Passport bio-page**;*
- ***UK visa** page (equivalent of UK residence permit if applicable).*

Annex 46 (authorization received from Belgium) (2 copies)

EXCEPTIONS: *this procedure will not be applicable for the following cases:*

*Workers in an intra-corporate transfer
Au pair worker;
Researcher holding a hosting agreement;*

For these categories of workers, the Work Permit procedure still applies.

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.