



TLSCONTACT VISA APPLICATION CENTRE– UNITED KINGDOM

LIST OF DOCUMENTS

INTERNSHIP WITH THE EU PARLIAMENT OR COMMISSION (ART. 9 AND 13)

Internship at international organizations (more than 90 days)

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

Single application for work and residence permit.

A single, combined application procedure for both work and residence permit will be implemented as of 01.01.2019.

The single application procedure for work and residence permit has to be lodged by the employer himself 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.dqlive.be>

The employer and the employee will be informed of the decision taken by the competent authority (either Region or Foreigners' 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 entails 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 useless to contact the Embassy regarding the procedure.*



Only after the Single Permit has been granted (annex 46), the employee has to lodge his visa application containing the following documents:

MANDATORY DOCUMENTS

☐ **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 color.*
- *Size 3.5cm X 4.5cm.*
- *White plain background.*
- *Less than 3 months old.*

☐ **Passport (Original and 2 copies)**

- *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.*

☐ **Proof of payment for the [contribution](#) to the Ministry (Original, Copy)**

If required. Please refer to the website of Foreign Affairs Ministry for more information.

☐ **Passport bio-page (Original, Copy)**

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

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

☐ **Original internship attestation (Original, Copy)**

- *Issued by **traineeship office** of the EU commission or the EU parliament;*
- *It needs to mention the duration of the trip, whether you will be paid for or not. If yes, the amount you will receive.*



☐ **Certificate of good conduct (Original and Copy)**

If you are 18 years old and over, your original certificate of good conduct covering at least the last year. It must also be [legalized](#).

Please note that one can't submit an DBS certificate in lieu of an ACRO/Police Certificate.

☐ **Original medical certificate (Original, Copy)**

- *By a medical practitioner approved by the Belgian Embassy, London;*
- *For the list of medical practitioners approved by the Embassy of Belgium in London please click [here](#).*

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.