



TLSCONTACT VISA APPLICATION CENTRE– UNITED KINGDOM

LIST OF DOCUMENTS

PROFESSIONAL CARD (ART. 9 AND 13)

Long stay professional card (more than 90 days)

If you have not yet sent your pre-application for the professional card to the Embassy of Belgium via email, please click [here](#) to find out the process and information required.

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).

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](#).

MANDATORY DOCUMENTS

For the professional card application:

- ☐ **Original** professional card application form signed and **dated on the day of the appointment at the VAC (correct date is important!)**
- ☐ **Passport bio-page (Copy)** *Copy of the Passport bio-page;*
- ☐ **[Proof of transfer](#) £127.40** (professional card application fee) on the Embassy bank account
- ☐ **[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.



For your Visa application:

☐ **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 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.

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

Original and Copy of the Passport bio-page;

UK visa page (equivalent of UK residence permit).

☐ **Proof of payment of the [contribution](#) fee to the Ministry (2 x Copies – 366 euros)**

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

Done 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.