



TLSCONTACT VISA APPLICATION CENTRE – UNITED KINGDOM

LIST OF DOCUMENTS

SCHOOL TRIP VISA

School Trip (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 a 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;



- *Original a copy of the passport or national ID card of the EU national.*

Letter from your school or university confirming your registration with them (Original)

Letter from your school or university with complete details of the trip (Original)

Invitation letter (Original)

- *From institution to be visited in Belgium (EU, NATO,...) with date of visit.*

Information about who is paying for the trip whether it is the school or university, or the student(s) themselves (Copy)

- *If student, then proof of payment for their part (Prepaid-Cash card + receipt in applicant's name);*
- *If the school/university pays then proof of sufficient funds or prepayment of the trip.*

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 (Copy)

- *e.g. 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.*

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 (Copy)

- *For **minor children** 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.