



## TLSCONTACT VISA APPLICATION CENTRE– UNITED KINGDOM

### LIST OF DOCUMENTS

#### STUDIES PRIVATE ESTABLISHMENT (ART. 9 AND 13)

##### Studies private establishment (more than 90 days)

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

*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](#).*

*For further information please click [here](#).*

**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).

**The decision will be taken by the Immigration Office in Belgium, which can take time. Please refer to the processing time page on our Website to find all the information.**

### 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, 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.*



**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).*

**Proof of registration from a private educational institution (Original, Copy)**

**A cover letter (2 copies)**

*Explaining the reasons for choosing the course and a concise description of the lessons/course that you have chosen and why not taking that course in your home country.*

**Proof of sufficient funds (2 copies)**

*Proof of sufficient funds to cover the cost of studies, medical costs, daily expenses... To find the full details, [click here](#).*

**[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](#).*

**Proof that you satisfy the conditions for access to higher education (Copy 2)**

*Diploma, academic record, attestation that account is being taken of the application for equivalence.*



***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.*