



## TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

### LIST OF DOCUMENTS

#### BUSINESS VISA

***For people who wish to visit Belgium due to professional reasons  
(e.g. Business/Research/Conference Fairs).***

*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.*

**Legal basis:** Harmonized list of supporting documents to be submitted by applicants for a [Schengen visa in the Russian Federation](#).

### MANDATORY DOCUMENTS

#### ☐ Original of passport

- Should be signed by the applicant;
- Must be valid for at least 3 months from the date on which you intend to leave the SCHENGEN territory, issued within the previous 10 (ten) years;
- Should contain at least one double blank page reserved for visa (blank front and back) for each applicant (if a child travels with parent in the parent's passport, there should be 2 blank pages (blank front and back), i.e. 4 blank pages);
- Without any damages.

#### ☐ Schengen application form

- Duly completed on [Visa-On-Web](#) in German, Dutch, French or English;
- Printed form with a bar code;
- Dated and signed by the applicant in person.

*In case of minors (below the age of 18), the application form needs to be signed **by parents or person exercising legal guardianship**.*

*For family members or groups application form must be filled in for each individual.*

#### ☐ One photo

- 1 recent passport colour photograph should be glued on the application form. Please visit FAQ page on our website and find more information about Schengen photo requirements.



## PROOF OF TRIP PURPOSE

### ☐ Invitation letter

*The invitation letter from company in Belgium should be on the company's official paper with stamp and signature, written in official language of Belgium or in English and containing the following information:*

- *Name, first name, nationality and date of birth of the invited person;*
- *Purpose and duration of the visit;*
- *Number of entries;*
- *The complete address of the company, telephone and email;*
- *The name and position of the person who signed the invitation;*
- *Other documents indicating the existence of commercial or professional relationships.*

*If host organization will be covering the costs involved with the trip, this must be indicated as well.*

## EMPLOYMENT AND SOLVENCY PROOF OF APPLICANT

### ☐ Evidence of employment + solvency

*Evidence of employment (letter from the employer) with salary information.*

*Self-employed people/individual entrepreneurs:*

- *Proof of economic activity (e.g. 2NDFL or 3NDFL form, copy of extract from the trade/fiscal registry or copy of certificate for individual business/entrepreneur) or bank statement covering the last 3 months confirming the account's balance.*
- ***Copy of document proving journalistic activity:*** *Employed journalists: certificate or other document issued by a professional organization proving that the person is a qualified journalist and letter from the employer stating that the purpose of the journey is to carry out journalistic work.*
- ***«Freelance» journalists:*** *Copy of press card or copy of work contract or proof of economic activity (2NDFL or 3NDFL form, copy of extract from the trade/fiscal registry or copy of certificate for individual business/entrepreneur), bank statement covering the last 3 months confirming the account's balance.*

## OTHER DOCUMENTS

### ☐ Copy of document proving legal residence in Russia

- *All non-Russian nationals need to present **proof of legal residence** in the Russian Federation in line with federal legislation (e.g. residence permit, long-term visa or FMS registration) or in the jurisdiction of the Embassy of Belgium.*
- *This document should be valid for **at least 3 (three) months** after the planned return from the territory of the Member States or a document proving that the applicant has applied for a renewal of proof of legal residence.*



☐ **Medical insurance policy**

- *Valid for Schengen area if you apply for short stay visa (**only the copy**);*
- *Your travel insurance must be valid with **a minimum coverage of € 30,000** in order to face any expenses that may arise in connection with your repatriation for medical reasons, urgent medical attention, or emergency hospital treatment;*
- *The insurance should cover **the whole period of your stay** in Schengen area. If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip.*

☐ **Copy of old passport**

- *If you have Schengen visas for last 3 years in the old passport, it is recommended to submit copies of Schengen visas and the page with the personal data of that passport with your application.*

☐ **Copy of internal passport**

- *Copies of pages with any stamps (the applicant's bio data, issued international passports, marital status and registration in Russia etc.).*

☐ **Consent for processing of personal data**

- *Please visit [Links and Downloads](#) page on our website to download the form, complete it according to the internal passport and attach with all your documentation.*

☐ **DHL Declaration**

- *For applying documents **by post**, please visit [Links and Downloads](#) page on our website to download the form, complete it and attach with all your documentation.*