



## TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

### LIST OF DOCUMENTS

#### STUDY VISA

##### *Study or study related stay (Long stay visa)*

- *Students who applied for a study under art 9-13 or 58 must fill a questionnaire at the Embassy of Belgium in Moscow after having lodged their application with TLScontact. The questionnaire must be filled the day after the application at 10 AM (exchange students and students with scholarship from Belgium are exempted and students that passed an university entrance exam).*
- *Official documents issued in Russia or in Belarus, Armenia, Kazakhstan, Uzbekistan, Tajikistan and Kyrgyzstan must be apostilled/legalized and accompanied with a translation that must be apostilled/legalized.*
- *More information about documents please find on the link [here](#).*

**Please provide 3 files (original + 2 sets of copies) following the order of above mentioned documents:**

### MANDATORY DOCUMENTS

#### Original of passport

- *Should be signed by the applicant;*
- *Should be valid for one year after the visa issuance date;*
- *Should contain at least one double blank page reserved for visas (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.*

#### Two Long stay visa application forms

- *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.*

#### Confirmation of administrative fees payment (original document + 2copies)

- *A contribution for administrative cost must be paid directly to the Ministry of Interior prior to submitting an application, please click [here](#) to find all the information on the cost, how to proceed and the exemptions.*



**Two identity photos**

- 2 identical, recent passport photographs, meeting Schengen photo requirements (two glued on each of application form).

## PROOF OF TRIP PURPOSE

**Enrolment confirmation (original document + 2 copies)**

- Admission letter at a Belgian higher education institution;
- Registration for an entrance examination or final examination

To access bachelor level for the French community's public institutions provide a decision of [equivalence](#) to access bachelor level.

**Solvency proof (original document + 2 copies)**

A student must have sufficient financial means to cover his living expenses, studies, health care and repatriation.

Each year, a minimum amount is set by royal decree. For the academic year 2019-2020, this minimum amount is fixed at **EUR 670.00** net/month.

A student can demonstrate that he / she will actually have **EUR 670.00** net/month, preferably:

- **a scholarship or loan certificate** issued by an international organization, a national authority or a Belgian or foreign legal representative, which has sufficient resources (NB: If the amount of the grant is less than **EUR 670.00** net/month the student must provide evidence of additional resources);
- **a declaration of commitment annex 32 (signature of the sponsor must be legalized in our consulate in Moscow or St Petersburg)**. As a general rule, the guarantor must have at least:
  - a) a basic amount of **EUR 1,295.00** net/month, and
  - b) an amount of **EUR 670.00** net/month, and
  - c) an amount of **EUR 150.00** net/month for any person for whom he is already responsible.
- Financial certificate from university in Belgium that the total amount for the year has been transferred in Belgium.

For more information, please [click here](#).

**The last Diplomas and Grades (original document + 2 copies)**

- Only requested if it is a requirement for your inscription in Belgium (see conditions of inscription with your university).



## OTHER DOCUMENTS

**Medical certificate (original document + 2 copies)**

- A medical certificate issued by a [medical center approved by the Embassy of Belgium](#) and dated less than six months before the date of application submission.

**Police Clearance (original document with Apostile and translation with Apostile + 2copies)**

*An extract from your criminal record (Police clearance), not more than six months prior to the date of application*

*Student less than 21 years old for public university or 18 years old for private university are exempted from this requirement.*

**Copy of document proving legal residence in Russia/Jurisdiction (original document + 2 copies)**

*All non-Russian citizens living in Russia have to be legal residents of the Russian Federation and need to present the relevant documents (copy of residence permit, long-term visa or FMS registration).*

*Applicants residing in Kazakhstan, Belarus, Armenia, Uzbekistan, Tajikistan and Kyrgyzstan **aren't required** to provide proof of legal residence in Russia.*

**Copy of internal passport (2 copies)**

- *Copies of all pages with any stamps in it (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.*

**Declaration of preferable language**

- *Please download the form [Declaration of preferable language](#) that can be found at section [Links and Downloads](#) page on our website, complete it, sign and attach with all your documents.*