



TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

LIST OF DOCUMENTS

STUDY VISA

For people who are going to study in Belgium.

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

- *Confirmation of booked courses or registration letter from the school or university with mention of the dates and purpose.*

Letter from the school or university. Confirmation of tuition and other fees payment or statement of sponsorship or other proof of financial means

- ***If not mentioned in the invitation:*** proof of sponsorship (inviting or sending institution) or solvency of the applicant (95€/per day if stay in a hotel, or 45€ per day if private invitation).

EMPLOYMENT AND SOLVENCY PROOF OF APPLICANT

Evidence of employment

- *Evidence of employment (letter from the employer) with name, address, phone number, your position, tenure duration, salary.*
- ***Students/pupils:*** Attestation from the University/school with information about vacation time or permission to leave school for the planned trip.
- ***Retired:*** pension certificate (original and copy).
- ***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).

Solvency proof

- *Certificate of employment mentioning salary, 2/3ndfl;*
- ***OR*** Bank account/credit card statement showing the movements for the last three months;
- ***For unemployed:*** sponsorship form signed by a parent/partner + proof of solvency of sponsor.

Each person must have at least € 95.00 for every day of stay at his/her disposal in case of stay at the hotel and at least € 45.00 per day in case of accommodation with an individual. (Evidence of this may be asked at the border: international bankcard or currency).

DOCUMENTS FOR THE MINOR(S)

Copy of birth certificate

- *Copy of birth certificate should be provided for children till 18 years old.*

Consent of the parental authority or legal guardian

- *If a child travels alone or is only accompanied by one parent: an authorization signed in front of a notary public by the parents/the parent who is not travelling, is required (original and copy).*

Copy of the valid Schengen visa of the parent(s)

- *Copy of the valid Schengen visa of the parent(s) travelling with the minor if no joint application.*



Sponsorship letter

- *Guarantee letter from parents that costs for minors will be taken by them during the trip.*

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.*