



## TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

### LIST OF DOCUMENTS

### UNIQUE WORK PERMIT PROCEDURE

***Work visa issuance in the base of work permit (type B) or professional card (Long Stay Visa)***

*Work visa issuance in the base of work permit (type B) or professional card.*

*If you don't receive professional card, please contact the Visa section of the Embassy by sending an email to [moscow.visa@diplobel.fed.be](mailto:moscow.visa@diplobel.fed.be) to receive appropriate instructions.*

- *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.*

#### ☐ Two identity photos

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



## PROOF OF TRIP PURPOSE

### ☐ Authorization from ODE/DVZ (original document + 2 copies)

- *Authorization from ODE/DVZ annex 46 or 67 Authorization of issuance of D visa 'unique work permit' issued by Ministry of Interior;*
- *Work authorization issued by the competent region (Flanders, Wallonia or Brussels).*

## OTHER DOCUMENTS

### ☐ 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.*