



TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

LIST OF DOCUMENTS

VISITOR VISA

For people who wish to visit relatives or friends, staying in their homes.

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

Proof of host's financial means

In case host side undertakes the costs for the period of stay in Belgium, proof of host's financial means should be provided:

- *Declaration of commitment (**annexe 3Bis/bijlage 3Bis**) from the Municipality in Belgium (**original + copy**);*
- *Salary slips of the last three months, bank statements, income tax papers for self-employed;*
- *Family composition issued by City hall.*

Invitation letter from host person

The invitation letter from host the family/friend written in official language of Belgium or in English and containing the following information:

- *Surname, first name, address and contact phone number (e-mail, if existing) of the inviting person (host);*
- *Surname, first name, nationality, passport number of invited person;*
- *Duration of stay in Belgium and requested number of entries;*
- *Explanation of relationship with the invited person;*
- *The letter should be signed by the inviting person(s).*

Copy of proof of the family relationship between the applicant and the inviter(s)

- *Mandatory if the host person is a close relative.*
- *Copy of the birth certificate (+ proof of change of name if applicable), marriage/divorce certificates etc.*

Proof of relationship with friends

- *Proof of relationship with friends (photos, e-mails, etc.).*

Identification document of inviter(s)

- *The copy of Belgian ID card of inviter(s)*

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.*