



TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

LIST OF DOCUMENTS

WORK PERMIT B, AU PAIR

Work permit issuance in the base of au pair, European blue card and professional card (Long Stay Visa)

- *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 + 2 copies)

- *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

- Work permit B «Au pair», convention with universities, European blue card, professional card (Original document + 2 copies)**
 - *Your original valid type B work permit (permis de travail B/arbeitskaart B)/ /authorization for professional card issuance. that your employer in Belgium must request.*
- Copy of your work contract (2 copies)**

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 + 2 copies)**
 - *An extract from your criminal record (Police clearance), not more than six months prior to the date of application;*
 - *Minors (under 18 years old) 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.*