



## TLSCONTACT VISA APPLICATION CENTRE– UNITED KINGDOM

### LIST OF DOCUMENTS

#### PROFESSIONAL CARD (ART. 9 AND 13)

Long stay professional card (more than 90 days)

*If you have not yet sent your pre-application for the professional card to the Embassy of Belgium via email, please click [here](#) to find out the process and information required.*

**Please note** that you will need to separate 2 identical sets of documents (if documents are double sided, make sure you provide the photocopy of both sides).

*All documents submitted must be in English, French, Dutch or German. The foreign official documents must be legalised or carry an apostil, unless an exemption is provided in a treaty.*

*All the relevant information on this formality is available on the website of the [SPF Foreign Affairs](#).*

### MANDATORY DOCUMENTS

#### For the professional card application:

- Original** professional card application form signed and **dated on the day of the appointment at the VAC (correct date is important!)**
- [Proof of transfer](#) **£127.40** (professional card application fee) on the Embassy bank account
- [Certificate of good conduct](#) (Original and Copy)

*If you are 18 years old and over, your original certificate of good conduct covering at least the last year. It must also be [legalized](#).*

*Please note that one can't submit an DBS certificate in lieu of an ACRO/Police Certificate.*

#### For your Visa application:

- Two duly completed and both signed VisaOnWeb application forms (2 signed copies)**

*The VisaOnWeb form with the bar code is available once the registration via [VisaOnWeb](#) is completed.*

*Please note that will be the only application form accepted.*

- Four (4) ID photos meeting the ICAO standards**

*Attached with a paper clip; In color; Size 3.5cm X 4.5cm;*

*White plain background;  
Less than 3 months old.*



**Passport (Original and 2 copies)**

*A travel document where a visa can be issued with a minimum validity of 12 months (e.g.: a passport); With at least 2 blank pages (side by side);  
Not older than 10 years old from the first issue date.*

**Passport bio-page (Original, Copy)**

*Original and Copy of the Passport bio-page;  
UK visa page (equivalent of UK residence permit).*

**Proof of payment of the contribution fee to the Ministry (2 x Copies – 363 euros)**

**Original medical certificate (Original, Copy)**

*Done by a medical practitioner approved by the Belgian Embassy, London;  
For the list of medical practitioners approved by the Embassy of Belgium in London please click [here](#).*

***Additional documents, even if not featured in the list above, may be required by the Embassy. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.***

***IMPORTANT REMARK:*** *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.*

