

## Visa D - STUDENT (more than 90 days)

**Student wishing to pursue higher education, in an educational establishment organized, recognized or subsidized by the public authorities (Art 58) or a private school/institution (Art 9)**

### IMPORTANT

Before submitting the visa application, all foreign official documents must be legalized consecutively by the Ministry of Foreign Affairs of the country that issued the documents and by the Embassy of Belgium. For more information on legalization check: <http://uganda.diplomatie.belgium.be/en/legalisation-documents>

When you apply for this type of visa an additional fee to Home Office has to be paid. The additional fee has to be paid before submitting the visa application.

Some categories, such as official Belgian/EU scholarships are **exempted** from these fees. Details here: <https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Administrative%20fee.aspx>

### **List of documents to present:**

1. A valid travel document (passport) in which a visa can be affixed. This travel document must be valid for 15 months minimum. *Additionally, for non-Ugandans/non South Sudanese, a valid residence permit for Uganda showing that you have been in the country for a minimum of 12 months prior to application.*
2. An online VOW visa application form correctly filled in and signed together with two recent color passport photos bearing a true likeness to the applicant. <https://visaonweb.diplomatie.be/>
3. Proof of registration or admission in an educational establishment:
  - Attestation of registration or admission in a program or courses of university or non-university higher education (article 58) or
  - Attestation of registration for an admission examination (a test or set of tests which must be passed before registration) – (article 58) or
  - Attestation of registration for a preparatory year ahead of higher education together with proof of the preparatory character of the education with regard to the higher studies envisaged (detailed study plan, supporting letter, an attestation by the relevant higher education establishment authorizing the student to register at the end of the preparatory year) – (article 58) or
  - Attestation of registration in a program of courses of higher education in a **private educational establishment** together with a motivation letter (**article 9**).
4. Proof of sufficient financial means:

***The minimum monthly required amount is currently 670€***

### **The financial means can be proven by:**

1. an official Belgian/EU scholarship (details here) <https://bit.ly/2LFbyoX>
2. **Financial attestation/certificate** from the university indicating that sufficient funds have been deposited on their account to cover expenses for the first academic year (**contact the university for guidance on how to start this procedure**)
3. a formal obligation **annex 32** (details here) : <https://bit.ly/2LshEMP>

***A person subscribing a formal obligation annex 32 should have a monthly income of at least 1.295,91€ + 670€ for the student + 150€ for each dependent family member***

**This formal obligation has to be legalized and following guidelines have to be followed:**

**If your sponsor is resident in Belgium:**

The sponsor must register the formal obligation with the municipal administration which dates the document and legalizes his signature.

The student will submit this annex together with his visa application.

He will also submit:

- copy of the identity card/residence permit of the sponsor
- details of the family structure/composition issued by the municipal administration
- documents proving the sponsor has sufficient regular income to honor his commitment towards the student (see below '**documents proving regular income**') )

**Your sponsor is resident in the student's country of residence:**

The sponsor must register the formal obligation with the Belgian Embassy/Consulate competent for his place of residence, it will date the document and legalize his signature. The student will submit this annex together with his application.

He will also submit:

- copy of the identity card of the sponsor
- details of the family structure/composition issued by the municipal administration
- documents proving the sponsor has sufficient regular income to honor his commitment towards the student (see below '**documents proving regular income**') )

**Your sponsor resides in a third country:**

The sponsor must register the formal obligation with the Belgian Embassy/Consulate competent for his place of residence, it will date the document and legalize his signature. The sponsor will also submit documents proving he has sufficient regular income to honor his commitment towards the student (see below '**documents proving regular income**'). The consulate stamps the formal obligation 'Sufficient solvency' when it considers that the sponsor does indeed have sufficient resources to take charge of the student. The student will submit this annex together with his application.

He will also submit:

- copy of the identity card of the sponsor
- details of the family structure/composition issued by the municipal administration

**Documents proving regular income:**

(a) The sponsor is an employed natural person:

- Last 3 pay slips + salary account over the past 12 months
- Employer's attestation confirming payment of aforementioned salary and employment
- Most recent URA assessment of the last fiscal year indicating how much taxable income you earned

(b) The sponsor is a self-employed natural person:

- Most recent URA assessment of the last fiscal year indicating how much taxable income you earned
- VAT registration certificate (Memorandum of Articles of the company)
- Personal bank account(s) statements over the past 12 months
- Any other document validly attesting to other sources of regular income (property rents, etc.)

Attention: the visa application must contain the legalized sponsorship form. If the sponsorship form in the visa file is not legalized by the Embassy prior to submission of the file, the sponsor will not be contacted and the visa will most probably be refused.

5. A medical certificate filled by the doctor designated by the Belgian embassy.  
<http://uganda.diplomatie.belgium.be/en/travel-to-belgium/visa#6>

6. A certificate of good conduct (INTERPOL Kampala) if you are over 21 (or 18 if you are going to study at a private educational establishment) dating from no more than six months prior to the date of application and covering the past 5 years. <http://uganda.diplomatie.belgium.be/en/travel-to-belgium/visa#7>

7. Proof of transport arrangements ticket: as soon as your visa application has been approved, you must submit a ticket (in your name and non-transferable) in order for the visa to be issued. You only need submit the ticket and travel insurance policy **after** the Belgian embassy or consulate informs you that your visa has been granted. This is to avoid unnecessary expense on your part. However, the embassy or consulate may ask you to submit proof that a ticket has been reserved.

8. Proof that you satisfy the conditions for access to higher education – These documents have to be legalized.

Secondary school diploma (for Uganda issued by UNEB)

Academic results obtained during the last academic year

Every degree or certificate obtained after secondary education (Bachelor, Master, etc.)

9. Belgian administrative fees for processing a LONG STAY visa (**note that this is separate from the VISA fee**) Please read the instruction below carefully. Proof of payment must be provided before the visa file can be received. **Please consult the visa center for guidance on the amount.**

### **Bank charges**

The applicant must pay the exact amount of the fee. In other words, the payments will cover the amount of the fee and bank charges.

### **The payment of the fee**

Regardless of who makes the payment. In other words, payment may be made by third parties, in Belgium (eg the sponsor, the employer, guarantor). We also recommend in all cases where the applicant can rely on the assistance of a person residing in Belgium.

The exact amount of the fee is to be paid, in euro, to the bank account  
**BE57 6792 0060 9235**

### **IBAN, BIC, Bank**

IBAN: BE57 6792 0060 9235

BIC: PCHQBE33

Bank: BPOST SA, Centrum Monnaie (sans numéro), 1000 Bruxelles

Beneficiary: SPF Intérieur, Office des étrangers, Chaussée d'Anvers 59B, 1000 Bruxelles

### **Communication**

The person making the payment indicates communication of transfer:

- The full name of the applicant,
- Nationality,
- Date of birth

It must also meet the following communication structure:

Surname\_Name\_Nationality\_DD.MM.YYYY\_Article

**Example: LUBEGA\_CHARLES\_UGANDAN\_01.02.1977**

## **ANNEX for article 9 students (private schools/institutes)**

### **STUDENTS IN NON-RECOGNIZED INSTITUTIONS (PRIVATE SCHOOLS)**

Non-recognized institutions are schools that are not organized, recognized or subsidized by the Belgian government. Your school will be able to inform you if the Belgian Ministry of Education has recognized it or not. When in doubt, please provide the additional documents to avoid the loss of valuable time.

#### ***Required documents:***

The same documents will be required as for a student in a recognized institution (**see above**). However, in this case, the original 'Attestation of registration or admission in a program or courses of university or non-university higher education' must be replaced by an original 'proof of enrolment in a Private School'. In addition to that, the student must present and undergo the following

#### ***MUST PRESENT***

1. A copy of diploma of completed secondary education, permitting higher education
2. A motivation letter, extensively documented, with a detailed description of the courses he wishes to follow in the private institution. Special care must be taken to illustrate the specific character of the courses in Belgium compared to similar courses that might be available in the country of origin. If applicable, join copies of all diplomas obtained since the end of the secondary education including all additional courses taken in-country or abroad, even private ones.

### **LEGALISATION OF DOCUMENTS**

Official documents issued abroad must be legalised or bear an apostille, depending on the country whence they originated, unless a treaty provides for exemption from this process.

Documents issued abroad in a language other than Dutch, English, French or German must be translated by a sworn translator.

Details here: <http://uganda.diplomatie.belgium.be/en/legalisation-documents>

### **PROCESSING THE APPLICATION**

Documents should be arranged in the above order. Additional documents may be requested by the Embassy and applicants may be invited for an interview. Please submit your application in time to avoid any disappointment. Generally a decision will be taken within 3-4 months after submission of the application. In some cases this period can take up to 8 months. The above mentioned type D visa is a national long stay visa and requires registration in the Belgian population registers on arrival. A complete file does not necessarily guarantee the issuance of a visa. Furthermore an incomplete file often results in a visa refusal.

### **RECOMMENDATION**

For more detailed information regarding visa (different types of visa, documents to be presented, conditions, exceptions, processing times, etc) please consult the website of the Federal Public Service Home Affairs - Immigration Office: [www.dofi.fgov.be](http://www.dofi.fgov.be)