



Checklist for **Students**

Study in an educational establishment **organized, recognized or subsidized by the public authorities**
(Article 58)

It is essential that your file contains the following:

The original documents. The originals will be returned to you.

Passport

A valid passport:

- should have been issued within the previous 10 years;
- should be valid for more than 12 months;
- should contain at least 2 empty pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

Copy of ID

One copy of your Chinese identity card and temporary residence card (if any) or of your residence permit (for foreigner)

Application form

One (1) application form fully filled in, signed and dated by the applicant.

This form is available free of charge online or at VFS and Embassy/Consulates. You complete it in French, Dutch, German or, if you do not have a command of any of the national languages, ideally in English.

Any person appearing in your travel document must complete a separate application form. Minor children must submit an application form signed by a person with parental authority or by a legal guardian;

Please follow the link to the application form [online](#) .

Photo

One (1) recent (no more than 6-months old) passport size photograph with the [following specifications](#) should be affixed to the application form.

Administrative fee

The applicant has to provide the proof of payment of the [administrative fee](#) at the submission of his/her application. If this is not the case, the visa application is not admissible.

Medical Certificate

A medical certificate attesting that you are not carrying any of the diseases which might endanger public health. This certificate must be no older than 6 months from the date of issuance. The specific form must be signed and stamped by an [approved hospital](#) (scroll to the bottom of the page to find the pdf-document with the approved hospitals).

Non-Criminal Record Certificate

For applicants over 18, a **notarized** certificate **provided with an apostille from the Chinese Ministry of Foreign Affairs** attesting to the lack of any convictions for crimes or offences under common law, together with a translation.
This certificate must be no older than 6 months from date of issuance. (please include the police certificate itself)

Admission/enrolment letter/registration entrance exam or test + [standard form](#) from the university

A certificate of admission/enrolment/entrance exam registration from a Belgian university or institution of higher education,
organized, recognized or subsidized by the Belgian public authorities.
This certificate is mandatory even in case you intend to take a language course prior to starting your studies. For the latter course, a certificate of enrolment is also to be submitted.

Proof that the applicant has access to higher education

- copy of your last diploma/degree
- for studies in the French community: proof of equivalency of your diploma or proof of acceptance of your request for equivalency, delivered by the French community authorities

Questionnaire

Any third-country national who applies for a visa to pursue studies in higher education, or a preparatory year for higher education in Belgium, must present themselves in person to complete the standardized questionnaire.

However, the following students are not required to participate in the questionnaire:

- the student who has already taken a selection test to obtain a certificate of enrollment in Belgium (e.g., the APS test in China or when you receive an exemption from the APS);
- the student with a scholarship from the Belgian State;
- or the student participating in a program of exchange or interuniversity mobility.

After submitting your application at the visa application center, please [contact](#) your closest Consulate-General of Belgium (Beijing, Shanghai or Guangzhou) or the Honorary Consulate of Belgium in Ulaanbaatar for Mongolian citizens, to request an appointment for participating in the questionnaire. The Consulate-General and the Honorary Consulate will ensure that the questionnaire reaches us, so this can be added to your application.

Proof of Financial support

1. Proof of the [scholarship from a Belgian institution](#) (has to be the standard form) or from any other institution you have been or will be granted

Or

2. A financial certificate issued by the university in Belgium where you are registered to study

Or

3. Proof that a guarantor supports you:

- A. If the guarantor is a Belgian national or has a permanent residence permit in Belgium, he has to provide:

I. A letter of guarantee (in the prescribed form "[ANNEXE 32](#)" / "[BIJLAGE 32](#)") by your guarantor. This document can be obtained from the guarantor's municipality in Belgium and has to be certified by the municipality. This document is valid during 6 months after signature.

II. A certificate of registration issued to the guarantor by the municipality in Belgium; a photocopy of the guarantor's identity card / passport.

III. Proof of the solvency of the guarantor (documents showing the guarantor has access to the required monthly amount for as long as he/she is sponsoring the student) : bank account statement with monthly salary/ salary sheets last 3 months/ tax paper.

IV. It's recommended to provide a certificate of the composition of the guarantor's family.

V. These should all be original documents.

- B. If the guarantor is residing in China or in a foreign country and is a family member up to the third degree of the applicant, he has to provide:

I. A letter of guarantee (in the prescribed form "[ANNEXE 32](#)" / "[BIJLAGE 32](#)") by your guarantor. If the guarantor is residing in China, he is required to present himself at the Embassy / Consulate to sign the letter of guarantee and have his signature legalized. If the guarantor is residing in a foreign country, this document can be obtained from the diplomatic or consular mission of Belgium in this country and has to be certified by that mission. This document is valid during 6 months after signature.

II. A photocopy of the guarantor's identity card.

III. Proof of the solvency of the guarantor (documents showing the guarantor has access to the required monthly amount for as long as he/she is sponsoring the student): bank account statement for the last 3 months / salary sheet / tax paper – translated and notarized.

IV. Proof of the family link between the guarantor and the applicant.

APS certificate (for Chinese students who obtained their last degree in China)

Information on the website of "APS": <https://www.aps.org.cn/internationale-kooperationen/bel>

Proof of a valid travel insurance policy

The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000.

The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of your death while in the Schengen area.

Curriculum Vitae (CV)

Please add a recent CV with your previous education and work experience.

The documents drawn up abroad in a language other than Dutch, French or German are to be translated in accordance with the original by a sworn translator. The translation must be provided with an apostille as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.

Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in.

Chinese notarized certificates have to be authenticated by the relevant Foreign Affairs Bureau of your province. They should not be older than six months.

Please note that our Embassy / Consulate may, in individual cases, request additional documents during the examination of an application, which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.