

## Study or study related stay (long stay visa).

**Documents should be submitted in original + 2 photocopies (A-4 size). All originals are returned.**

Students who applied for a study under art 9-13 or 58 must fill a questionnaire at the Embassy of Belgium in Tehran after having lodged their application with VFS. The questionnaire must be filled on the day of application at 2 PM. (exchange students and students with scholarship from Belgium are exempted).

Documents in Farsi language only are not accepted for the treatment of your visa file; only translated documents will be taken into account.

The Farsi documents need to be translated by a sworn translator into one of our national languages or into English.

		Original	Copy	Legalization and translation
<b>Main documents</b>				
<b>Original of passport</b>	- Passport Which must be valid for at least 1 Year When Applying for the visa	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Issued within the previous 10 years. It is advisable that your passport contains at least one double blank page reserved for visas (blank front and back) for each. Passport should be signed by the applicant.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Two Long stay visa application forms</b>	-Duly completed (in German, Dutch, French or English), dated and signed by the applicant in person. The form with a bar code is available once the registration on <u>Visa-On-Web</u> is completed online. Print out the form and add it to your documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-For family members or group applications each individual must have a separate VOW application form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-In case of minors (below the age of 18), the application form needs to be signed by parents or person exercising legal guardianship.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Confirmation of administrative fees payment</b>	A contribution for administrative cost (administrative fee) must be paid directly to the Ministry of Interior prior to submitting an application, please check the following website to find all the information on the cost, how to proceed and the exemptions : <a href="https://dofi.ibz.be/sites/dvzoe/EN/Pages/home.aspx">https://dofi.ibz.be/sites/dvzoe/EN/Pages/home.aspx</a> Without the proof of this payment, the visa application cannot be accepted. (2 Copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Two identity</b>	2 identical, recent passport photographs, meeting			

<b>photos</b>	Schengen photo requirements (two glued on each of application form).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Proof of purpose of stay and accommodation</b>				
<b>Enrollment confirmation</b>	Proof of registration or registration permit for a full course in a higher education establishment in Belgium, or proof of application for an equivalence certificate for diplomas or certificates issued abroad, or proof of registration for an admission test or entrance exam. (2 Copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Solvency proof</b>	-A Financial certificate issued by the university with the proof of a blocked account or a proof of Grant or Scholarship or Pledge of financial support for students (annexe 32/bijlage 32).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-A sponsor must provide a prove of monthly income (more than 1000 EUR) + 150 EUR per person financially under care of the sponsor + 670 EUR for the student.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>If the guarantor is Iranian, he must submit</u> <b>-copy of ID card guarantor</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>-copy of translated Shenاسنامه of guarantor</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>-documents establishing validly that the sponsor/guarantor receives sufficient regular income</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>-bank statements of the last year</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Yes <input type="checkbox"/> No
	Guarantor provides us a <b>copy of the identity card</b> /residence permit of the sponsor and details of the family structure (= <b>Shenasنامه</b> of the guarantor).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Yes <input type="checkbox"/> No
	All members of the family which are mentioned on the Shenاسنامه will be considered as being at the charge of the guarantor. If this is not the case, the guarantor will have to proof the contrary.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Yes <input type="checkbox"/> No
<b>Guarantor must supply any document establishing validly that the sponsor/guarantor receives sufficient regular income</b> to take charge of the students' healthcare, living costs, study costs and repatriation costs, in other words: <u>If guarantor is employee :</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>- work attestation + 3 last pay slips + proof of payments of social security by his employer</p> <p><u>If guarantor is independent:</u> -business license + proof payment taxes + list of his employees affiliated to social security+ any other proof that he is independent.</p> <p><b>Bank statements of the last year</b> (please underline the credit amount of salary each month) and give any other document validly attesting to other sources of regular income (e.g. spouse's income, property rents etc.). For more information, please consult the website of the Immigration Office in Brussels: <a href="https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/The_commitment_that_charge_will_be_taken_Annex_32.aspx">https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/The_commitment_that_charge_will_be_taken_Annex_32.aspx</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>The last Diplomas and Grades</b>	Only requested if it is a requirement for your inscription in Belgium (see conditions of inscription with your university) (2 Copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other documents</b>				
<b>Shenasnameh</b>	Translated (2 Copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Medical certificate</b>	A medical certificate completed by an accredited doctor of the Belgian Embassy. Check the website of the Immigration Office if needed or not. (2 Copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Police Clearance</b>	An extract from your judicial record (Police clearance), not more than six months prior to the date of application and covering the last 5 years. (2 Copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No