



## Checklist for **Students**

Study in a **private** higher education establishment

It is essential that your file contains the following:

***Your entire visa application (application form and supporting documents), plus any original documents that are to be returned to you, such as your original police and medical certificate.***

### **Application form**

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

This form is available online. You may complete it in English, French, Dutch, or German.

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

Minor children must submit an application form signed by a person with parental authority or by a legal guardian.

### **Photo**

One (1) recent (no more than 6-months old) passport size photograph (dimensions: 35 by 45 mm) should be affixed to the application form (but not glued).

### **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 facing empty pages when applying for the visa.

### **Copy of Visa**

For non-Australian/New Zealand passport holders only: one copy of your residence permit or of your visa for Australia/New Zealand. Submit your VEVO details for Australia or VisaView details for New Zealand. These details cannot be older than 1 month.

### **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. The administrative fee needs to be paid directly to the Home Affairs Office in Brussels.

### **Registration as regular student**

An attestation of admission or registration as a regular student issued by a private higher education establishment.

Proof of full payment of the registration fee.

### **Proof that you are able to pursue higher education**

- A copy of your diploma or baccalaureate from higher secondary education.
- Your academic record from the last year of secondary education. You must prove a minimum average of 13/20, or 65%.
- A copy of all the diplomas and certificates obtained since completing your secondary studies.

### **Proof of Financial Means**

Proof that you have sufficient financial resources for the entire duration of your study. The minimum monthly amount required is EUR 1,062. You must provide proof of a deposit equivalent to at least 12 times **EUR 1,062**. This deposit must be made into a **blocked account** opened **in your name** by a financial service provider that is authorized to issue such accounts for student residence applications.

At present, the Immigration Office only accepts **Irrevocable Transfer Certificates (AVI – Attestation de Virement Irrévocable)** issued by the following companies:

- **Studely** — [www.studely.com](http://www.studely.com)
- **Ready Study Go International** — [www.ready-study-go.com](http://www.ready-study-go.com)

You must therefore submit an **AVI** issued by one of these two providers as proof of financial means.

### **Non-Criminal Record Certificate**

For applicants aged 18 and over, an original National Police Certificate:

In Australia: "National Police Clearance Certificate-Name Check", issued by the AFP.

Use this link:

<https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>

You need to opt for a hard copy police check (name check only-no fingerprints).

In New Zealand: "Criminal Conviction Information" issued by the Ministry of Justice. Use

this link: <https://www.justice.govt.nz/criminal-records/get-your-own/>

This certificate must be no older than 6 months from date of issuance.

This document has to be legalized by means of an **Apostille**.

The police check is not to be notarized by a Notary Public.

In Australia you can obtain the Apostille from the Department of Foreign Affairs and Trade.

Please note that in Australia the apostille can only be placed on a hard copy police check.

In New Zealand you obtain the Apostille from the Department of Internal Affairs in Wellington.

### **Medical Certificate**

An original **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 doctor**.

**Motivation of the choice of studies**

A detailed description of the academic and professional path that credibly demonstrates the coherence and continuity between the previous school, the intended training, and the professional project, and explains the specificity of the intended training (this training is only offered in Belgium);

**Sufficient knowledge of the language**

Finally, you must demonstrate that you have sufficient knowledge of the language in which the courses that you intend to pursue are given, and provide, for example:

- a certificate from the secondary education establishment that issued the diploma or the leaving certificate, stipulating the number of hours of classes/week pursued in that language and the results achieved
- or proof of passing internationally recognized computerized language proficiency examinations (e.g. IELTS or TOEFL for English skills, DELF or DALF for French and CNaVT for Dutch)
- or a certificate issued at the end of complementary education in that language.

**Parental Consent for minors**

Consent from the parents or guardians, witnessed by a Justice of the Peace. This consent will have to be legalised by the Embassy of Belgium.

**Health Insurance****Proof of private medical travel insurance for the duration of the studies.**

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 death while in the Schengen area. Only providers from Australia, New Zealand or a Schengen country are acceptable.

Below are 6 companies that provide acceptable travel insurance:

Covermore: <https://www.covermore.com.au/>

GoInsurance: <http://www.goinsurance.com.au/>

Insure4less: <https://www.insure4less.com.au/>

Travel Insuranz: <https://quote.travelinsuranz.com.au/cover/>

Southern Cross New Zealand: <https://www.scti.co.nz/travel-insurance/international>

AXA-Schengen: <https://www.axa-schengen.com/en>

**Documents drawn up in a language other than English, Dutch, French or German are to be translated by an official translator. The translation must be legalized with an Apostille, or 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. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

If you have any questions regarding this checklist please email the Embassy at [canberra@dipobel.fed.be](mailto:canberra@dipobel.fed.be).

**Disclaimer**

This checklist comprises all documents that are part of my visa application. I understand

that the Embassy will decide on my visa application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.