KINGDOM OF BELGIUM

Federal Public Service

Foreign Affairs,
Foreign Trade and
Development Cooperation

Checklist for **Students**

Study in a **private** higher education establishment

It is essential that your file contains the following:

Two sets of 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
<u>Two</u> (2) application forms duly filled in, signed and dated by the applicant. This form is available free of charge online or at VFS and the Embassy. You complete it in English, French, Dutch or German. 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 Two (2) recent (no more than 6-months old) passport size photographs (dimensions: 35 by 45 mm) should be affixed to the application form (but not glued).
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 up-to-date VEVO details for Australia or VisaView details for New Zealand.
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.
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.

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**.

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.

Registration as regular student

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

Proof that you are able to pursue higher education

- a copy of your diploma or baccalaureate from higher secondary education and your academic record from the last year of secondary education,
- a copy of all the diplomas and certificates obtained since the end of your secondary studies,
- if applicable, an employer's statement underlining the necessity for you to pursue the education envisaged in the framework of your work.

Substantiation of the choice of studies

- a supporting letter
- documentation giving a description of the courses organized by the private establishment which issued the registration certificate and explaining the specific nature of those courses compared to similar courses organized in the country of origin.

Sufficient knowledge of the language

Finally, you must demonstrate that you have a 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. TOEFL for English skills)
- or a certificate issued at the end of complementary education in that language.

Proof of Financial support

- Proof of the <u>scholarship</u> you have been or will be granted
Or
- Proof of the <u>student loan</u> you have been or will be granted
Or
- A <u>financial certificate</u> issued by the university in Belgium where you are registered to study
Or
- Proof that a <u>guarantor</u> supports you:

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

    - 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.
    - A certificate of registration issued to the guarantor by the municipality in Belgium; a photocopy of the guarantor's identity card /passport.
    - 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 slips last 3 months / tax paper. Proven monthly income should be at least € 2048.53 + € 803 for the student + €150 for each dependent family member of the guarantor.
    - A certificate of the composition of the guarantor's family.
    - These should all be original documents.

  - **B.** If the guarantor is residing in Australia/New Zealand or in a third country, he/she has to provide:

    - An original letter of guarantee (in the prescribed form "ANNEXE 32"/"BIJLAGE 32") by your guarantor. If the guarantor is residing in Australia/New Zealand, he is requested to contact the Embassy for information on the procedure. 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.
    - A photocopy of the guarantor's identity card.
    - 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 slips / tax paper. The monthly income should be at least (the equivalent of) € 2048.53 + € 803 for the student + €150 for each dependent family member of the guarantor.
    - For full instructions please email canberra@diplobel.fed.be.

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

If you have any questions please email the Embassy at canberra@diplobel.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.