



VISA FOR STUDENT (Visa C)

The complete file should be lodged in 2 sets: 1 original and 1 copy

Please arrange your documents according to this checklist

A. General requirements :

1. [Visa application form](#) duly completed and signed;
2. Passport with validity of at least 3 months after the end of the planned journey;
3. Copy of the data page of the passport together with all pages having visas and stamps;
4. One (1) passport sized photo with white background and not older than 6 months;
5. Non-refundable visa application fee to be paid upon submission of visa application;
6. Proof of ties in the Philippines :
 - a) *Proof of social security contributions, if relevant*
 - b) *Copy of real estate property – title-deed, if relevant*
 - c) *Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).*

Please note:

This information is essential to correctly assess the intention of the applicant to leave the Schengen area before the expiry of his/her visa.

B. Supporting documents :

Proof of travel

- ⇒ Copy of the travel itinerary. **Do not pay for/buy the ticket until a visa has been granted.** *Note:* If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation

Proof of Travel Medical Insurance

- ⇒ Copy of the travel and medical insurance policy issued to applicant by an [accredited insurance company](#)
- ⇒ The insurance should mention:
- A minimum coverage of 30,000 Euros
 - Validity in all Schengen countries
 - Coverage period the entire duration of the trip
- Proof of occupation*

⇒ If employed:

- Certificate of employment ○ Certificate of leave absence
- Latest Income Tax Return

⇒ If self-employed:

- Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business
- Latest Income Tax Return ○ Business Financial Statement

⇒ If pupil or student:

- Proof of enrolment
- Certificate of leave absence if travelling during school year

For Minors

- ⇒ Birth certificate certified by the Philippine Statistics Authority (PSA)
- ⇒ Copy of bio data page of parent(s) or legal guardian's passport
- ⇒ If travelling alone or with only one parent: written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian
- ⇒ If the name of the father does not appear in the PSA issued birth certificate, no consent is required
- ⇒ If travelling alone: Department of Social Welfare and Development (DSWD) clearance

For non-Filipino applicants who have valid residence status in the Philippines

- ⇒ Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Member States

C. Documents to submit specifically for Travelling for the purpose of studying (less than 90 days)

Proof of registration

- ⇒ Letter of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or
- ⇒ Cover letter from the inviting company.

Proof of financial means

⇒ **Scholarship**

Original attestation of an official scholarship of minimum 700€/month.

The confirmation of a scholarship from the Belgian government (VLIR/ERASMUS MUNDUS) will be sent directly to the Embassy prior to the visa application, while the proof of a scholarship granted by a university has to be submitted by the applicant.

⇒ **Sponsorship**

- Original Affidavit of Support ("BIJLAGE 32 / Annexe 32"), legalized by the Belgian municipality where the sponsor is registered ○ Copy of Belgian ID card or Resident ID card
- Family Composition of the sponsor ("Samenstelling van het Gezin / Composition de Ménage") to be obtained from the sponsor's Belgian municipality

Recent proof of income of the sponsor (3 last months' salary slips and last income tax assessment paper from the Finance Department in Belgium)

The Embassy may request additional documents during the examination of an application which are not mentioned in the above lists. You are hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

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 the documents that do not feature on this list at all."

Name:

Signature:

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