



Embassy of Belgium
Doha

Authorisation of temporary residence in Belgium for studies

Documents to produce

The applicant will introduce the visa application at the VFS outsourcing center, with the following documents. The applicant who does not produce one or more documents which are requested on this list, is considered as not being able/willing to produce these documents. These documents will not be asked for ; the application file will be handled as it is.

- ❑ **2 application forms** carefully filled in, dated and signed + **2 photos**
- ❑ **declaration on the language** (French, Dutch or German) you want your file to be handled in (this form, which must be filled in, is given below)
- ❑ **passport** valid for at least 12 months
- ❑ **flight booking** (the ticket must be presented at the time of collection of the visa)
- ❑ **identity card or residence permit** in Qatar
- ❑ **medical certificate issued in Qatar** not more than 6 months ago. Please ask the embassy for the special form that must be used for this medical certificate.
- ❑ **extract from judicial record** if applicant is older than 21 (or 18 if applicant is going to study in an institution that is neither organised, nor recognised nor subsidised by the public authorities); this document cannot be more than 6 months old.
- ❑ **documents pertaining to the studies**
If applicant is going to study in an institution that is organised, recognised or subsidised by the public authorities:
 - **proof of the status of student: one of the following documents:**
 - *attestation of registration* as a full student in a higher education establishment
 - *attestation of admission or pre-registration* as a full student in a higher education establishment. This document must explain what the conditions are for the student to obtain his/her definitive registration later on.
 - *attestation of registration for an admission test or entrance exam*
It concerns the test or group of tests, which the student must pass in order to be registered.
+ *if the student is going to follow a foundation course (in view of further studies) : plan of the studies or letter of motivation* explaining in detail the education project in Belgium + (if possible) an attestation from a higher education establishment authorising the applicant to register at the end of the foundation course.
 - **proof that the applicant is qualified to follow a higher education program :**
 - *degrees, diplomas and certificates* : original (which will immediately be handed back to the applicant) and a certified true copy of the secondary education diploma that gives access to higher education with the a list of the marks the applicant received in the last year. If this document has not been published yet at the time of application, an attestation that this is the case issued by the competent authority, with a list of the marks established by the school.

- + any other diploma, certificate or attestation of success obtained after the secondary education with the same requirement (original + certified true copy).
- *equivalence certificate for diplomas or certificates issued abroad* :
 - for studies in the French Community, where this equivalence is required:
 - an attestation that the request for equivalence has been taken into account, issued by the French Community, or
 - the decision to grant the equivalence issued by the French Community
 - for studies in the Flemish Community, where the equivalence is not required : Students must send their file directly to the universities or other higher education establishments, which will decide to register them or not based on the diploma/degree that they are holding. The attestation issued by the university/school is enough.

If applicant is going to study in another type of education establishment:

- *attestation of registration* as a full student in a private higher education establishment,
- *degrees, diplomas and certificates* : original (which will immediately be handed back to the applicant) and a certified true copy of the secondary education diploma that gives access to higher education with a list of the marks the applicant received in the last year.
- if applicable, *a copy of all the diplomas and certificates obtained* since the end of secondary education (all trainings, even private, will be taken into consideration).
- if applicable, an *attestation from the employer* explaining why the applicant needs to follow this training within the framework of his/her job.
- *letter of motivation*, accompanied by documentation giving a short description of the lessons that are organised by the establishment that issued the attestation of registration, and, if applicable, that gives information of the specificity of these lessons compared to similar courses organised in applicant's country of origin
- *proof that applicant has a sufficient knowledge of the language* in which the education he/she wants to follow, is given

□ **proof of sufficient means of support**

- ***Personal financial means*** : attestation of scholarship, loan, ...
- ***Pledge of financial support from a sponsor (a person or a corporate body)***
 - **pledge of financial support « annexe 32 » / « bijlage 32 »** (especially for students), signed by the sponsor and legalised by the local administration in Belgium or the Embassy/Consulate competent for the sponsor's place of residence if the sponsor lives abroad. In the latter case, the sponsor will also have to produce to this Belgian embassy/consulate the following documents in order to prove his means of support
 - **copy of the sponsor's identity card , and, if applicable, of his residence permit**
 - **attestation of the sponsor's family composition**, to be obtained at the local administration competent for his/her place of residence if the sponsor resides in Belgium, or to be obtained from his/her national authorities or the local authorities if the sponsor resides abroad
 - **proof of the sponsor's financial means** :
 - *if the sponsor is a salaried employee* : salary slips of the last three months, attestation of employment (stating salary, duration of the contract...), most recent end of year tax certificate, bank statements of the last three months and any additional document proving other monthly sources of income (family allowance, proof the spouse's income, private income from real estate,...)
 - *if the sponsor is a self-employed person*: most recent end of year tax certificate, proof of social security payments, number of registration for the VAT and proof of registration with the trade register, bank statements of the last three

months and any additional document proving other sources of income (family allowance, proof the spouse's income, private income from real estate,...)

- *if the sponsor is a corporate body*: a copy of the last activity report with indication of the registration number for the VAT and of registration at the trade register if applicable, a copy of the statutes of the corporate body
- *if the sponsor resides abroad*, proof that the funds destined to the student may be transferred to Belgium.

❑ **Proof of payment of the contribution which is due to cover the administrative costs involved with the processing of a long stay visa application for Belgium (if applicant is less than 18 years old, the payment of this contribution is not required):**

The amount of the contribution is **207 €** if applicant is registered in an institution that is organised, recognised or subsidised by the public authorities.

The amount of the contribution is **363 €** if applicant is registered in a private institution.

The exact amount (transfer cost to be paid by applicant or whoever makes the transfer) must be paid onto the following account :

IBAN BE57 6792 0060 9235

BIC PCHQBEBB

Bank BPOST SA, Centrum Monnaie, 1000 Bruxelles

Beneficiary SPF Intérieur, Office des étrangers, Chaussée d'Anvers 59B, 1000 Bruxelles

The reference must be according to the following structure:

Name & First name of the applicant (as mentioned in the passport)

Nationality

Date of birth: day (dd) – month (MM) – year (YYYY)

Therefore:

NAME_Given name_Nationality_Date of Birth(DD.MM.YYYY)

The applicant who produces a standard form proving that he has received a scholarship from an authority or an organ designated at article 1er/1 of the Royal Decree of 08/10/1981 and who applies for the authorisation to stay more than 3 months in Belgium to follow studies and/or to do research work is exempted from the contribution.

The documents presented must be **recent originals** (the letter of registration or admission in the education establishment can be a fax or a mail, but this must then be sent directly to the Embassy by the establishment and the origin of the fax/mail must be evident) and they must be accompanied by one set of photocopies. Official foreign documents must be **legalised** or bear an apostille, unless a treaty provides for the exemption of the legalisation process. If they are not in French, Dutch, German or English, the documents must be translated into one of these languages by a certified translator. The translation must also be legalised as a separate document according to the procedure in place in the country where it has been made and then by the Belgian embassy or consulate competent for this country/area.

Please note that, based on the content of the documents produced, **extra documents may be required**. These must be produced to the Embassy within a month. If not, the application file is definitively closed and the person concerned must introduce a new application if he/she still wishes to go. If extra documents are required, the applicant will normally be informed of this within a few days of the introduction of his/her application. In order to let the visa section work as efficiently as possible, the Embassy would be grateful if applicants could refrain from contacting it immediately after the introduction of their file and wait for a week to do so in case they have not heard from the Embassy by then.

After they have handed in their application file, applicants who want to go and study in Belgium will be invited to answer a **questionnaire** in the language in which they will study in Belgium.

In case the Embassy must refer the application to the Immigration Office in Brussels (Chaussée d'Anvers/Antwerpsesteenweg 59B, 1000 Brussels, Tel.: +32 (0)2 793.80.00, helpdesk.dvzoe@dofi.fgov.be, <http://www.dofi.fgov.be>), the delay for processing the application can be considerably lengthened. Incomplete files are always referred to the Immigration Office. Applications to study in a school that is not organised, subsidised or recognised by the public authorities must always be referred to the Immigration Office in Brussels. When a file has been sent to the Immigration Office in Brussels, the applicant can follow

the handling of his/her file on this administration's website, under « où en est ma demande de visa / hoe zit het met mijn visumaanvraag » by keying in the name of the town where the embassy/consulate where he/she applied is located (Doha) and his/her file number.

The **consular tax** is paid in cash in Qatari Ryials at the time of application. It covers the handling of the application and cannot be refunded in any case (refusal, withdrawal of application, file closed because applicant didn't produce the required documents within a month,...)..

The visa holder must present him/herself at the local administration competent for his/her place of residence, within 8 days of his/her arrival in Belgium.

The foreign student must ask for the renewal of his/her Belgian residence permit between the 45th and the 30th day preceding the expiry of his/her residence permit and must produce documents proving that he/she still answer the conditions to remain resident as a student.

Important:: a visa (or authorisation of temporary residence) does not create a right to enter the Belgian territory. Its holder must keep with him/her all the documents that were produced in order to obtain the visa. The production of these documents may be required at the immigration control. Failing to produce them could result in a denial of entry.

Embassy of Belgium - Doha - Qatar - PO Box 24418

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<http://diplomatie.belgium.be/qatar>



**Embassy of Belgium
Doha**

Nom du demandeur / naam van de aanvrager / Name der Visaantragsteller / name of applicant :

Référence de la demande / Nummer van de aanvraag / Antragbezugsnummer / application number:

Emploi des langues en matière administrative : information / Gebruik van de talen in bestuurszaken: informatie
Gebrauch der Sprache in administrativgebiet / Use of languages in administrative matters: information

Nous traitons votre demande de visa en allemand, en français ou en néerlandais (langues nationales officielles du Royaume de Belgique).

Wij behandelen uw visumaanvraag in het Duits, het Frans of het Nederlands (officiële landstalen van het Koninkrijk België).

Wir behandeln ihre Antrag im Deutsch, Französisch oder Niederländisch (offizielle Landessprache des Königreiches Belgien)

We handle your visa application in German, French or Dutch (official national languages of the Kingdom of Belgium).

Si vous avez une préférence pour une langue, indiquez-le ici :

Als u een voorkeur hebt voor een taal, kruis deze dan hier aan:

Wenn Sie eine Vorliebe für eine Sprache haben, zeigen sie es hier:

If you have a preferred language, chose it here:

☐ Je souhaite que ma demande soit traitée en **français** / ik wens dat mijn aanvraag wordt behandeld in het **Frans** / Ich möchte dass meinen Antrag im **Französisch behandelt wird** / I would like my application to be handled in **French**

☐ Je souhaite que ma demande soit traitée en **néerlandais** / ik wens dat mijn aanvraag wordt behandeld in het **Nederlands** / Ich möchte dass meinen Antrag im **Niederlandish behandelt wird** / I would like my application to be handled in **Dutch**

☐ Je souhaite que ma demande soit traitée en **allemand** / ik wens dat mijn aanvraag wordt behandeld in het **Duits** / Ich möchte dass meinen Antrag im **Deutsch behandelt wird** / I would like my application to be handled in **German**

Si vous n'avez pas de préférence, indiquez-le ici / Als u geen voorkeur hebt, geef dat dan hier aan / Wenn Sie keinen Vorlieben haben, zeigen sie es hier / If you have no preference, indicate it here:

☐ Je n'ai **pas de préférence** / ik heb **geen voorkeur** / Ich habe **keine Vorliebe** /
I have **no preference**

Afin de valider votre choix, datez et signez ce document/ Dateer en onderteken dit document om uw keuze te bekrachtigen /Um ihre Auswall zu bestätigen, datieren und unterschreiben sie dieses Dokument/in order to validate your choice, you must date and sign this document:

Date/datum

Signature/handtekening