



LIST OF DOCUMENTS

STUDENTS - ART 9

HIGHER EDUCATION IN A PRIVATE INSTITUTE

- It is essential that the file contains the **original** documents (not certified copies), plus two (2) photocopies of these documents. The originals will be returned to the applicant
- Applicants who cannot enclose all documents from the list should consider adding alternatives or explain the reasons for not providing them
- During the examination of the application the Embassy may request additional documents which are not mentioned in below list
- Students may be called for an interview
- Documents issued by local authorities must be legalized by the Ministry of Foreign Affairs and afterwards by the Belgian Embassy
- Any documents submitted in languages other than English, French, Dutch or German will not be considered
- Applicants are hereby informed that submission of the below-mentioned documents doesn't guarantee automatic issuance of a visa
- The Embassy shall send an acknowledgement of receipt in accordance with Annex 33b to the Royal Decree of 8 October 1981 to applicants who have submitted all the documents listed below. The decision to grant or refuse the visa must be taken within 90 days of the date on which the acknowledgement of receipt is issued.
- Due to the large number of visa applications to be processed in a few weeks, the Immigration Office cannot guarantee that **visa applications submitted less than 90 days before the deadline set by the issuing institution will be processed on time.**
- An incomplete file will most probably lead to a visa refusal
- Visa fees are non-refundable

Remarks

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 and I accept the information presented above.

Applicant's signature: _____

VFS/Embassy Officer's signature: _____

APPLICATION FORMYES ☐NO ☐

- Irrespective of age, each individual requires a separate application form, printed from <https://visaonweb.diplomatie.be/>
- The application form should be fully filled in, signed on both pages (two times) and dated by the applicant.
- For children under 18 years, the application form should be signed by a person with parental authority or by a legal guardian.
- The current address, local contact number and email address should be provided.

PHOTOYES ☐NO ☐

- One passport photo not older than 6 months, compliant to ICAO standards

COPY OF PASSPORTYES ☐NO ☐

- The residence permit and the passport should be valid for at least three months longer than the intended stay or, in case of multiple journeys, the date on which the applicant intends to leave for the last time
- The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages
- Copies of previous Schengen visas (from the past 3 years only)
- Copies of entry and exit stamps to Schengen zone (from the past 3 years only)
- Copies of other respective countries' visas could be provided (UK, USA, Canada, Japan, Australia,...)

PARENTAL AUTHORIZATION (ONLY FOR MINORS)YES ☐NO ☐N/A ☐

- Minors travelling alone or with persons other than their parents need a declaration of authorization to travel, signed by both parents or a legal guardian. This declaration must be legalized by the local authorities, then by the Embassy
- Minors travelling with one of their parents need written permission from the other parent. In this case too, the declaration must be legalized by the local authorities, then by the Embassy

LANGUAGE PREFERENCE FORMYES ☐NO ☐

- The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated
- If it chooses to complete the application in English, he/she must choose "no preference"

PROOF OF PAYMENT OF THE ADMINISTRATIVE FEEYES ☐NO ☐N/A ☐

- The applicant has to provide the proof of payment of the administrative fees at the submission of his/her visa application (unless exempted).

MEDICAL CERTIFICATEYES ☐NO ☐

- A medical certificate must be presented following a pre-set template.
- The applicant must present the certificate attesting that he/she does not have a disease that could endanger public health. This document must be issued by a doctor approved by the Embassy within

the 6 months preceding the submission of the visa application. The signature of a registered doctor does not need to be legalised.

- The medical certificate drawn up by a non-approved doctor may be accepted if it was drawn up within the 6 months preceding the submission of the visa application and if it attests that the applicant does not have a disease which could endanger public health. The signature of a non-accredited doctor must be legalised.

NON-CRIMINAL RECORD CERTIFICATE (>21 YEARS OLD) YES ☐ NO ☐ N/A ☐

- A certificate attesting to the lack of any convictions for crimes or offences under common law. This certificate must be no older than 6 months from date of issuance and duly legalized
- In case the applicant resided in a foreign country in the 3 months before applying, he/she should moreover submit a certificate issued by the relevant authorities of that foreign country, duly legalized by the Belgian embassy abroad

ADMISSION OR ENROLMENT LETTER YES ☐ NO ☐

- A certificate of enrolment issued by a private institution.
- This certificate is mandatory even in case the applicant intends to take a language course prior to starting the studies. For the language course, a certificate of enrolment is also to be submitted.
- If the training is part of a professional framework: a certificate from the employer explaining the need to follow the chosen studies

COPY OF DEGREES YES ☐ NO ☐

- The secondary school degrees or the “baccalauréat”.
 - If the diploma is not yet published when the student applies for a visa, he/she must present a certificate of non-publication issued by the competent academic authority, or a certificate of achievement issued by the institution attended
- And
- Any degree, certificate or diploma of achievement obtained after the secondary education
 - Note: In the case of enrolment in the first cycle of higher education organized by the Wallonia-Brussels Federation, a certificate of equivalence of diploma must also be submitted.

TRANSCRIPT OF RECORDS YES ☐ NO ☐

- Transcript of records obtained in the last year of study, issued by the school attended

**PROOF OF KNOWLEDGE OF THE LANGUAGE IN WHICH THE COURSES WILL BE GIVEN
YES ☐ NO ☐**

- A certificate from the secondary school which awarded the degree, indicating the number of hours of lessons per week in/of the language in which the courses will be given and the results obtained;
or
- Proof of successful completion of an internationally recognized computer-based language test (e.g. TOEFL for English);
or
- A certificate issued after completion of further training in that language.

PROOF OF SUFFICIENT FINANCIAL MEANS**YES** ☐**NO** ☐

- A certificate of grant or loan,
or
- A document from the institution attesting to the payment of a sum of money covering the first year of study and indicating that a sum (equivalent to that required of a student each month) will be paid into the student's account on a monthly basis,
or
- A commitment to take charge (Annex 32), meeting the requirements presented on the website of the Belgian Immigration Office.