

BELGIUM

Procedure for a visa for study – “Visa Type D” or “Student Visa”

1. DOCUMENTS TO BE SUBMITTED

For a study-related stay in Belgium, you must apply for a temporary residence permit for study – Authorisation for Provisional Sojourn (Autorisation de Séjour Provisoire pour études/Machtiging tot Voorlopig Verblijf voor studies) from the Belgian embassy or consulate responsible for your place of residence. This permit is never issued on the basis of an application made in Belgium or an application submitted at an embassy or consulate by an individual who is already in Belgium. ATTENTION: Do not enter Belgium with a tourist visa if you intend to stay longer than 90 days. EMMP will not support an application for a change of status or visa.

In order to obtain the “Student Visa” you must submit the following documents at the relevant Belgian embassy or consulate:

1. **A valid travel document** (e.g. national passport) in which a visa can be affixed. This travel document must be valid for three months longer than the visa.
2. A [visa application form](#) correctly filled in and signed together with two recent passport photos bearing a true likeness to the applicant.
3. **Proof of registration** or a registration permit for a full course in a higher education establishment in Belgium and **a pledge of financial support**. These certificates will be sent to you from KaHo or European Commission.
4. A [medical certificate](#), obtained from the doctor designated by the Belgian Embassy or Consulate. The official form of the medical certificate can be obtained from the Consulate or Embassy. Only the completed original (Dutch, French or English language) certificate is accepted by the ministry in Belgium. The medical certificate needs to be legalised by the Belgian Embassy or Consulate as well. This certificate should state that you are in good health and are not a carrier of contagious diseases, and that there is nothing in your state of health which would indicate that you will become incapacitated for work in the near future.
5. **A certificate of good conduct** (or the local equivalent of this document), which is also called a police record, can be obtained from the police department in your home country. It should cover the last five years. If the police department in your home country does not provide such a certificate, the Belgian Consulate or Embassy will inform you as to what steps to take.
6. **Proof of transport arrangements** (return ticket for some nationalities): as soon as your visa application has been approved, you must submit a return ticket (in your name and non-transferable) in order for the visa to be issued. You only need submit the return ticket and travel insurance policy once the Belgian embassy or consulate informs you that your visa has been granted. This is to avoid unnecessary expense on your part. However, the embassy or consulate may ask you to submit proof that a return ticket has been reserved.

The documents listed above are only the basic documents to be submitted in all cases. Additional documents may be requested by the embassy or consulate.

Bringing along family members (for those from non-EEA countries)

1. This procedure applies to the family members of Students who intend to stay in Belgium for a period of 3 months or longer. The Belgian Migration Law of December 15, 1980 has made the procedure more complex. As a result it may take a few months before your family members receive the special Authorisation for Provisional Sojourn. In principle, you yourself will have to travel to Belgium first while your family later applies for the special visa. Afterwards, when you are already in Gent/Belgium and have found suitable housing for your family, Gent City Hall will send a police agent to visit you at your accommodations in order to draw up a report for the City Hall. City Hall will provide you with the document which you will need to send to your family as proof that suitable housing is ready. They will need to submit this document, along with the other required documents, to the Belgian Embassy or Consulate when they apply for their visas. Upon their arrival in Gent, the spouse and children of regular Students will need to register at Gent City Hall. Afterwards, City Hall sends a police agent for a visit at your residence to see that all is in order regarding your family members. When this procedure is complete, they will receive the Certificate of Inscription in the Alien's Register.

DOCUMENTS REQUIRED:

- valid passports
- a legalised copy of your marriage certificate
- legalised copies of your birth certificate and those of your spouse and children
- medical certificates for each member of the family
- certificates of good conduct for each adult member of the family
- proof of solvency that is sufficient for the whole family
- document from the City Hall attesting to suitable housing in Gent for the family

If the required documents are not in English, Dutch, French or German, they need to be translated into one of these languages. The translation must be authenticated as well. In certain situations, this may be done by the Belgian diplomatic office itself, or by your local government authorities.

2. If your family members intend to stay with you in Belgium for a period of three months at most, then you will have to apply for Schengen visas for each of them at the Belgian Embassy or Consulate in your home country. With the Schengen visa, your family members will be able to travel with you to Belgium.

2. PROCESSING THE APPLICATION

In some cases, the visa application procedure may take a long time so you should submit your application as early as possible.

When the application is complete, it is sent in some instances to the Immigration Service at Federal Public Service Home Affairs in Belgium, which decides whether or not a visa may be issued (Chaussée d'Anvers 59B Antwerpsesteenweg, B-1000 Brussels, Tel.: +32 (0)2 206 15 99, Fax: +32 (0)2 506 14 63, helpdesk.dvzoe@dofi.fgov.be, <http://www.dofi.fgov.be>).

3. COMMENTS

Young people and minors

Children under the age of 16 may enter Belgium without their own individual

travel document if accompanied by one of their parents, grandparents or by a guardian, provided this person is of the same nationality as the child and the child is included on his/her passport. Children for whom this is not the case must have their own valid travel document including a visa if necessary.

Minors travelling alone or with persons other than their parents require a statement of authorisation to travel signed by both parents or by a legal guardian. This statement must be authenticated by the local authorities. Minors travelling with one of their parents also need this authorisation if their parents are divorced.

Access to the territory

Presentation of a visa does not grant an unconditional right to enter Belgium or the Schengen area. When you present your visa at the border, you may be refused access to Belgium if you are clearly without means of subsistence and are unable to procure such means by undertaking legal paid employment. Proof of adequate means of subsistence may take the form of cash, cheques and credit cards accepted in Belgium, the original copy of a pledge of financial support, a work contract, bank statements, proof of enrolment on the trade register and/or of professional activity.

4. Where should you apply for your visa?

You should apply for your visa in person at the relevant [Belgian embassy or consulate](#) in your country of residence.

If there is no Belgian embassy or consulate in your country of residence, you should apply to the Belgian embassy responsible for that country (usually located in a neighbouring country). This embassy will also tell you if you can submit your visa application in your country of residence via the embassy of another Schengen country (lien FAQ quels sont les pays qui font partie du territoire Schengen).

5. Time required to issue visa

48 hours to 8 weeks, depending on nationality and resident status, and whether applying by post or in person. Certain nationals must apply in person (contact Consulate or Consular section at Embassy for further details).

6. How much does a visa cost?

The amounts shown below represent the cost of processing your visa application. In other words, what you are paying is not the cost of the visa itself but rather a handling fee for processing the application.

If you cancel your application or are prevented from travelling, or if the visa application is rejected, the handling fee will not be refunded.

The handling fee for a short-stay visa (stay not exceeding 90 days) is 35 EUR. For a long-stay visa (stay exceeding 90 days) it is 50 EUR.

7. Status of your application

In some cases, Belgian embassies and consulates must submit visa applications to the Immigration Service at Federal Public Service Home Affairs for its decision. This is the only body authorised to decide on matters concerning the entry of foreign nationals into Belgium, their temporary or permanent residence and their removal from the country.

When the application is submitted to the Immigration Service, the embassy or consulate will inform you of the application number. You can find out about the status of your application by contacting the [Immigration Service](#) and quoting this application number (Chaussée d'Anvers 59B Antwerpsesteenweg, B-1000 Brussels, Tel.: +32 (0)2 206 15 99, Fax: +32 (0)2 206 14 63, helpdesk.dvzoe@dofi.fgov.be).

You can also use this number to check the status of your application via the Immigration Service [website](#).

In any case, the Belgian embassy or consulate will inform you in writing, by telephone or in person of the decision that has been taken regarding your visa application.

EMBASSY CONTACT INFORMATION:

Please contact the nearest Embassy of Belgium for information on what documentation you may require to enter Belgium. This is a limited list of Embassies and Consulates. For more contacts please check the website: <http://www.diplomatie.be/en/addresses/abroad/default.asp>