



VISA D - APPLICATION CHECKLIST - STUDY IN AN EDUCATIONAL ESTABLISHMENT ORGANIZED, RECOGNIZED OR SUBSIDIZED BY THE PUBLIC AUTHORITIES (ART. 58, Law of 15/12/1980)

This applies to visa for the purpose of full-time studies at a higher education institution recognized in Belgium or a preparatory year for such studies organized by the higher education institution.

Applicant check	Document number	Description of the documents which are mandatory for this type of visa, as prescribed by the Belgian Law - your application can only be processed when the file submitted is complete -
	1.	One original of this checklist, with boxes 'applicant check' ticked. Documents in the visa application can be arranged in this checklist's order.
	2.	One visa application form duly completed. Fill in and submit your visa application form online via the Visa -On-Web (VOW) . Print the .pdf file which you will receive in your mailbox, fill out date and place and sign it on the last page.
	3.	One original recent passport-sized photo (not older than 6 months) according to the ICAO regulations .
	4.	One photocopy of the first three pages of your valid passport/travel document , including the page with your name and the expiry date + a copy of all the pages containing visa, residence permits and entry-exit stamps. Blank pages don't need to be copied. A valid passport/travel document is issued less than 10 years ago, contains at least two facing empty visa pages, and is valid for at least one year at the moment your application arrives at the Belgian Embassy. Never send the original passport.
	5.	One photocopy of your valid German resident permit (Aufenthaltstitel/Fiktionsbescheinigung/Blue Card or equivalent). If applicable a copy of the front and one back side and any extra paper provided with your residence permit (Zusatzblatt). Your German residence permit must be valid at least until the day we can issue your visa. Never send the original residence permit.
	6.	<i>For anyone as from the age 18:</i> one original and one photocopy of certificate of good conduct in original , issued less than 6 months ago, covering the past 12 months. If necessary from different countries where you lived the past 12 months. The German certificate always needs to be included. The German certificate of good conduct (<i>Führungszeugnis</i>) can be applied for at the local German town hall of your place of residence or at the Federal Office of Justice (<i>Bundesamt für Justiz</i>). German documents don't need to be translated, nor legalized/bear an apostille.
	7.	<i>For anyone under the age of 18 years old:</i> 1) One original and one photocopy of the legalised copy of your birth certificate , not older than 6 months, mentioning the name of both parents.

	<p><i>In case the parents are divorced:</i></p> <ul style="list-style-type: none"> - a legalized photocopy of the divorce decision, mentioning to whom of the parents the full guardianship was entrusted; - a legalized authorization from the parents, stating that you can permanently leave <p><i>in case the child was adopted:</i> a legalized adoption certificate <i>in case a parent has deceased:</i> a legalized death certificate</p> <p>2) one photocopy of the page 3 of the passport of both parents/legal custodian (page with name and expiry date)</p> <p>3) One original and one photocopy of the legalised declaration of consent to travel to Belgium, signed by both parents/custodian;</p>
8.	One original and one photocopy of the medical certificate , issued less than 6 months ago, attesting that you are not carrying any of the diseases which might endanger public health. The specific form (see <i>checklist per type of visa and forms to download</i> on our website) must be properly completed, signed and stamped by a doctor of your choice in Germany.
9.	One original standard questionnaire , filled out, dated and signed. The questionnaire needs to be filled out in Dutch or French (language of the institution for higher education) or in English if the higher education program is in English. <u>The questionnaire does not need to be filled out by:</u> students who have already taken a selection test in order to obtain a certificate of enrolment in Belgium (e.g. APS test in China), students with a scholarship from the Belgian state, students participating in an exchange program or inter-university mobility program.
10.	One photocopy of the proof of payment of the contribution fee to be transferred to the account of the Ministry of Interior in Brussels . Only possible via bank transfer and to be paid prior to sending the visa application. The amount paid must cover both the administrative fee <u>and any bank charges</u> (please check with your banking institution before you make the payment). The Immigration office will check whether the amount received fully covers the administrative fee. This contribution is to be paid on top of the handling fee. Exemption of this fee only possible for students who benefit from a grant/scholarship when relevant attestation of Belgian educational institution is submitted. The fee must be paid in euro (€) by the applicant or a third party to the account of FPS Home Affairs, Immigration Office, Boulevard Pacheco 44, 1000 Brussels. IBAN: BE57 6792 0060 9235 BIC: PCHQBEBB Bank: BPOST SA, Centrum Monnaie (without number), 1000 Brussels The communication must include the surname, first name, date of birth and nationality of the applicant according to the following structure: Last name First name of applicant (as mentioned in the passport), Nationality, Date of birth (DDMMYYYY).
11.	One photocopy of the proof of payment of the visa handling fee of 180 € to be transferred to the Belgian Embassy in Berlin, before sending your application. The amount paid must cover both the handling fee <u>and any bank charges</u> . (please check with your banking institution before you make the payment).

		<p><u>Exemption of to pay this fee</u> possible for students who benefit from a grant/scholarship when relevant attestation of Belgian educational institution is submitted (standard form scholarship).</p> <p>Bank Details: Berliner bank. Beneficiary: Belgian Embassy Berlin, Jägerstraße 52-53, 10117 Berlin. Account Information: IBAN: DE57 1007 0848 0512630500 BIC: DEUTDEDB110, Reference: Family name and first name of applicant, nationality.</p>
	12.	<p>One photocopy of the proof of registration or admission at one of the Belgian universities or institutions of higher education, organized, recognized or subsidized by the Belgian public authorities by means of:</p> <p>a certificate issued by a higher education institution in accordance with the model of the standard form stipulated by Ministerial Decree [Article 60.§3, 1third paragraph,3° of the law of 15/12/1980], proving that you are registered at that institution to follow full-time higher education studies or a preparatory year, or that you have been admitted to the studies, or that you has been registered for an entrance examination or an entrance test. If the student's final enrolment is subject to specific conditions of admission, these must be specified on the certificate .</p>
	13.	<p>One photocopy of the proof that you can be admitted to higher education in Belgium</p> <p>Proof that you meet the conditions for access to higher education in Belgium by providing copies of degree(s)/attestation(s)). This is at least a photocopy of the diploma of completed secondary education / baccalaureate, permitting higher education. Documents not issued in Dutch, French, German or English must be translated.</p> <p>Exchange and mobility students are exempted.</p> <p><i>For students studying in Wallonia:</i> one photocopy of the proof of academic recognition of your study level/degree (équivalence du diplôme)</p> <p><i>In case of a language course:</i> the language course in French, Dutch or German for the duration of one year, must be for at least 12 hours of course a week and has to be a language course which prepares for higher education. The applicant has to motivate his/her choice for this language course and why it is preparing for further study in a motivational letter.</p>
	14.	<p>One photocopy of proof of sufficient financial means for the duration of your study: For the academic year 2024-2025 the minimum amount, which is fixed and indexed every year, is 803 euro net/month. Always check the latest amount on the website of the Belgian Immigration Office : Sufficient means of subsistence IBZ .</p> <p>The only way to prove sufficient financial means is by:</p> <ul style="list-style-type: none"> • a guarantor: who signs a pledge of financial support for a student (annexe 32/bijlage 32, only in Dutch or French) Please include a copy of the passport of your guarantor (page with the name), clarify the relationship with your guarantor, if your

		<p>guarantor is working as an independent: which kind of independent profession he/she has. <u>If the guarantor resides in Germany</u>, please follow the procedure described on our website for the legalization of a pledge of financial support: click here</p> <p>OR</p> <ul style="list-style-type: none"> • a scholarship certificate in Dutch, in English or in French, to be filled out, dated and stamped by your Belgian university/school. Your scholarship must cover at least the minimum amount per month and the whole period of your stay in Belgium. <p>OR</p> <ul style="list-style-type: none"> • a financial certificate (Proof of solvency) from the University in Belgium confirming that the necessary amount has been transferred to a blocked account of the Belgian University to cover your own living expenses during the whole period of your studies in Belgium/one academic year. Please ask your university (student administrator) for more details.
15.		<p>1 photocopy of the proof that you will have a health insurance in Belgium which covers all risks for the entire period of your stay:</p> <p>The only way to prove this is by:</p> <ul style="list-style-type: none"> • A photocopy of the contract of a private travel insurance, valid in Belgium and covering: <ul style="list-style-type: none"> - a minimum of 30.000 € medical costs - valid for at least the first 3 months of your stay in Belgium - covers all risks in Belgium, including any expenses which might arise in connection with repatriation for medical reasons, urgent health attention and/or emergency hospital treatment or death. - mentions the name of the applicant <p>OR</p> <ul style="list-style-type: none"> • if you are holder of a scholarship: a scholarship certificate in which the organization that grants the scholarship formally commits itself to cover the medical costs during the period in which the scholarship is granted. <p>OR</p> <ul style="list-style-type: none"> • a copy of a European Health Insurance Card (EHIC) presented by an applicant who travels from another member state of the European Union to Belgium in the framework of a mobility program. <p>If you cannot provide this proof of health insurance, you will receive a visa that is limited to four months. Upon registration in the Belgian municipality, you will receive a certificate of registration that is only valid for 4 months and you will have to provide health insurance at least 15 days before this certificate expires, otherwise you risk to be expelled.</p>

I HAVE BEEN INFORMED THAT:

- The visa processing time (as from date of receipt of the application) is at least 15 working days, in peak season it can take up to 25 working days.
- My application will only be eligible for processing when the submitted file is complete.
- Additional documents may be requested.
- Visa applications can only be submitted in person.
- ALL documents included cannot be older than 6 months.
- Official documents issued abroad must be legalized or bear an apostille, depending on the country whence they originated, unless a treaty provides for exemption from this process. More information on the legalization of documents, can be found under [here](#). Documents issued abroad in a language other than Dutch, English, French or German must be translated by a sworn translator.
- For accompanying family members a separate, complete file needs to be submitted. See the list of requirements for a family reunion visa.
- All applicants aged 6 and more, applying for a Belgian long-term visa (D), will need to have their biometric data (10 fingerprints + digital picture) registered at the Belgian embassy in Berlin

Please avoid using staples in your application

Applicants signature: