



Student visa

Embassy Check	Applicant Check	Doc. N°	Original / Copy	Description of the document
		1	Original	This checklist , with boxes ticked and documents in the sequence of this checklist.
		2	Copy	Print-out confirmation email , that you have an appointment for your visa application.
		3	Original + copy	Visa application form properly completed. Signed and dated on the last page of the form. The form can be printed after filling in the data on https://visaonweb.diplomatie.be/ .
		4	Original	Two recent passport-sized photos (3,5 * 4,5 cm with white background)
		5	2 sets of copies	Proof of contribution fee payment : check correct amount that is to be transferred to the Immigration Office in Brussels: IBAN: BE57 6792 0060 9235 BIC: PCHQBEBB Bank: BPOST NV, Muntcentrum (zonder nr.), 1000 Brussels Beneficiary: FOD Home Affaires Payment reference: Last Name_First Name_Nationality_Birthday (DDMMYYYY), (= birthday of the applicant)
		6	Original + copy	A passport with a validity of at least 12 months. Please make sure your passport has at least 2 double spare pages to affix the visa. Copy of bio-data pages (this includes the signature page), and copy of previous visa Schengen (if applicable)
		7	2 sets of copies	For Indonesian/Timor Leste nationals: copy of ID card For foreigners : residence permit: KITAS, KITAP, Visa Sosial Budaya, etc.
		8	Original + copy	Parental authorization letter, for students under 18 years old traveling alone. Has to be legalized by a notary, and then by this procedure .
		9	Original + copy	Admission/Registration letter from the University/School in Belgium Proof of admission or registration for a full course or a preparatory year in a higher education establishment in Belgium.
		10	Original + copy	Proof of sufficient financial means : <ul style="list-style-type: none">- Annex 32 (sponsorship, please see the details here), or- Proof of Scholarship, or- Block account

				Details on adequate means of subsistence and sponsorship is available only in Dutch or French .
		11	Original + copy	Police record (with Apostille) only for applicants > 18 years See here for police record in Indonesia . See here for police record in Timor Leste . See here for Apostille.
		12	Original + copy	Medical certificate attesting absence of diseases that might endanger public health. The form must be signed and stamped by one of the designated doctors and is valid only 6 months from date of issue. See list of doctors . If signed by an non designated doctor, then has to be legalized .
		13	2 sets of copies	Photocopies of the latest diploma / degree certificates
		14	2 sets of copies	Proof of medical insurance Students have to submit one of the following insurances: 1. Schengen travel insurance with minimum coverage of EUR 30.000 for the duration of the stay (maximum a year); 2. Scholarship which covers an insurance in Belgium; 3. European Health Insurance Card, if application if for "Mobility" program. This document is optional for non-mobility students.
		15	Original	Handling fee for Visa D: see the pdf in consular tariffs (handling fee is not refundable in case of withdrawing application or refusal)

I HAVE BEEN INFORMED THAT:

- All copies has to be printed on A4 papers;
- My passport will be kept for the duration of the visa processing time;
- The documents have to be presented in either Dutch, French, German, or English. If in another language, they have to be translated by a sworn translator;
- Additional documents may be requested;
- My application will only be eligible for processing when the submitted file is complete;
- The visa processing time normally takes about 3 weeks;
- Original documents will be restituted at end of procedure.

Signature:

