



Checklist for **Students**
Study in a **private** higher education establishment
(Article 9)

It is essential that your file contains the following:

The original documents, plus two (2) sets of photocopies of these documents. The originals will be returned to you.

Passport

A valid passport:

- should have been issued within the previous 10years;
- should be valid for more than 12 months;
- should contain at least 2 empty pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

Copy of ID

One copy of your Chinese identity card, temporary residence card (if any) or of your residence permit (for foreigner).

Application form

Three (3) application forms duly filled in, signed and dated by the applicant.

This form is available free of charge online or at VFS and Embassy/Consulates. You complete it in French, Dutch, German or, if you do not have a command of any of the national languages, ideally in English.

Any person appearing in your travel document must complete a separate application form. Minor children must submit an application form signed by a person with parental authority or by a legal guardian;

Please follow the link to the application form [online](#) .

Photo

Three (3) recent (no more than 6-months old) passport size photographs with the [following specifications](#) should be affixed to the application form.

Administrative fee

The applicant has to provide the proof of payment of the [administrative fee](#) at the submission of his/her application. If this is not the case, the visa application is not admissible.

Medical Certificate

A medical certificate attesting that you are not carrying any of the diseases which might endanger public health. This certificate must be no older than 6 months from the

date of issuance. The specific form must be signed and stamped by an [approved hospital](#).

Non-Criminal Record Certificate

If you are aged over 18, a **notarized** and **legalized** certificate attesting to the lack of any convictions for crimes or offences under common law, together with a translation. This certificate must be no older than 6 months from date of issuance. (please include the police certificate itself)

Registration as regular student

An attestation of registration as a regular student issued by a private higher education establishment.

Proof that you are able to pursue higher education

- the original + copy of your diploma or baccalaureate from higher secondary education and your academic record from the last year of secondary education
- a copy of all the diplomas and certificates obtained since the end of your secondary studies
- if applicable, an employer's statement underlining the necessity for you to pursue the education envisaged in the framework of your work.

Substantiation of the choice of studies

- a supporting letter
- documentation giving a description of the courses organized by the private establishment which issued the registration certificate and explaining the specific nature of those courses compared to similar courses organized in the country of origin.

Sufficient knowledge of the language

Finally, you must demonstrate that you have a sufficient knowledge of the language in which the courses that you intend to pursue are given, and provide, for example:

- a certificate from the secondary education establishment that issued the diploma or the leaving certificate, stipulating the number of hours of classes/week pursued in that language and the results achieved
- or proof of passing internationally recognized computerized language proficiency examinations (e.g. TOEFL for English skills)
- or a certificate issued at the end of complementary education in that language.

Proof of Financial support

1. Proof of the scholarship you have been or will be granted

2. A financial attestation issued by the university in Belgium where you are registered to study

Or

3. Proof that a guarantor supports you:

- If the guarantor is a Belgian national or has a permanent residence permit in Belgium, he has to provide:
 - o A letter of guarantee (in the prescribed form “[ANNEXE 32](#)”/“[BIJLAGE 32](#)”) by your guarantor. This document can be obtained from the guarantor’s municipality in Belgium and has to be certified by the municipality. This document is valid during 6 months after signature.
 - o A certificate of registration issued to the guarantor by the municipality in Belgium; a photocopy of the guarantor’s identity card / passport.
 - o Proof of the solvency of the guarantor (documents showing the guarantor has access to the required monthly amount for as long as he/she is sponsoring the student) : bank account statement / salary sheet / tax paper. Proven monthly income should be at least €1809.32 + € 730 for the student + €150 for each dependent family member of the guarantor.
 - o It’s recommended to provide a certificate of the composition of the guarantor’s family.
 - o These should all be original documents.

- If the guarantor is residing in China or in a foreign country, he has to provide:
 - o A letter of guarantee (in the prescribed form “[ANNEXE 32](#) ”/“[BIJLAGE 32](#)”) by your guarantor. If the guarantor is residing in China, he is required to present himself at the Embassy / Consulate to sign the letter of guarantee and have his signature legalized. If the guarantor is residing in a foreign country, this document can be obtained from the diplomatic or consular mission of Belgium in this country and has to be certified by that mission. This document is valid during 6 months after signature.
 - o A photocopy of the guarantor’s identity card.
Proof of the solvency of the guarantor (documents showing the guarantor has access to the required monthly amount for as long as he/she is sponsoring the student): bank account statement for the last 3 months / salary sheet / tax paper - translated and notarized. The monthly income should be at least (the equivalent of) €1809.32 + € 730 for the student + €150 for each dependent family member of the guarantor.

APS certificate (for Chinese students who obtained their last degree in China)

Information on the website of “APS”: <https://www.aps.org.cn/internationale-kooperationen/bel>

The documents drawn up abroad in a language other than Dutch, French or German are to be translated in accordance with the original by a sworn translator. The translation must be legalized as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.

Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in.

Chinese notarized certificates have to be authenticated by the relevant Foreign Affairs Bureau of your province before being authenticated by the Embassy / Consulate General of Belgium. They should not be older than six months.

Please note that our Embassy/Consulate may, in individual cases request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.