



**List of Documents**  
**(ART. 9 – STUDENT VISA)**

*For students for a higher education in a private educational institution*

- 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 Consulate may request additional documents which are not mentioned in below list.
- Any documents submitted in languages other than English, French, Dutch or German will not be considered
- The documents drawn up abroad in a language other than English, Dutch, French or German are to be translated in accordance with the original by a sworn translator.
- The document along with its translation must be [legalized](#) in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.
- Documents issued by local authorities of the UAE must be legalized by Ministry Foreign Affairs of the UAE and afterwards by the Belgian Consulate. Translations by our [recognized translators](#) can be legalized by the Belgian Consulate directly. Documents should not be older than six months.
- In principle, the processing time varies between 1-3weeks. If the visa application has to be submitted to the Home office in Brussels for decision, then the processing time will be approximately between 1-6 months.
- if the application is submitted to the Home office in Brussels, the Embassy does not interfere to expedite the process - Applicant will be notified once the file is forwarded to the Home office in Brussels.
- No additional documents could be submitted to VFS or the Embassy if the Embassy has not requested them.
- An incomplete file will lead to a visa refusal
- A complete file does not guarantee automatic issuance of a visa.
- Visa fee is non-refundable
- Further information can be found [here](#)

**It is essential that your file contain the following:**

- The original documents, plus two (2) photocopies of each documents.
- The originals will be returned along with the passport.

*“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. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.”*

**Remarks:**

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**Applicant’s Signature:** - \_\_\_\_\_ **VFS Officer’s Signature:** - \_\_\_\_\_



### □ Application form

- Three application forms (Original+2 copies) fully filled in, signed on both pages and dated by the applicant. [VisaOnWeb](#) - The current UAE address, local contact number and email address should be provided.

### □ Photo

- Three passport photos not older than 6 months with the following [specifications](#)

### □ Original passport

- A passport whose duration of validity is more than 12 months
- Copy of UAE residence permit
- A copy of all pages (excluding the blank pages).
- The passport must have been issued within the last 10 years, 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 must be provided.
- Copies of other respective countries' visas could be provided (UK, USA, Canada, Japan, Australia,...).

### □ Language preference form

- The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated.
- If you choose to complete the application in English, please choose "no preference". [Language preference form](#)

### □ Contribution fees

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

### □ Medical certificate

- A medical certificate attesting that you are not carrying any of the diseases which might endanger public health and must not be older than 6 months from the date of issuance.
- The medical certificate must be signed and stamped by one of the Embassy's [accredited doctors](#).

### □ Non-criminal record certificate (if you are above 18)

- A 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 3 months from date of issuance.
- In case you resided in a foreign country the months before applying, you should moreover submit a certificate issued by the relevant authorities of that foreign country legalized by the Belgian embassy abroad or with an apostil.

### □ Admission or enrolment letter

- A certificate of enrolment from a Belgian university or institute of higher education, organized, recognized or subsidized by the Belgian public authorities.
- This certificate is mandatory even in case you intend to take a language course prior to starting your studies. For the latter course, a certificate of enrolment is also to be submitted.

### □ Proof of financial support

- Proof of the scholarship you have been or will be granted



OR

- Financial Certificate (attestation) of a student account in Belgium

OR

- Proof that a guarantor supports you:
  - o **If the guarantor is an employee in UAE:** ▪ Guarantor has to come to the Embassy to sign [Annex 32](#) in front of the visa officer.
    - Copy of Passport and UAE residence permit
    - Certificate of employment/proof of professional activity mentioning the full address and contacts of the company, the designation, date of employment and salary. The letter must have an original signature (the name and position of the counter signing officer) and a stamp.
    - Personal bank statements from the last 6 months showing regular income (salaries, pension etc.). Credit card statements are not accepted
    - A proof of the guarantor's family composition.
  - o **If the guarantor is an owner or partner in a company in UAE:** ▪ Guarantor has to come to the Embassy to sign [Annex 32](#) in front of the visa officer.
    - Copy of Passport and UAE residence permit
    - Copy of the commercial license
    - Personal bank statements from the last 6 months showing regular income ▪ A proof of the guarantor's family composition.
    - The guarantor could submit the bank statements of the company of the last 6 months with a letter from the bank proving he's a signatory on this bank account.
  - o **If the guarantor is resident in Belgium:**
    - The document [Annex 32](#) should be obtained and certified by the guarantor's municipality in Belgium
    - Registration certificate issued by the municipality in Belgium
    - A copy of the guarantor's identity card/passport
    - Proof of the solvency of the guarantor (bank account statement/salary sheet for employees / tax paper for independents). ▪ Family composition
  - o **If the guarantor is residing in a foreign country:**
    - The guarantor is required to present himself at the Embassy/Consulate of Belgium in his country in order to sign [Annex 32](#) in front of the visa officer and have his signature legalized.
    - A copy of the guarantor's identity card/passport
    - Personal bank statements for the last 6 months showing regular income (salaries, pension etc.). Credit card statements are not accepted

All information concerning Annex 32 can be found [here](#). -

**Please be informed that if the solvency of the guarantor is not enough, the embassy will ONLY legalize the signature but will not put the stamp indicating that the solvency is enough to take charge.**

#### □ Proof that the applicant has access to higher education

- Documents which establish your status as a regular student and your ability to follow higher education.
- A motivation letter explaining why you chose this study





- A documentation including a brief description of the courses organized by the establishment which issued the registration certificate and specifying the specificity of these courses compared to similar courses organized in the country of origin.
- Documents demonstrating that you have sufficient knowledge of the language in which the courses will be given , that is to say a certificate from the secondary school which issued the diploma or certificate of completion, stating the number of hours of lessons taken per week in this language and the results obtained or a proof of successful completion of computerized internationally recognized language proficiency tests (eg TOEFL for knowledge of English), or a certificate issued at the end of additional training in this language. - All information the documents related to the studies envisaged could be found [here](#)