



DOCUMENTS TO BE SUBMITTED - VISA FOR STUDIES IN BELGIUM

For visa purposes, a distinction has to be made between the following types of studies:

- Full year studies in a **public institution** (see below);
- **PhD students** registered as a student at an university (see below);
- **Post-PhD students**: see procedure related to visa for work based on a single permit decision;
- Please, contact the Embassy directly via email (sofia.visa@diplobel.fed.be) in order to receive information about the procedure if in case of:
 - o Full year studies in a **private institution**;
 - o Studies in the framework of a **mobility program** which involves studying in two EU universities, when Belgium is the first country of studies;
 - o Student **exchange**.

For a full list of Belgian universities/higher education institutions and more information on studying in Belgium, we advise you to check the following websites:

In English : http://www.belgium.be/en/education/coming_to_study_in_belgium/
https://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium
<https://dofi.ibz.be/en/themes/third-country-nationals/study>

The Embassy does not offer any grant opportunities or scholarships. For more information about **Grants/Scholarship**, we recommend you to contact the university you have chosen or to check the websites above.

Documents to be submitted for visa for studies in a PUBLIC institution

1. **Printed version of the visa application form** filled-in online on the application Visa On Web, signed and dated (2 originals) as well as **2 passport color photos** ;
2. **International travel document/passport**, in which the visa can be issued and which is valid for at least 12 months (for ex. biometrical passport);
3. **Proof of payment of the administrative tax** (2 copies); the administrative tax is payable per person and per application. It has to be paid PRIOR to the appointment (5 workdays at least), according to the following conditions:
 - a) In case of a **scholarship for the whole period of your studies** and on the condition that you present the standard form in accordance with the Royal Decree dated 08/10/1981, and filled-in by an institution/authority referred to in its Article 1er/1, **the applicant is exempted from the payment of the administrative tax.**

- b) If the applicant does not receive a scholarship for the whole period of the studies and/or if he/she does not provide the standard form referenced above, the amount to be paid is **237** euros (€) to the following bank account of the Federal Public Service (FPS) Interior, Immigration Office:

The administrative tax must be paid in euros (€) to the following bank account of the Federal Public Service (FPS) Interior, Immigration Office:

Beneficiary: **SPF Intérieur, Office des étrangers**, Boulevard Pacheco 44 - 1000 Bruxelles :

IBAN: BE57 6792 0060 9235

BIC: PCHQBEBB

Bank: BPOST SA, Centrum Monnaie (with no number), 1000 Bruxelles

The communication of the transfer must mandatorily mention the name, surname, date of birth and nationality of the applicant, according to the following structure: NameSurnameNationalityDDMMYYYY.

The amount that is being paid must cover the amount of the administrative tax AND the possible banking/transfer fees.

We recommend applicants to pay this amount well in advance (at least 5 working days prior to the appointment).

4. **Handling fee** - to be paid BEFORE the appointment, according to the following conditions:

- a) In case of a **scholarship for the whole period of your studies**, the visa processing is **free of charge**.
- b) If you do not have a scholarship for the whole period of your studies, the amount to be paid is **180** euros (€) to the following bank account of the **Embassy of Belgium in Sofia**, bld. James Bourchier n°103, 1407 Sofia:

IBAN : BG09 BUIN 9561 1000 5946 32

BIC/SWIFT: BUINBGSF

Banque : Allianz bank, Bld. James Bourchier n°71, 1407 Sofia

Communication of the transfer : **Name-Surname-Nationality-Date of birth-Reason: StudyVisa**

The applicant should make sure the amount he/she settles covers the amount of the administrative tax and the possible banking/transfer fees.

The payment should be done well in advance of the day of the appointment (at least 5 working days prior to the appointment). In case the amount has not been received on the bank account of the Embassy the day of the appointment, your visa application will not be registered and another appointment will be scheduled later on.

5. **Legalization of the Financial Commitment Form of the guarantor/sponsor in case he/she lives in Albania, North Macedonia, Kosovo or Bulgaria:** an amount of 20 euros (€) has to be paid BEFORE the appointment by bank transfer to the following bank account of the **Embassy of Belgium in Sofia**, bld. James Bouchier n°103, 1407 Sofia:

IBAN : BG09 BUIN 9561 1000 5946 32

BIC/SWIFT: BUINBGSF

Banque : Allianz bank, Bld. James Bouchier n°71, 1407 Sofia

Communication of the transfer : **Name-Surname-Nationality-Date of birth-Reason: legalization**

6. **Admission letter** of the applicant to a university/higher education institution which has been received by the applicant either by email (in this case, please provide 2 copies of the letter and of the email received from the university) or by post (1 original + 2 copies);
7. **High school/bachelor/master diploma (1 original + 2 copies) + sworn translation in French, Dutch, German or English.** The original and the translation do not have to be legalized/apostilled.

If the diploma has not been published yet when the student applies for the visa, a certificate of non-publication issued by the competent academic authority, or a certificate of achievement issued by the institution attended, is to be submitted instead.

When you have been admitted to a university/higher education institution belonging to the Walloon-Brussels Federation (Fédération Wallonie-Bruxelles), you have to submit also a decision granting equivalence to your diploma. This does not apply to Master studies. In any case, for more information: <http://www.equivalences.cfwb.be>.

8. **Medical certificate** in accordance with the template available on the web site of the Immigration Office ([Medical Certificate.pdf \(ibz.be\)](#)) (1 original + 2 copies);

For Albania and North Macedonia: the Embassy of Belgium does not have a list of accredited doctors. Applicant may choose a doctor of his/her choice, and have then the documents legalized by relevant Albanian/North Macedonia authorities.

Kosovo: the medical certificate has to be filled in by one of the doctors approved by the Embassy; please contact the Embassy of Belgium in Pristina in order to receive the contact details of the accredited doctors (pristina@dipobel.fed.be; +383 38 518 918). The medical certificate shall then have to be legalized by the Embassy of Belgium in Pristina (20 € per document). No need for legalization by Kosovar Authorities.

9. **Certificate of no previous criminal convictions** (excerpt of the criminal record or certificate of good conduct) (1 original and 2 copies);
10. **Medical insurance** covering the applicant during the entire duration of the studies (1 original + 2 copies). If no insurance is provided, the visa will be issued only for a period of 4 months and an insurance will have to be provided at the municipality in Belgium.

11. Proof of enough financial solvency:

In order to be authorized to study in Belgium, you must demonstrate that you will have sufficient financial resources during your stay in Belgium (**minimum 803 €** per month for the academic year 2024-2025). These financial means do not concern the tuition fee but the applicant's life conditions/daily expenses (health care, living, study and repatriation cost).

There are three main ways for financing your studies: scholarship, blocked account or guarantor/sponsor:

a) You have been granted a **scholarship**:

- In case the scholarship you have been granted covers only partially the minimum of **803 €/month** required, you will have to complement it with additional financial resources in accordance with b) and c) below.
- In order to prove scholarship granted, the relevant attest/certificate has to be provided (please check with your university).

Document to be provided: attest of scholarship (2 copies)

b) You have a **blocked account**: if the university you have been selected by offers this possibility, you will have to transfer at least **803 €** per month of studies to a **blocked account of the university**. In order to do so, the applicant needs to contact the University first and check if it is feasible and what exactly the minimum amount required by this university is (some universities actually require more than the minimum amount).

If positive, the University will then be your guarantor and issue a letter of confirmation (financial certificate) attesting that the amount was received and that the University will transfer every month this amount to you.

Document to be provided: financial certificate from the university related to the blocked account (2 copies);

c) Someone has agreed to be your **guarantor/sponsor** and to provide you with sufficient financial resources during your studies in Belgium. The guarantor/sponsor must prove a regular income of **at least 2.851,53 € net per month**.

More information on:

<https://dofi.ibz.be/en/themes/third-country-nationals/study/favorites/formal-obligation>

Documents to be provided:

- **Formal Obligation Form (Annex 32)** to be signed by the guarantor/sponsor at the Belgian municipal administration (in case he/she lives in Belgium) or at the competent Embassy/Consulate of Belgium (in case he/she lives in another country) (1 original + 2 copies).

In case the guarantor/sponsor has his/her residence in Albania, the Financial Commitment Form must be signed at the Embassy of Belgium in Sofia and a fee of 20 € must be paid for legalization of his/her signature, according to point 5.

- **passport/ID card and residence permit** of the guarantor/sponsor (2 copies);
- documents proving that the guarantor/sponsor is a family relative of the future student (up to 3rd degree included) in case he/she has no Belgian nationality or does not live in Belgium or in an EU country on a permanent/unlimited basis; he/she should provide the literal copy (not a simple extract) of the different birth/marriage certificates establishing the family link at the 1st, 2nd or 3rd degree.
- if the guarantor/sponsor has an **employment contract**, he/she must submit his/her last 3 payslips, employment contract or an attest from his/her employer stating the type and duration of the employment contract which has to be valid at least for the duration of the studies.
- if the guarantor/sponsor is a **self-employed individual**, you must submit documents issued by the relevant public administration proving his/her net/bruto monthly/annual income, the proof of the payment of the social contributions and the registration in the Commercial registry ("Banque carrefour des enterprises" for Belgium) ;
- if the guarantor/sponsor does not reside in Belgium and cannot submit the documents mentioned above, he/she can provide any equivalent documents issued by a public administration and attesting of his/her income.

Important remarks:

- a) Unless stated otherwise above, all official documents (including medical certificate except for Kosovo) are to be legalized/apostilled by the relevant official authority.

For Albania: Ministry of Foreign Affairs; more information on <https://www.hcch.net/en/states/authorities/details3/?aid=305>.

For North Macedonia: First Instance Courts of North Macedonia; more information on <https://www.hcch.net/en/states/authorities/details3/?aid=320>

For Kosovo: Ministry of Foreign Affairs; more information on <https://www.hcch.net/en/states/authorities/details3/?aid=1040>

For Bulgaria: Ministry of Foreign Affairs; more information on <https://www.hcch.net/en/states/authorities/details3/?aid=312>

- b) All official documents have to be translated into French, Dutch, or German by a sworn translator, then both the original and the translation have to be legalized/**apostilled by a separate apostille each**. A translation of an apostille is not considered a separate apostille.

- c) In case of multilingual form (for instance Albanian/English), this document does not need to be translated.
- d) Official documents (from your country of origin or from Belgium) submitted with the visa application **cannot be older than 6 months** as from the date of the appointment for the submission of the visa application.
- e) Documents listed above should be submitted according to the listing order. Originals have to be provided when requested, together with the indicated number of copies. Copies must immediately follow the originals.