BELGIUM - CHECKLIST FOR STUDY ART.9

Article 9: Study in a private higher education establishment

Documents to be provided by all visa applicants must be in English, Dutch, French or German. Documents in Arabic have to be submitted with a translation (by a sworn translator) AND legalized by the Embassy : https://legalization-be.tlscontact.com/service/lb/lbBEY2be/home The documents to be legalized can be introduced at the same time than the visa application, it is not necessary to ask for a separate appointment at the legalization department of TLS.

It is essential that your file contains the following: The original documents, plus two (2) photocopies of these documents. The originals will be returned to you once a decision has been made.

Document	Description
2 application forms	- Duly completed and signed - Irrespective of age, each individual requires a separate application form printed from VisaOnWeb - The application forms should be fully filled in, signed (two times) and dated by the applicant - For children under 18 years, the application form signed by a person with parental authority or by a legal guardian.
2 recent passport size photographs	- Size 3.5cm X 4.5cm - White plain background - Taken less than 3 months ago
Original passport	+ A copy of all pages (excluding the blank pages) - The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages in front of each other - Must be valid at least 15 months at the time of the application - For foreigners: copy of your Lebanese/Syrian residence permit
Proof of full payment of the contribution fees	The proof of full payment has to be submitted, if applicable, along with the application at the time of the application. If this is not the case, the visa application is **not admissible**. For information, please check this https://dofi.ibz.be/en/themes/faq/fee
Medical certificate (+ 2 copies)	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 issued, signed and stamped by one of the Embassy's agreed physicians, see **section 6** on this page https://lebanon.diplomatie.belgium.be/en/travel-belgium/visa-belgium-or-luxembourg **All the analysis, reports and X-rays undergone by the applicant must be**

	provided along with the medical certificate at the time of the application.

Travel insurance certificate	- Should cover the first 3 months starting your arrival date in Belgium. It should also cover all medical expenses including emergency hospital treatment and repatriation for the period of your stay and must be valid for the whole Schengen territory (coverage at least 30.000 EUR).
Non-criminal record certificate (if you are aged over 18)	A legalized certificate attesting to the lack of any convictions for crimes or offences under common law for the **last 5 years**: - Must be no older than 6 months from date of issuance. - Must be translated by a sworn translator - Must be legalized by the Embassy **Legalizations are introduced through TLScontact.** 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.
For students under 18: Parental authorization	**For children under 18:** **If the minor is travelling alone**: The parent who is not accompanying the child has to sign a parental authorization, stating that the child can permanently live in Belgium, at the legalization section at TLScontact. Please check https://legalization-be.tlscontact.com/service/lb/lbBEY2be/home **The parents can sign the parental authorization at the legalization department of TLS at the same time than the visa application of the minor, it is not necessary to ask for a separate appointment at the legalization department of TLS.** Please provide : - Copy of the parent's passport and ID - If applicable: proof of guardianship issued by the court (translated by a sworn translator and legalized by the Embassy) - In case a parent is deceased: death certificate of the deceased parent translated by a sworn translator and legalized by the Embassy
Standard certificate issued by a Belgian education institution	- Standard certificate issued by the higher education establishment proving that you are registered there for higher education or a full-time preparatory year, or that you are admitted to studies, or that you are registered for an admission exam/test.
Proof of financial support	- Proof of the scholarship you have been or will be granted. In this case, ask the university to send us in advance a confirmation of the scholarship to **beirut.visa@diplobel.fed.be** + print of copy of that e-mail and add it to the application. **Note :** If you are planning to travel before the start of the scholarship, you have to submit a proof of financial means showing sufficient funds covering the period before the scholarship. OR - Financial Certificate (attestation) of a student account in Belgium . In this case, ask the university to send us in advance a confirmation of the scholarship to **beirut.visa@diplobel.fed.be** + print of copy of that e-mail and add it to the application.

OR

- Proof that a guarantor supports you and is up to **maximum 3rd degree family**: family registrations of both parties and a letter explaining the family ties (parents/siblings/uncles/aunts etc.)

- **If the guarantor is an employee in Lebanon/Syria** he has to provide**:**

Guarantor has to come to TLScontact to sign in front of the TLS contact employee. Please bring your guarantor's valid ID and print out the letter of guarantee/annex32, see
https://legalization-be.tlscontact.com/links-downloads/lb/lbBEY2be
to be signed in front of TLS agents as well as the requested documentation. This document is valid during 6 months after signature and has to be legalized by the Embassy.

- ORIGINAL Certificate of employment/proof of professional activity - In English or Arabic + compulsory translation, 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 countersigning officer) and a stamp
- ORIGINAL Personal (on the guarantor's name) Lebanese bank statements from the last 6 months showing regular income (salaries, pension, rent etc.) + letter of the bank indicating that the funds can be transferred to a Belgian bank account or fresh USD/EUR account*
- Family registration of the guarantor and applicant , translated by sworn translator, must be submitted.

- **If the guarantor is an owner of a company or a partner in Lebanon/Syria** he has to provide:

Guarantor has to come to TLScontact to sign in front of the TLS contact employee. Please bring your guarantor's valid ID and print out the letter of guarantee/annex32, see
https://legalization-be.tlscontact.com/links-downloads/lb/lbBEY2be
to be signed in front of TLS agents as well as the requested documentation. This document is valid during 6 months after signature and has to be legalized by the Embassy.

- Copy of the commercial register (Arabic + compulsory translation)
- ORIGINAL Personal (on the guarantor's name) bank statements from the last 6 months showing regular income - s/he can submit the bank statements of the company of the last 6 months with a letter from the bank proving s/he's a signatory on this bank account+ letter of the bank indicating that the funds can be transferred to a Belgian bank account*
- Family registration of the guarantor and applicant , translated by sworn translator, must be submitted.

General information for all guarantors **in Lebanon/Syria**: Bank statements should not be "credit card statements" but bank statements of a current account where we can see regular incomes (salary, pension, etc...). Please

	highlight your regular income (salary, pension, etc...) on the bank statement **All bank statements must be in English (or translated by a sworn translator) and must show the guarantor's name and be stamped and signed.** ---------- ---------- ○ **If the guarantor is resident in Belgium**, he has to provide: - A letter of guarantee 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. - A photocopy of the guarantor's Belgian residence permit/identity card - Proof of the solvency of the guarantor : salary sheet for employees + tax paper for independents. - A certificate of the composition of the guarantor's family. - Family registration of the guarantor and applicant , translated by sworn translator, must be submitted. ---------- ○ **If the guarantor is residing in a foreign country**, he has to provide: - A letter of guarantee/annex 32 by your guarantor. He is required to present himself at the Embassy/Consulate of Belgium in his country of residence to sign the letter of guarantee and have his signature legalized+ proof of solvency. The document has to be validated by the Embassy/Consulate with a stamp indicating that the solvency is enough to take charge. This document is valid during 6 months after signature. - A photocopy of the guarantor' s identity card. - Family registration of the guarantor and applicant , translated by sworn translator, must be submitted.
Proof that the applicant has access to higher education	- Certificate of your diploma/degree - Transcript obtained during the last year of studies, issued by the attended institution. - Any diploma, certificate of achievement obtained (e) after high school - If the applicant follows a non-degree program: a detailed study plan and a motivation letter - proof of sufficient knowledge of the language in which the lessons will be given, i.e. a certificate from the secondary education establishment which issued the diploma indicating the number of hours of lessons taken per week in this language and the results obtained, or a certificate of successful completion of computerized language proficiency tests, the quality of which is internationally recognized (e.g. TOEFL for English), or a certificate issued at the end of an additional training in this language Documents in Arabic have to be submitted with a translation (sworn translator)

***Please note that if the bank statements are in LBP , the solvency will be calculated in EUR at the market rate. If the bank statements are in USD-EUR they should be from a fresh account where we can see regular income (salary, pension, rent etc...)**

Please highlight your regular income (salary, pension, etc...) on the bank statements

All bank statements must be in English and must be originals + show the guarantor's name, and be stamped and signed.

Please be informed that if the solvency of the guarantor is not enough, the embassy will **not** put the SOLVENCY stamp.

All information concerning annex 32 can be found on: https://dofi.ibz.be/fr/themes/ressortissants-dun-pays-tiers/etudes/favoris/engagement-de-prise-en-charge
https://dofi.ibz.be/nl/themes/ressortissants-dun-pays-tiers/etudes/favoris/verbintenis-tot-tenlasteneming

IMPORTANT

To be able to sign the annex 32 a guarantor must have at least **2.699 euros (€) net/month** (included 730 euros net/month for each sponsored student -amount set for the 2022/2023 academic year) **+ 150 euros for each dependent**

ATTENTION!

Any Arabic document provided without translation will not be considered.

The verification of the submitted documents can delay or impede the issuance of the requested visa. These delays depend exclusively upon the instance that issued the documents. Any false statements or documents will lead to your application being rejected.

Please note that the application will be processed with the documents handed over at the submission. No additional documents can be submitted at TLS or at the Embassy if the Embassy has not requested them. An incomplete file will often lead to a visa refusal. A complete file does not either guarantee the issuance of a visa. 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. Additional documents not indicated on the list may be required to substantiate your visa request.