Embassy of the Kingdom of Belgium in
HELSINKI

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Exchange Student Visa - List of required documents

Context : Visa applications from students who are on exchange at a higher education institution in Belgium. These students remain registered at their sending institution in FIN/SWE/NOR/ISL/DNK/EST as regular students during the whole exchange period in Belgium. This visa does not concern students registered as regular students in Belgium or doing an internship in the framework of their studies.

If you are a Third Country National wishing to stay in Belgium for more than 90 days, you need to apply for a D type visa.

These are merely the standard documents. We might require further evidence at the course of the process. It is mandatory to send them as separate pdf documents. Any other form (photograph etc) will be rejected.

☐Enclosed visa application form

☐2 recent identity photos in color, standard size 35 x 45 mm with light and uniform background. Please note your name on the back side of the photos

☐Enclosed language form

☐Enclosed notice "willingness to integrate"

☐National passport valid at least 12 months & containing at least two empty visa pages – please prepare copies of the identity page + issued visas

☐Copy of your valid residence permit in FIN/SWE/NOR/ISL/DNK/EST

☐Enclosed less than 6 months old medical certificate that has to be filled out by a doctor

- Issuing doctor
  FIN/SWE/NOR/ISL/EST: any doctor of your choice
  DNK: the advised doctor on the back side of your yellow health insurance card (please provide a copy of this card)

- Apostil legalization by a notary public required in all other countries than DNK and EST that have a bilateral agreement with Belgium

☐From the age of 18 and older: police clearance certificate from your current country of residence FIN/SWE/NOR/ISL/DNK/EST. Requirements: recent max 6 months, issued directly in English/Dutch/French/German or provided with a translation by a sworn translator into one of these languages. Apostil legalization by a notary public required for extracts and translations from NOR and ISL

☐Certificate by a Belgian institution of higher education proving that you are registered as an exchange student and mentioning the period of the exchange

☐Certificate issued by your sending institution (FIN/SWE/NOR/ISL/DNK/EST) confirming your status as a regular student and your exchange period in Belgium

☐Proof of sufficient income of min 1062 EUR net/month during your stay in Belgium. Please consider that bank statements are not considered as a valid proof of solvency. Accepted documents are one of following or their combination :

- Certificate stating that you are or will soon be receiving a scholarship or loan

- Commitment that charge will be taken (annex 32). For further instructions your guarantor should contact the Belgian embassy accredited for the country where he/she is residing

- Financial agreement with the Belgian university/organization attesting that you have blocked the needed amount (1062 EUR multiplied by the number of months of your stay in Belgium for the first academic year) on their account and will receive it back in monthly transfers during your stay in Belgium

☐Receipt of payment: Visa handling fee 250 EUR. The net value should arrive without charges to the embassy account:

Beneficiary: Embassy of Belgium in Helsinki
IBAN: FI68 1722 3000 0002 49
BIC: NDEAFIHH
Please add a clear message such as: visa application + name of the applicant

Citizens of Morocco, Israel, San Marino, Japan and Turkey are exempted from the visa handling fee

☐Receipt of payment: Visa contribution fee 251 EUR (or 242 EUR if you study in a private institution)

Beneficiary: SPF Intérieur, Office des étrangers, boulevard Pacheco 44, 1000 Bruxelles

IBAN: BE57 6792 0060 9235
BIC: PCHQBEBB
A message to the payment must be added in the following format:
Surname First Name Nationality Date of Birth (DDMMYYYY)

More information at the web site of the Belgian Immigration Office: Fee | IBZ

We advise you to read the information through carefully and check that you do not fall into any of the few categories of exemption (younger than 18, or Turkish citizens studying in private education who are exempted from the contribution fee, long term residents with special status in another EU country who pay 198 EUR, etc.)

Note: If you receive a **scholarship**

- from a public organization established in Belgium (state, communities, regions, provinces, municipalities, public universities, public utility foundations)

- from an international organization of which Belgium is a member (such as the EU funded Erasmus scholarships)

you are exempted from both the handling fee and the contribution fee

- If you have been granted a scholarship by a Belgian organization, please present a standard form (link to the form in French here and in Dutch here) filled out by a representative of the organization. You can find the form in English on the website.

- If you have been granted an Erasmus scholarship by an organization in FIN/SWE/NOR/ISL/DNK/EST, please have the document "Bourse attestation" filled out by a representative of your organization. If it concerns an Erasmus scholarship, the university representative needs to check the second lowest box "an international organization established under public law and of which Belgium is a member" (this refers to the EU)

The application is only considered admissible with a proof of the paid fees.