

Study or study related stay (long stay visa).

Documents should be submitted in original + 2 photocopies (A-4 size). All originals are returned.

Students who applied for a study under art 9-13 or 58 must fill a questionnaire at the Embassy of Belgium in Tehran after having lodged their application with VFS. The questionnaire must be filled on the day of application at 2 PM. (exchange students and students with scholarship from Belgium are exempted).

		Original	Copy	Legalization and translation
Main documents				
Original of passport	- Passport Which must be valid for at least 1 Year When Applying for the visa Issued within the previous 10	☐ Yes ☐ No ☐ Yes ☐ No	☐ Yes ☐ No ☐ Yes ☐ No	☐ Yes ☐ No ☐ Yes ☐ No
Two Long stay visa application forms	-Duly completed (in German, Dutch, French or English), dated and signed by the applicant in person. The form with a bar code is available once the registration on <u>Visa-On-Web</u> is completed online. Print out the form and add it to your documents. -For family members or group applications each individual must have a separate VOW application form. -In case of minors (below the age of 18), the application form needs to be signed by parents or person exercising legal guardianship.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
Confirmation of administrative fees payment	A contribution for administrative cost (administrative fee) must be paid directly to the Ministry of Interior prior to submitting an application, please check the following website to find all the information on the cost, how to proceed and the exemptions : https://dofi.ibz.be/sites/dvzoe/EN/Pages/home.aspx Without the proof of this payment, the visa application cannot be accepted. (2 Copies)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Two identity	2 identical, recent passport photographs, meeting			

photos	Schengen photo requirements (two glued on each of application form).	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Proof of purpose of stay and accommodation				
Enrollment confirmation	Proof of registration or registration permit for a full course in a higher education establishment in Belgium, or proof of application for an equivalence certificate for diplomas or certificates issued abroad, or proof of registration for an admission test or entrance exam. (2 Copies)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Solvency proof	-A Financial certificate issued by the university with the proof of a blocked account or a proof of Grant or Scholarship or Pledge of financial support for students (annexe 32/bijlage 32).	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	-A sponsor must provide a prove of monthly income (more than 1000 EUR) + 150 EUR per person financially under care of the sponsor + 642 EUR for the student.	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	<u>If the guarantor is Iranian, he must submit</u> -copy of ID card guarantor	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	-copy of translated Shenاسنامه of guarantor	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	-documents establishing validly that the sponsor/guarantor receives sufficient regular income	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	-bank statements of the last year	☐ Yes ☐ No	☐ Yes ☐ No	Yes ☐ No
	Guarantor provides us a copy of the identity card /residence permit of the sponsor and details of the family structure (= Shenasنامه of the guarantor).	☐ Yes ☐ No	☐ Yes ☐ No	Yes ☐ No
	All members of the family which are mentioned on the Shenاسنامه will be considered as being at the charge of the guarantor. If this is not the case, the guarantor will have to proof the contrary.	☐ Yes ☐ No	☐ Yes ☐ No	Yes ☐ No
Guarantor must supply any document establishing validly that the sponsor/guarantor receives sufficient regular income to take charge of the students' healthcare, living costs, study costs and repatriation costs, in other words: <u>If guarantor is employee :</u>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	

	- work attestation + 3 last pay slips + proof of payments of social security by his employer <u>If guarantor is independent:</u> -business license + proof payment taxes + list of his employees affiliated to social security+ any other proof that he is independent. Bank statements of the last year (please underline the credit amount of salary each month) and give any other document validly attesting to other sources of regular income (e.g. spouse's income, property rents etc.). For more information, please consult the website of the Immigration Office in Brussels: https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/The_commitment_that_charge_will_be_taken_Annex_32.aspx	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
The last Diplomas and Grades	Only requested if it is a requirement for your inscription in Belgium (see conditions of inscription with your university) (2 Copies)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Other documents				
Shenasnameh	Translated (2 Copies)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Medical certificate	A medical certificate completed by an accredited doctor of the Belgian Embassy. Check the website of the Immigration Office if needed or not. (2 Copies)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Police Clearance	An extract from your judicial record (Police clearance), not more than six months prior to the date of application and covering the last 5 years. (2 Copies)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No