Temporary Residence Visa for Students

(University or Equivalent)

Procedure

Step 1: Fill out an application form online: https://visaonweb.diplomatie.be/en

Step 2: Choose how to submit your application file. Please note the Consulate General is open for emergencies only and you are exempt from the collection of your biometric data by our services. Therefore, send your application package by post and disregard the functionality "*make an appointment*".

Step 3: Finalize the process on VisaOnWeb. Print out your form, date it and sign it.

Step 4: Gather all documents listed below and add them to your application package, together with your application form. Please take into account the deadlines for obtaining your supporting documents (insurance, police certificate, medical certificate, etc.) as well as processing times on our side (see our website).

Step 5: Mail your application package to the Consulate General by post (express courier service with tracking number, e.g. Xpresspost, FedEx, UPS, DHL or Purolator):

Consulate General of Belgium
1000, Sherbrooke Street West - Suite 1400
H3A 3G4, Montreal, Quebec

Your application

To be admissible and processed, your application must contain **ALL following supporting documents**, in the order indicated below:

1. **Your application form**: printed, dated and duly signed.

2. The **acceptance letter** or **proof of enrolment** issued by the university or the higher education institution in Belgium. Your host institution must be officially recognized by the competent authorities in Belgium (*if it is a private institution, the procedure detailed in this document does not apply to you – please visit this page*);

3. **Proof of payment of the administrative fee**

   Bank transfer in EURO (€) to the following account in Belgium:

Amount:	€ 228,00
Beneficiary - Name:	SPF Intérieur, Office des étrangers
Beneficiary - Address:	Boulevard Pacheco 44, 1000 Bruxelles
IBAN:	BE57 6792 0060 9235
BIC:	PCHQBEBB
Bank - Name:	BPOST SA
Bank - Address:	Centrum Monnaie (*no number*), 1000 Brussels
Communication:	NAME First Name(s) NATIONALITY Birth date (DDMMYYYY) art. 58 *(Example: SMITH Anne CAN 15072002 art 58)*

   The amount paid must cover the amount of the fee + any bank charges.
   More info: administrative fee

4. **Two photographs**: recent (less than 6 months), Canadian passport-sized, in color, white background;

5. **National passport**, valid for the duration of studies + 3 months. If you are a foreign student, include proof of your legal status in Canada as well (e.g. PR card);

6. **Police certificate**: If you are 18 years or older, provide a Certified Criminal Record Check with fingerprints issued by the Royal Canadian Mounted Police (RCMP) within the last 6 months. This certificate should bear the RCMP seal and the signature of the Director General of Canadian Criminal Real Time Identification Services (CCRTIS);

7. A **medical certificate**, issued by a family physician or an accredited doctor. If you choose a family physician, please check online whether this physician is affiliated with your province's College of Physicians, print out the result and include this proof in your file. The medical certificate must be fully completed, bear the doctor's signature, full name, practitioner number and seal (or the seal of the medical office where the doctor practices). Please use exclusively this model certificate;

8. **Health insurance**: Proof of subscription to a health insurance scheme valid in Belgium, clearly indicating the traveller's name, the period of coverage (min. 3 months), the geographical area and the amounts covered (min. € 30.000), covering all risks, including hospital care, emergency treatment and repatriation (including in the event of death). Please provide a CLEAR AND CONCISE document from your insurer that includes ALL of these elements. The insurance contract must be taken out with a private insurer, Belgian or Canadian, and must be valid from the date of entry into Belgian territory.
   If you hold a scholarship from a Belgian university, and this university formally undertakes to cover your medical expenses during the period during which the scholarship is granted, this commitment is considered equivalent to a medical insurance and you should not take out private insurance.
   Besides, if you are a student from Quebec, you can benefit from the provisions of the Belgium-Quebec Social Security Agreement: visit this page for more details. Indeed, if, under this Agreement, an approved health insurance provider in Belgium (*mutualité/mutualiteit*) can certify that your health expenses will be covered as soon as you enter Belgian territory, you do not have to take out private insurance either.
   Finally, please note that as soon as you are registered in the population registers in Belgium as a temporary resident, you will automatically be subject to the Belgian public health insurance scheme; you will then have to join an approved health insurance provider in Belgium (*mutualité/mutualiteit*) of your choice. This will give you the right to receive a full

or partial refund, depending on the service provided, for your medical costs and certain medication during your stay in Belgium. Alongside your affiliation to a *mutualité/mutualiteit*, you can always take out a complementary health insurance with a private health insurance company: this type of insurance is not compulsory but it can cover certain costs which are not reimbursed by the *mutualité/mutualiteit*;

9. **Proof of COVID-19 vaccination**: Printed copy of your Canadian proof of vaccination (federal model - see here how to obtain it). As the evolution of the COVID-19 pandemic is hard to predict, plan ahead and anticipate the possibility that this proof will potentially be requested from you during your trip;

10. **Affidavit of support**: provide an affidavit of support for students (*form 'Annexe 32' - document only available in French*) signed by a sponsor, whose signature will be legalized by the Consulate General. Your sponsor must be a member of your family up to the 3rd degree and have the Canadian citizenship or be a Permanent Resident in Canada. Your sponsor undertakes to cover your accommodation, study and repatriation costs for at least one academic year. Your sponsor must fill out the document, print it and write (by hand) "***lu et approuvé***" ("*read and approved*") next to his signature. The signature's authenticity must be witnessed by a **commissioner of oaths/notary public** whose **seal** must be affixed to the document. Besides, your sponsor must provide a **photocopy of an official identity document** – e.g. driver's license, passport… – to confirm his/her signature. Finally, your sponsor must **prove his/her solvency** and provide his/her 3 most recent bank statements and 3 last paystubs. Please use exclusively the required form;

11. **Additional proof of solvency**: If you have a scholarship, a mobility grant, a savings account or a loan, please add copies of these documents to your file as additional proof of solvency;

12. **Payment of consular fees**. We charge the following consular fees: the visa fee as well as a fee for the legalisation of the affidavit of support and a fee for the legalisation of the police certificate. Payment is only accepted by means of a **certified bank cheque** or a **bank draft** (issued by a Canadian financial institution) or a **Postal Money Order** (issued by Canada Post) made out to the *Consulate General of Belgium*. KINDLY NOTE: personal cheques, transfers from a Canadian bank, *e-Interac* or credit card payment over the phone are NOT ACCEPTED;

Outline | Consular Fees

- Visa fee (CAD 270,00) + legalisation police certificate (CAD 30,00) = **CAD 300,00**
- Visa fee (CAD 270,00) + legalisation affidavit of support (CAD 30,00) = **CAD 300,00**
- Visa fee (CAD 270,00) + legalisation police certificate (CAD 30,00) + legalisation affidavit of support (CAD 30,00) = **CAD 330,00**

Visit this page for details on consular fees.

13. **LOJIQ scholarship** holders are exempt from the visa fee (*ATTENTION: no exemption for legalisation fees and for the payment of the administrative fee in Brussels*). Please add the **agreement signed with the organization** to your application file;

14. A **self-addressed and pre-paid envelope** (with tracking number) from an express courier service such as Xpresspost regional or national, FedEx, UPS, DHL or Purolator, to return your passport and other documents.

Processing your file

We recommend that you submit your visa application **as soon as possible** and at the latest 1 month before the start of your studies in Belgium. Due to the large number of visa applications to be processed in a few weeks, the Consulate General cannot guarantee that visa applications submitted within less than 1 month will be processed for the desired date.

When your visa is approved, a visa sticker is affixed to your passport.

We will then ship you back your passport as well as your police certificate and the affidavit of support. All other documents are kept by our services during 3 years, after which they are destroyed.

If your visa application is refused or if you decide to cancel your trip to Belgium after submitting your application, your passport, the police certificate as well as the affidavit of support will be returned to you. However, **no reimbursement can be made for the costs you have incurred**.

Arriving in Belgium

Within 8 days after your arrival in Belgium, go to the municipal administration of the municipality where you live in order to apply for an A-card: this card is granted to foreigners benefiting from a temporary stay in Belgium.

Please note it can take a few weeks up to a few months to receive this card.

Make sure to take an appointment with the municipality and follow the instructions provided. Do not forget to bring your passport to your appointment, as well as all supporting documents you have submitted together with your visa application, especially your certificate of registration in the Belgian institute for higher education and your proof of health/medical insurance.

Alumni Network

The Consulate General of Belgium in Montreal has established an Alumni Network with the aim of promoting exchanges through networking activities, targeted communications or events. If you would like to join this network, please complete the attached form and add it to your file.

REGISTRATION FORM TO JOIN THE ALUMNI NETWORK

This form aims to gather a series of data relating to Canadian residents who have completed part or all of their higher education in Belgium and wish to join the Alumni Network created at the initiative of the Consulate General of Belgium in Montreal in order to promote exchanges through networking activities, targeted communications or events. Your contact details may also be transmitted to the representations of the Belgian federated entities in Canada having education under their jurisdiction, for the same purpose of exchange and networking.

The Data controller is the Consul General of Belgium in Montreal.

You will be able to cancel your registration at any time by notifying it by e-mail to montreal@diplobel.fed.be

PERSONAL INFORMATION

Last Name:

First Name:

Current occupation:

Email:

Telephone (optional):

Municipality of current residence:

INFORMATION ON THE STAY IN BELGIUM

Program followed: ☐Bachelor ☐Master ☐PhD ☐Internship ☐Other:

Name of the program:

Name of Belgian host institution:

Status: ☐Regular student ☐Exchange student

Duration of stay in Belgium: ☐ > 3 months ☐ < 3 months

Academic year of the stay:

By signing this form, I consent to the data provided above being used for the purpose of creating and maintaining the Alumni Network of the Consulate General of Belgium in Montreal.

Date : Signature: