



VISA D – APPLICATION
STUDENT

Submission & collection time: 9am-12pm

| Embassy check | Applicant check | Document number | Original and / or copy | Description of the document |
|---------------|-----------------|-----------------|------------------------|---|
| | | 1. | Original | This checklist , with boxes ticked, signed and documents in the sequence of this checklist. |
| | | 2. | 2 Originals | Print-out of the Schengen visa application form properly completed online , signed and dated on the last page of the form + a recent passport-sized photo according to the ICAO regulations , pasted on the application form. |
| | | 3. | Original | Print-out of the confirmation email of your appointment. |
| | | 4. | Original + 1 Copy | Passport with at least three empty pages. Issued less than 10 years ago and valid for at least 12 months when your visa application is submitted. Copy of bio-data pages (this includes the signature page). |
| | | 5. | Original + 1 Copy | Singapore resident permit Employment Pass / Dependant's Pass / S Pass / Student Pass / Permanent Resident Identity Card + Re-entry Permit / Recent print out of SGWorkPass ... |
| | | 6. | Original + 1 Copy | Admission / Registration letter from the University / School in Belgium Proof of admission or registration in a higher education establishment in Belgium. When this is sent by email, it should also be sent by the University directly to the visa office of the embassy. |
| | | 7. | Original + 1 Copy | For students of an Exchange program: student status letter from the University in Singapore , including that you have been accepted to go on exchange to Belgium. |
| | | 8. | Original | Certificate of good conduct (for 21 years old and above) issued less than 6 months ago by the appointed authorities in your country of residence and / or country of origin. To obtain a "Certificate of Clearance" (COC) in Singapore: applicant must first make a personal appearance at the Embassy with his / her passport to request an introductory letter required by the Singapore Police Force . The COC needs to be authenticated by the Ministry of Foreign Affairs in Singapore and legalized by the Embassy (fees apply). |
| | | 9. | Original | Medical certificate issued less than 6 months ago, properly completed, stamped and signed by one of the medical doctors designated by the Embassy . |
| | | 10. | Original + 1 Copy | Proof of sufficient financial means: 1. Self-supporting Bank statements and proof of income of the last 3 months, if you remain to obtain this income steadily during your studies in Belgium. OR Scholarship certificate OR Bank loan certificate OR Financial certificate from the University in Belgium confirming an amount has been transferred to the University's account in Belgium for your living expenses during your studies. This is possible by signing an agreement between the University and yourself. When this is sent by email, it should also be sent by the University to the visa office of the embassy. OR 2. By Guarantor with following required documents: - Annex 32 (available only in Dutch or French, with help of translation Dutch to English and French to English provided). Completed but the guarantor signs only at the Embassy (fees apply). - Salary slips of the last 3 months of the guarantor. - Bank statements of the last 3 months of the guarantor. - Recent attestation of Employment (or ACRA Business profile for self-employed) stating your starting date, position and yearly salary. - Income tax (latest Notice of Assessment). - Copy of the guarantor's passport (including bio-data pages + signature page). |
| | | 11. | 1 Copy | Flight reservation / Booking to Belgium. Exchange students need to submit a return flight as well. |
| | | 12. | 1 Copy | Proof of payment of the contribution fee , to be paid prior to the visa application. The contribution fee cannot be paid at the Embassy. |
| | | 13. | 1 Copy | Questionnaire to be completed |

I HAVE BEEN INFORMED THAT:

- my passport will be kept for the duration of the visa processing time.
- the visa processing time is at least two weeks.
- my application will only be eligible for processing when the submitted file is complete.
- additional documents may be requested.

Signature:

Visa fee & legalization fee payable by Credit Card (Visa or Mastercard) and nonrefundable

For **accompanying family members** a separate and complete file needs to be submitted. Please refer to the list of requirements for a family reunion visa.