



Embassy of the Kingdom of Belgium  
in Kuala Lumpur, Malaysia

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VISA D – STUDENT

Submission & collection time: 9am-12pm

| Embassy check | Applicant check | Document number | Original and/or copy | Description of the document   |
|---------------|-----------------|-----------------|----------------------|---|
|               |                 | 1.              | Original             | <b>This checklist</b> , with boxes ticked and documents in the sequence of this checklist.  |
|               |                 | 2.              | Original             | Pint-out confirmation email, that you have an appointment for your visa application.  |
|               |                 | 3.              | 2 Originals          | Two <a href="#">visa application forms</a> properly completed. Signed and dated in field 36 + 37 as well as on the last page of the form.   |
|               |                 | 4.              | 2 Originals          | Two <b>recent</b> passport-sized <b>photos</b> according <a href="#">to the ICAO regulations</a> .  |
|               |                 | 5.              | Original + 2 Copies  | <b>Passport</b> 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)  |
|               |                 | 6.              | Original + 2 Copies  | <b>Malaysian resident permit</b> (Identity Card in case of Malaysian)<br>Employment pass/Dependant's Pass/Work permit/Student pass/Permanent Resident card + Re-entry Permit/...  |
|               |                 | 7.              | Original + 2 Copies  | <b>Admission/Registration letter from the University/School in Belgium</b><br>Proof of admission or registration for a full course in a higher education establishment in Belgium.  |
|               |                 | 8.              | Original + 2 Copies  | Student status <b>letter from the University in Malaysia</b> for student of Exchange program, that the student has been accepted to the program to go on exchange to Belgium.   |
|               |                 | 9.              | Original             | <b>Legalized certificate of good conduct</b> (for 21 years old and above) issued less than 6 months ago by your country of residence (must be legalized by the Malaysian Ministry of Foreign affairs and legalized by the Embassy of Belgium, Kuala Lumpur) or country of origin (it needs to be legalized by the Ministry of Foreign affairs and the Embassy of Belgium from country of origin).   |
|               |                 | 10.             | Original             | <b>Medical certificate</b> issued less than 6 months ago.<br>It must be properly filled out and stamped and signed by the medical doctors designated by the Embassy. Kindly contact Clinic Segara at +60321632140   |
|               |                 | 11.             | 2 copies             | Photocopies of the diploma / degree certificates  |
|               |                 | 12.             | 2 copies             | <b>Residence address</b> in Belgium / Rental contract   |
|               |                 | 13              | 2 Copies             | <b>Schengen Insurance</b> coverage at least 30,000 Euro   |
|               |                 | 14              | Original + 2 Copies  | <b>Proof of sufficient financial means</b> by one of the following:<br><ul style="list-style-type: none"> <li>° <b>Bank statements and proof of income</b> of the last 3 months, if you remain to obtain this income steadily during your studies in Belgium.</li> <li>° <b>Scholarship certificate</b></li> <li>° <b>Financial certificate from the University in Belgium</b> confirming that the necessary amount has been transferred to the account of the University for your own living expenses during your studies in Belgium. This is possible by signing an agreement between the University and yourself.</li> <li>° <b>By a guarantor</b>: who signs a pledge of financial support for a student at the embassy, guarantor to be present and to bring the following: <ul style="list-style-type: none"> <li>- <a href="#">Annex 32</a> (French to <a href="#">English translation</a>), <a href="#">Annex 32</a> (Dutch to <a href="#">English translation</a>)<br/>Completed but the guarantor signs only at the Embassy + payment of legalization fee.</li> <li>- <i>Salary slips</i> of the last 3 months of the guarantor</li> <li>- <i>Bank statements</i> of the last 3 months of the guarantor</li> <li>- <i>Recent attestation</i> of Employment (or Business profile for self-employed (SSM)) stating your starting date, position and yearly salary.</li> <li>- <i>Income tax</i> (recent)</li> <li>- Copy of the guarantor's passport (bio-data pages + signature page)</li> <li>- Family composition</li> </ul> </li> </ul> |
|               |                 | 15.             | Original + 2 Copies  | <b>Flight reservation/Booking</b> to Belgium.<br>Exchange students need to submit a return flight as well.  |
|               |                 | 16.             | Original + 2 Copies  | Proof of payment of the <b>contribution fee</b> . Only possible via bank transfer and to be paid prior to the visa application.<br>Cannot be paid at the Embassy.   |
|               |                 | 17.             |                      | <b>Visa fee: 936RM</b> payable by Cash only (not refundable and subject to change).<br><b>Legalization fee: 104 RM</b> per document.  |

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 three weeks.
- my application will only be eligible for processing when the submitted file is complete.
- additional documents may be requested.

**Signature:**

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.