

# Mobility – Belgian visa – Short Track Procedure for scholars and visitors financed in the framework of VLIR-UOS projects and programmes

## Information for the visitors and scholarship holders

### Diplomatic post or external visa service?

Not all Belgian diplomatic posts handle visa applications. Sometimes they refer to another Belgian or foreign diplomatic post, or to an external visa service provider.

This document aims at providing more clarity regarding the procedures concerned.

[On our website](#) (Documents > Guidelines and forms > General guidelines and forms > Visa procedure), please find an overview of all diplomatic posts and external visa services in VLIR-UOS partner countries and scholarship countries, and the respective diplomatic post or external visa service responsible for handling visa applications for Belgium.

### Important information and documents

1. When applying through an external visa service, applicants need to submit a visa application form **online** before making an appointment or before submitting their file (via <https://visaonweb.diplomatie.be/en/Account/Login>). Applicants will be asked to print the completed form and to add it to their application file.
2. There are in principle three types of fees related to the visa application: service charge or handling fee, visa fee, retribution fee. In principle, VLIR-UOS funded scholarship holders or visitors are exempted from visa fees and retribution fees. The exemption from the **retribution fee** is absolute. The exemption for the **visa fee** is under the condition that the visa application is submitted via a Belgian diplomatic service or via an external service provider (e.g. VFS / TLS). This exemption is a consequence of the so-called “DGD form” that is processed by VLIR-UOS for visa applications in the framework of UOS. Applications can therefore only be submitted after VLIR-UOS has sent the DGD form to the diplomatic service. This procedure should be known by all Belgian diplomatic posts and the external service providers, and is to be referred to by the applicant, in case payment would be requested. In case the application is submitted via a foreign embassy however, a visa fee can be applicable and is refundable.
3. It is crucial that an applicant provides the **mandatory documents** and information supporting his/her visa application. Failure to provide one or more of these documents can lead to non-delivery of the visa.

C-visum (<3 months)	D-visum (>3months)
Duly completed and signed <b>visa application form</b>	
<b>Passport</b> with validity of at least 6 months after the end of the planned journey	
<b>Copy</b> of the data page of the passport together with all pages having visas and stamps	
One passport sized <b>photo</b> with white background and not older than 6 months)	
<b>Flight itinerary</b>	
<b>Proof of insurance</b>	
<b>Proof of financial means:</b> scholarship certificate, letter or filled out standard form mentioning the total amount and composition of the scholarship or visitor allowances. For ITP and ICP scholars these are provided by VLIR-UOS, for project/programme scholars the institution provides the <a href="#">standard form</a> . For other scholarship holders and visitors, the letter of invitation / acceptance / admission can be used.	
<b>Printed letter of invitation / acceptance / admission to the training</b> the scholar received from the Flemish university, in which all relevant personal and programme data as well as the total amount and breakdown of the scholarship or visitor allowances are mentioned.	
If relevant: <b>support letter of the employer</b> (stating study leave is allowed).	
	<b>Medical certificate</b> attesting that you are not carrying any of the diseases which might endanger public health, provided by one of the Embassy's accredited clinics
	<b>Certificate of good conduct</b> issued not less than 6 months prior to the visa application, authenticated by the authorities and to be legalized by the Embassy.
	<b>Copy of diploma / academic records</b>

4. After the applicant has obtained his/her visa both the applicant and the Flemish institution are strongly recommended to **make a scan of the passport and visa** of the visitor / scholarship holder. The visitor / scholarship holder is strongly advised to send the scanned file to his/her own e-mail address, for global recovery of a digital copy in case of loss or theft of the original documents.