

TEMPORARY RESIDENCE VISA FOR EXCHANGE STUDENTS (High School)
(Rotary, AFS, YFU, Lion's...)

These visas will not be issued after September 30th of each academic year.

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

Step 2: Decide whether you will send your application file by mail or hand it in person in Montreal. Make an appointment on visaonweb to apply in person or disregard the functionality "make an appointment" if you choose to send your application by registered mail.

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

Step 4: Gather all the documents listed below and add your form to your application file.

Step 5: Mail your application package to the Consulate General by registered or secured mail (FedEx, UPS, Purolator...), or apply in person on the set appointment date.

The address is: Consulate General of Belgium, 1000, rue Sherbrooke Ouest – Suite 1400, H3A 3G4 Montréal, QC by registered or secured mail (FedEx, UPS, Purolator...).

1. Proof of **payment of the administrative fee (only** if the student is 18 years and older).
 - Amount: 366 Euros
 - Beneficiary - Name: SPF Intérieur, Office des étrangers,
Address : Boulevard Pacheco 44, 1000 Bruxelles
 - IBAN: BE57 6792 0060 9235
 - BIC: PCHQBEBB
 - Bank – Name: BPOST SA,
Address: Centrum Monnaie (no number), 1000 Brussels
 - Communication: NAME First Name NATIONALITY Birth date (DDMMYYYY) art. 9 (*Example: SMITH Anne CAN 28021981 art. 9*)
2. **The original enrolment or letter giving admission** in Belgium to a university or an institution of higher education, recognised in Belgium
3. **Original guarantee form**, signed by the applicant, his/her parents, host family and host club counselor + schooling guarantee;
4. One recent Canadian **passport-size photograph** (colour);
5. A national **passport**, valid for at least 15 months;
6. A **medical certificate**, issued by a family physician or an **accredited doctor**. This document **must bear the physicians stamp or the seal of the medical office**. If you choose a family physician , please check on line whether you doctor is accredited with the Provincial College of Physicians, **print out the result and include this proof in your file**.
7. **Notarised parental consent** (or legal guardian's) for minors to travel (under 18);

8. If you are **21 years or older**: a **police certificate** or criminal record **with fingerprints** issued by the RCMP, within the last 6 months. This document **should bear the original signature, full name of the authorised police officer and official stamp**.

9. **Payment of consular fees**

It concerns **visa fee** and **legalisation** of police certificate (if applicable). Payment only by money order or bank draft in the name of Consulate general of Belgium. Personal cheques are not accepted. At the Consulate general credit and debit cards are accepted.

Summary

- Visa fee: **288 CAD OR**
- Visa fee: + legalisation of police certificate: **320 CAD**

10. **A self-addressed and pre-paid return envelope** – e.g. XpressPost, FedEx, Ups etc (return passport and other official documents).