



Temporary Residence Visa for Exchange Students (High School)

Who is concerned?

This procedure is aimed at secondary school (high school) students whose school exchange in Belgium is organized and supervised by an official organization such as Rotary, Lion's, AFS or YFU.

If you are a high school student and your study stay in Belgium is not supervised by such an organization, send an email to montreal.visa@diplobel.fed.be with the details of your project.

What is the procedure?

Step 1: Fill out an application form [online on the VisaOnWeb portal](#).

Step 2: As you must send your application file by post, please disregard the functionality "*make an appointment*" on VisaOnWeb.

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

Step 4: Gather all supporting documents listed below and add them to your application package, together with your application form. PLEASE NOTE: take into account the delays for obtaining your documents (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

Step 6: When received, we will examine your application. If it is admissible, we will deliver your visa. PLEASE NOTE: incomplete applications will not be processed!

What should I include in my application?

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

1. **Your application form:** printed, dated and duly signed.
2. Proof of payment of the **administrative fee (only if you are 18+!)**

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

Amount: € 229,00
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, 1000 Brussels
Communication: NAME First Name(s) NATIONALITY Birth date (DDMMYYYY) art. 9
(Example: SMITH Anne CAN 15072006 art 9)

The amount paid must cover the amount of the fee + all bank charges.
Students under the age of 18 are exempt from the administrative fee.

More info: [administrative fee](#)

3. The **acceptance letter** or **proof of enrolment** giving admission to a recognized secondary school in Belgium;
4. **Guarantee form** signed by the authorized representatives of the student exchange organization in Belgium (Rotary, YFU, AFS, Lion's, etc.);
5. **Two identity photos:** recent (less than 6 months), Canadian passport-sized, in color, on white background;
6. **National passport:** valid for at least 15 months. If you are a foreign student, please also send proof of your legal status in Canada (e.g. PR card);
7. [Notarised parental consent](#) (or legal guardian's) for minors (under 18) to travel;
8. **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). Finally, the certificate should be duly [apostilled according to the Canadian procedure](#);

9. 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 the [College of Physicians](#) of your province, 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](#);
 10. **Payment of the visa fee.** The [visa fee](#) (long stay) amounts to CAD 270,00. 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;
 11. 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.
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