

P.A. R. T. S.

STARTING KIT

A guide on the visa application procedure, legal residency in Belgium, registration upon arrival and accomodation in Brussels.

Training cycle 2022-2025

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1. LEGAL RESIDENCY IN BELGIUM

Non-Belgian students must obtain a legal residency in Belgium. PARTS will help with documents and procedures.

a. STUDENTS FROM OUTSIDE THE EUROPEAN UNION

VISA APPLICATION

If you are a national from a “third-country” (= non-European Union or non-Schengen country) who wishes to study full-time at a higher education institution in Belgium, you must apply for an authorization to stay in Belgium for more than 90 days : **a long term stay student VISA type D.**

As a rule, this application is submitted to the Belgian diplomatic or consular post in your country or a neighboring country. The **procedure** to follow is explained on the website of the relevant diplomatic post and/or on the website of the external service provider with which this post collaborates to receive visa applications (VFS Global, TLS Contact).

You can find the address of the Belgian embassy or consulate in your country here:

http://diplomatie.belgium.be/en/services/embassies_and_consulates/belgian_embassies_and_consulates_abroad

https://diplomatie.belgium.be/en/services/travel_to_belgium/visa_for_belgium

There are different types of visa. You need to apply for a **long term stay student VISA D.**

You will be “a **regular full-time student, enrolled at an institution of higher education in Belgium organized, recognized or subsidized by the Belgian government.**”

You have to follow the procedure as mentioned on the website of the Immigration office, which is the competent Belgian authority for access to the territory, stay, residence and removal of foreigners in Belgium.

<https://dofi.ibz.be/fr/themes/ressortissants-dun-pays-tiers/etudes/1ere-autorisation-de-sejour-demande-de-visa-d>

As a general rule, applicants must submit their visa application **in person**, as they must give their fingerprints and answer a questionnaire to assess the coherence of their academic background and their study plan in Belgium.

It is the student’s responsibility to apply for your visa as soon as possible.

The school will not cover for you if you come to Brussels without a visa; there is the risk of being sent back to your country within 48 hours.

If you have any problems related to your visa application, contact Ingrid or Rachel (training@parts.be) in the P.A.R.T.S. office. Do this quickly so we have the time together to work something out.

DOCUMENTS TO SUBMIT

Submit the following required documents to your application at the relevant Belgian embassy or consulate.

Please note that the Belgian administration generally uses two languages: Dutch and French. Please check with the local Belgian Embassy which languages they accept for official documents. If you have the choice, please submit documents in Dutch (far fewer applications in Dutch, so less waiting/delay).

HERE you can find an overview of the supporting documents to be provided with the visa application. Below we list them again, with some extra useful information regarding your situation as a P.A.R.T.S. student.

1. **A complete and signed visa application form** (2 copies) together with two recent passport photos (handwritten in print or typed, with date and signature) - doc. 2 in attachment (in English)

P.A.R.T.S. (Performing Arts Research and Training Studios)

Our address : Van Volxemlaan 164, 1190 Brussels.

tel. +32 2 344 55 98 - mail@parts.be, training@parts.be

Contact person P.A.R.T.S.: Ingrid Maes, ingrid.maes@parts.be

Request for "multiple entries".

Duration of the intended stay: 3 academic years (3 x 365 days)

2. A **valid travel document** (e.g. national passport) to which a visa can be attached., still valid for at least 1 year + 2 copies of the photo page.

3. **Your school certificate for the academic year 2022-23** (2 copies) = an attestation of registration as a regular student in higher education delivered by an educational establishment organized, recognized or subsidized by the public authorities.

You have received your PARTS certificate by email. In case you need a hard copy, please send your correct address to training@parts.be

PARTS is recognized and funded by the Ministry of Education of the Flemish Community. The Training program is recognized as a professional Bachelor in Dance by the Flemish Government - doc. 6 in attachment (in Dutch)

4. **A proof that you have sufficient means of subsistence** for the duration of your stay. to cover healthcare, living costs, study, repatriation costs...

<https://dofi.ibz.be/fr/themes/ressortissants-dun-pays-tiers/etudes/favoris/moyens-de-subsistance-suffisants>

The minimum amount is 730 EUR net/month for the academic year 2022-23.

The proof is provided by producing one or more of the following documents:

a) an **attestation of a scholarship or loan**, signed by the institution that pays it. The monthly amount of the scholarship must correspond to 730 €, in addition to travel expenses, study materials, registration fees and health insurance;

b) **a commitment to support (Annex 32/bijlage 32)** = Engagement de prise en charge (FR)/Verbintenis tot tenlasteneming (NL) - doc. 3 in attachment (in Dutch, French & English translation)

<https://dofi.ibz.be/fr/themes/ressortissants-dun-pays-tiers/etudes/favoris/engagement-de-prise-en-charge>

Have it filled out for the entire duration of the studies so that you will not have to renew this paper every year. A single natural person, who is a relative up to the third degree of the student OR a Belgian, can make the commitment to take charge of a student. This person must prove a net monthly salary of at least 1.773.87 € + 730 € for the student.

The garant must come in person to the consulate to legalize the annex 32, with a number of documents establishing the garant's sufficient regular income. Make sure to check with the Belgian consular post on what to submit together with this annexe 32.

These documents may include, for example:

- *proof of income (for example 3 recent pay slips and an employment contract valid either for at least one academic year or the intended duration of the study (with a certified translation into Dutch, French, German or English)*
- *tax return for the last tax year (with a certified translation into Dutch, French, German or English)*
- *proof of identity, proof of the family relationship between the sponsor and the student OR of the sponsor's Belgian nationality*

c) **Other proof** may be taken into account, such as the payment of a sum of money (minimum 12x730 EUR) into a bank account of the higher education establishment where the student is registered or admitted to register. If this would be your only option, please contact Ingrid.

5. **A medical certificate**, obtained from the doctor designated by the Belgian embassy or consulate - doc 4 in attachment (in Dutch & French)

The medical certificate proves that you do not suffer from certain diseases that are a threat to public health or public order and safety.

6. **A certificate of good conduct** (or the local equivalent of this document)

Only if you are older than 21. An extract from the criminal record dated less than 6 months ago, that you have not been convicted of crimes or ordinary offenses.

7. **Proof of payment of the contribution to administrative costs**

Do not forget to provide proof of full payment of the fee when submitting your visa application. If you do not provide this proof, your visa application will not be admissible.

Unless you are exempted from payment of the administrative fee, you need to pay 208 €. You do not have to pay this fee when you are a scholarship student.

<https://dofi.ibz.be/fr/themes/faq/redevance/dispense-accordee-la-personne-qui-recu-une-bourse-dune-autorite-ou-dun>

In this case, the institution granting the scholarship must complete the standard form - doc 5 in attachment (in Dutch & French)

The contribution must be paid in euros (€), by the applicant or a third party, into the account of the FPS Home Affairs, Immigration Department, Avenue de Pacheco 44 - 1000 Brussels.

IBAN : BE57 6792 0060 9235

BIC : PCHQBEBB

Bank: BPOST NV, Muntcentrum (zonder nummer), 1000 Brussel

The communication must contain the applicant's name, first name, date of birth and nationality + respect the following structure: Name First name Nationality Date of birth (DDMMYYYY).

The amount deposited must cover both the administrative fee (208 EUR) AND any bank charges.

Before paying the fee, you must ask the banking institution making the transfer how much the bank charges will amount to. The Immigration office will check whether the amount received fully covers the administrative fee.

8. Proof that you have or will have health insurance covering all risks in Belgium during his stay.

The documents listed above are only the basic documents to be submitted in all cases.

Additional documents may be requested by the embassy or consulate.

You should submit the documents listed above in their original state and add one copy of each.

If the documents are written in a language other than English, French, German or Dutch, they must be accompanied by a sworn translation into one of these four languages.

PROCESSING THE APPLICATION

In some cases, the visa application procedure may take a long time (up to 3 months!) so you should submit your application as early as possible.

But only submit when it is complete! (incomplete files are rejected)

When the application is submitted, it is sometimes sent to the Immigration Office in Brussels (at the Federal Public Service Interior), which decides whether or not a visa may be issued.

If you want to know the status of your dossier you can check this online:

<https://dofi.ibz.be/fr/themes/faq/visa/ou-en-est-ma-demande-de-visa>

An application for a visa D is sent by diplomatic mail, so it will take two to four weeks for your application to be registered in the online search engine.

Or contact the helpdesk (Mon-Tue-Wed & Fri 9:30-12:00 and 14:00-15:00 - Thu 14:00-16:00) by phone +32 2 488.80.00, or email to infodesk@ibz.fgov.be

ACCESS TO THE TERRITORY

Presentation of a visa does not grant an unconditional right to enter Belgium.

Besides your valid passport & visa, you must also be able to provide proof of the purpose of your intended stay, your conditions of stay, and sufficient means of subsistence for the duration of your intended stay and for the return journey to your country of origin.

Proof of the purpose of your intended stay is your school certificate, proof of adequate means of subsistence for students can be a proof of scholarship, loan, or the annexe 32.

So carry those documents with you when you travel.

b. STUDENTS FROM INSIDE THE EUROPEAN UNION

You do not need a visa if you are a citizen from a European Union or Schengen member country. You can double check on www.diplomatie.belgium.be.

Once you are in Brussels and find an accommodation, you will need to register at the local Brussels commune where you live. For more information, see chapter II Registration.

Documents to bring with you

1. A valid travel document (e.g. national **passport or identity card**)

2. **Your school certificate for the academic year 2022-23**

You have received your PARTS certificate by email.

3. A proof that you have **sufficient means of subsistence**

A student must have sufficient means of subsistence to cover his healthcare, his living and study costs. What is sufficient? For EU students they keep it vague, but keep in mind that for non-EU students this amount is currently 730 EUR net/month (academic year 2022-23).

You can prove this with a simple written declaration to the municipality that you have sufficient means of subsistence to prevent you and any family members from becoming a burden of the Public Center for Social Welfare (CPAS/OCMW).

Or you can also use the same documents that the non-EU students use - see previous chapter.

4. **Proof of health insurance**

If you have health insurance in your home country, you contact your insurance company and ask for your **European Health Insurance Card (EHIC)**.

With this EHIC you get a free affiliation with a Belgian health insurance company, like Partena.

You can prove having health insurance with one of the following proofs:

- An affiliation with a Belgian mutual health insurance company based on your EHIC card
- A private health insurance
- A foreign public health insurance policy. The foreign health insurance must cover risks in Belgium.

In case you do not have health insurance in your home country, it is obligatory to get health insurance with a Belgian company, like Partena.

2. REGISTRATION

Once in Belgium.

Non-EU students that are holders of a visa D must register at the administration of the municipality of their residence **within 8 days of their arrival in Belgium.**

EU students must register at **the administration of the municipality** of their residence **within 3 months of arriving in Belgium.**

Brussels is divided in 19 different municipalities/"communes", and you will have to register in the one where you are going to reside.

P.A.R.T.S. is located in Vorst/Forest, other (nearby) communes are Sint-Gillis/Saint-Gilles, Ukkel/Uccle, the center of Brussels (Brussel/Bruxelles), Anderlecht, Elsene/Ixelles, Schaerbeek, Sint-Joost-ten-Node/Saint-Josse-ten-Node,

More info on how to make your appointment at the municipality to register and the next steps (how to obtain a Belgian residency card) will follow later.

3. ACCOMMODATION

Finding accommodation in Brussels remains the responsibility of every student. As you know, there is no accommodation on the campus site. Current students share houses, apartments or rooms that they have found on the private housing market. Sharing an apartment (and the rent) with fellow students is certainly the cheapest way of living in Brussels; this might seriously reduce your expenses.

Brussels is divided into 19 municipalities ="communes". P.A.R.T.S. is located in Forest/Vorst. The most nearby communes (close to school) are **Forest, Saint-Gilles and Uccle.** You can find more information about transport on the [website of STIB-MIVB](#) or by using [google maps](#).

It is strongly advised to start looking for a place to live **several weeks before the start of the school year.** Visiting places takes time, but also the associated administration takes time (bank, municipality, water, electricity etc).

P.A.R.T.S. cannot look for accommodation for individual students. However the administration of P.A.R.T.S. can help you in two ways:

- We can act as a central information point for people who want to share an apartment. Students can let us know that they are still looking for roommates.
- You can also check with the P.A.R.T.S. administration if there are rooms or apartments of graduated students that can be taken over.

Another thing to take into account when looking for housing: double check if you can **register** it as your **official address** (domicile/domicilie). Some

landlords don't allow this, but it is very important, because non-Belgian students have the obligation to register at the commune on an official address (see chapter II Registration).

a. Useful websites for student rooms, apartments or co-housing

A student room is popularly called a “kot”.

A great source for sublets is Facebook, there are many groups such as:

Wonen in Brussel:

<https://www.facebook.com/groups/188519461195986>

BRUXELLES: Location apartment, Colocation, Sous-location chambre à louer

<https://www.facebook.com/groups/bruxelleschambresalouer/>

BXL A SOUS LOUER

<https://www.facebook.com/groups/488313877916127/>

BXL A LOUER - bouche à louer

<https://www.facebook.com/groups/virtueljojo/>

and

<https://www.facebook.com/groups/195527370457521/>

Sites for more typical student rooms (koten):

www.brukot.be/en/

<https://ikot.be/en/flat-brussels>

brik.mykot.be (most in city center or near universities)

<https://brik.be/en/student-housing/>

<http://kamersvoorstudentenbrussel.be> (Student rooms in the center of Brussels)

<http://en.allekoten.be/kot-brussel>

<https://skot.be/kot-brussels>

www.appartager.be

<https://www.expatriates.com/classifieds/bru/hs/>

<https://www.immoweb.be/> for private apartments/studios

<https://samenhuizen.be/zoekertjes>

is a website about co-housing: existing communities looking for a new resident or house.

Most adds in Dutch, you might find ads in English.

b. Useful websites of youth hostels, hotels and short term alternatives

Down below we have selected a few places where you can stay while visiting P.A.R.T.S., most places aren't far off and are easily accessible with Brussels' public transport. You can find more information about transport on the [website of STIB-MIVB](#) or by using [google maps](#).

YOUTH HOSTELS

General website for hostels in Brussels:

www.hostelsinbrussels.be

www.hostelworld.com

Meininger Hotel

[website](#)

Quai du Hainaut 33, 1080 Brussels

± 20 min away from P.A.R.T.S.

with public transport (tram 82).

closest one to P.A.R.T.S.

Youth Hostel Van Gogh

[website](#)

Rue Traversière 8, 1210 Brussels

± 35 min away from P.A.R.T.S.

with public transport: subway /

bus.

Quality Hostel 2GO4

[website](#)

Boulevard Emile Jacqmain 99, 1000 Brussels

OR hostel near Grand Place: Haringstraat 6-8, 1000 Brussels

both ± 30 min away from

P.A.R.T.S. with public transport.

Youth Hostel Generation Europe

[website](#)

Rue de l'Eléphant, 4, 1080 Brussels

± 26 min away from P.A.R.T.S.

with public transport (tram 82).

Youth Hostel Bruegel

[website](#)

Heilige Geeststraat 2 - B 1000

Brussel

± 26 min away from P.A.R.T.S.

with public transport (tram 82).

Brussels Hello Hostel

[website](#)

Rue de l'Armistice 1, 1081 Koekelberg, Belgium

± 35-40 min away from P.A.R.T.S.

with public transport (metro line 2
or 6 and tram 82).

HOTELS

General website for hotels in Brussels:

<https://visit.brussels/en/category/hotels>

and also check hotels in "Forest" on [Booking.com](https://www.booking.com) for discounts.

De Fierlant

[website](#)

Rue de Fierlant 67

1190 Brussels

± 9 min away from P.A.R.T.S. with

public transport (tram 97), or ± 13

min walk.

Hotel Les Ecrins

[website](#)

Rue du Rouleau 15

1000 Brussels

± 29 min away from P.A.R.T.S.

with public transport (tram).

Novotel Brussels centre Tour Noire

[website](#)

Rue de la Vierge Noire 32

1000 Brussels

± 30 min away from P.A.R.T.S.

with public transport (tram).

Hotel Ibis Brussels City Centre

[website](#)

Rue Joseph Plateau 2,
1000 Brussels
± 30 min away from P.A.R.T.S.
with public transport (tram).

Hotel Astrid

[website](#)

Place Du Samedi 11
1000 Brussels
± 30 min away from P.A.R.T.S.
with public transport (tram).

Citadines Brussels St-Cathérine Citadines

[website](#)

Quai au Bois à Brûler 51
1000 Brussels
± 35 min away from P.A.R.T.S.
with public transport (tram).

Citadines Brussels Toison d'Or

[website](#)

Avenue de la Toison d'Or 61-63
1060 Brussels
± 25 min away from P.A.R.T.S.
with public transport (tram 97).

NEAR TRAIN STATION BRUXELLES MIDI

30 min walk or 10 min tram to school.

20 min walk or 10 min tram to the city centre.

Practical location but the neighbourhood itself is less interesting.

Euro Capital Brussels

[website](#)

Avenue Fonsny 9

1060 Brussels

Hotel Floris Hotel Ustel Midi

[website](#)

Square de l'Aviation 6-8
1070 Brussels

Hotel Ibis Brussels Centre Gare du Midi

[website](#)

Rue d'Angleterre 2-20
1060 Brussels

Hotel Solys Midi

[website](#)

Boulevard du Midi 81
1000 Brussels

OTHER OPTIONS

Airbnb

[website](#)

Here you can find a place to stay with local hosts.
airbnb suggestions close to P.A.R.T.S (if they are free):

- [apartment in Saint Gilles](#)
- [apartment at Saint Gilles](#)
- [apartment in Forest](#)
- [apartment in Forest](#)

Couchsurfing

[website](#)

Here you can find a place to stay with local hosts.

Other alternatives

<https://www.thegoodagency.eu/en/>

<https://www.smartflats.be>

<http://www.homefrithome.com/gite/?lang=en>