

Visas

Procedure

1. The participant have to complete the registration information online;
2. The participant request its invitation to the organiser by email once the registration is completed;
3. The organiser issues the invitation and the accommodation reservation and make them available into the online registration system;
4. The participant fulfils all requirements needed and handle his/her request with the embassy or consulate in charge for Belgian visas. To note, this might be handled by another Schengen embassy.

Remarks:

- The participant is fully responsible to handle its visa in due time and to provide all required documents to obtain it;
- The organisers will not be responsible if a participant does not receive his visa on time to travel;
- The visa request should be entered at least 2 months in advance;
- The visa costs 60€ + the administrative cost;
- The participant wishing to extend its stay must be able to justify the additional time (hotel booking, etc.) when requesting its visa.

Requirements

- a) A completed and signed application form;
- b) A travel document (e.g. a passport), valid for at least 6 months from the date on which you **intend to leave** the Schengen territory. This document must also contain **at least 2 blank pages** and have been issued less than 10 years ago;
Tip: Minor children must submit an application form signed by a person with parental authority or by a legal guardian if travelling without them. We strongly recommend having papers from both parents.
Tip: A cover letter from the organisation to the person responsible of the delegation is an asset.
- c) The invitation to the ESI event;
Tip: If the list of participants is changing, the invitation must be updated.
- d) The proof of your accommodation reservation;
- e) The documents indicating that you have sufficient personal means of subsistence;
Tip: It might be requested at the border to prove that you are handling 50€/day;
- f) Information making it possible to assess your intention to leave the territory of the Schengen States before the expiry of the visa or, in other words, information indicating that you retain the centre of your interests in your country of origin or habitual residence;.
Tip: Minor children might include information about the parents; registration evidence to the following scholar year is an asset.

- g) Suitable, valid travel health insurance;
- h) When you receive confirmation of the issue of the visa, add the proof of the transport that you will use to reach Belgium (non-transferable return ticket in your name);
 Tip: This proof is not required when you lodge the visa application, to avoid unnecessary costs. On the other hand, proof of the reservation of a return ticket may be requested.

Remarks:

- Biometric data might be required, this would request a physical presence:

Ref.: [https://dofi.ibz.be/.../Participation in a cultural scientific academic sporting religious event.aspx](https://dofi.ibz.be/.../Participation%20in%20a%20cultural%20scientific%20academic%20sporting%20religious%20event.aspx)

List by countries

More information on: [http://diplomatie.belgium.be/.../belgian embassies and consulates abroad/](http://diplomatie.belgium.be/.../belgian%20embassies%20and%20consulates%20abroad/)

Region	Country	VISA ¹	Embassy
Asia	Afghanistan ²	v	BE embassy
Africa	Algeria	v	BE embassy
America	Argentina	-	-
Europe	Austria	-	-
Asia	Azerbaijan	v	BE embassy
Asia	Bahrain	v	Consulate + Kuwait
Asia	Bangladesh	v	India
Europe	Belarus	v	Consulate + Russia
Europe	Belgium	-	-
America	Brazil	-	-
Europe	Bulgaria	-	-
America	Canada	-	-
America	Chile	-	-
Asia	China	v	BE embassy
America	Colombia	v	BE embassy
America	Costa-Rica	-	-
Europe	Czech Republic	-	-
Europe	Denmark	-	-
America	Ecuador	v	Consulate + Peru
Europe	Estonia	-	-
Europe	Finland	-	-
Europe	France	-	-
Africa	Gambia	v	Consulate + Senegal
Europe	Germany	-	-
Europe	Greece	-	-
America	Guatemala	-	-
Europe	Hungary	-	-
Asia	India	v	BE embassy
Asia	Indonesia	v	NL embassy
Asia	Iran	v	BE embassy
Asia	Iraq ³	v	Jordan

¹ [https://sif-qid.ibz.be/.../pays tiers ... obligation de visa.aspx](https://sif-qid.ibz.be/.../pays%20tiers%20...%20obligation%20de%20visa.aspx)

² Afghanistan: the process takes more time and should be initiated at least 3 months in advance

³ Iraq: the process takes more time and should be initiated at least 3 months in advance

Europe	Ireland	-	-
Europe	Italy	-	-
Asia	Japan	-	-
Asia	Jordan	v	BE embassy
Asia	Kazakhstan	v	BE embassy
Africa	Kenya	v	BE embassy
Asia	Kuwait	v	BE embassy
Europe	Latvia	-	-
Asia	Lebanon	v	BE embassy
Europe	Lithuania	-	-
Asia	Malaysia	-	-
Europe	Malta	-	-
America	Mexico	-	-
Europe	Moldova	V	Romania
Africa	Namibia	v	Consulate + South Africa
Europe	Netherlands	-	-
Asia	New Zealand	-	-
Africa	Nigeria ⁴	V	BE embassy
Europe	Norway	-	-
Asia	Oman	v	Consulate + Saudi Arabia
Asia	Pakistan	v	BE embassy
Asia	Palestine ⁵	v	Consulate
America	Paraguay	-	-
America	Peru	v	BE embassy
Europe	Poland	-	-
Europe	Portugal	-	-
America	Puerto Rico	-	-
Asia	Qatar	v	BE embassy
Europe	Romania	-	-
Europe	Russia	v	BE embassy
Asia	Saudi Arabia	v	BE embassy
Europe	Serbia	-	-
Europe	Slovakia	-	-
Europe	Slovenia	-	-
Africa	South Africa	v	BE embassy
Asia	South Korea	-	-
Europe	Spain	-	-
Asia	Sri Lanka	v	India
Europe	Sweden	-	-
Europe	Switzerland	-	-
Asia	Taiwan, RDC	+/-	BE embassy
Asia	Thailand	v	BE embassy
Africa	Tunisia	v	BE embassy
Asia	Turkey	v	BE embassy
Europe	Ukraine	v	BE embassy
Asia	United Arab Emirates	v	BE embassy
Europe	United Kingdom	-	-
America	United States	-	-
America	Uruguay	-	-
Asia	Uzbekistan	v	Consulate + Russia
America	Venezuela	-	-

⁴ Nigeria requests a special care due to a very bad reputation.

⁵ Palestine authority: it is important to check the documents of every participants and their validity for VISA request on https://sif-qid.ibz.be/FR/pays_tiers.aspx