

**howest**  
hogeschool

**Step-by-step plan  
financial certificate**

regarding your Visa application



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## STEP 1: CONTACT THE BELGIAN EMBASSY IN YOUR COUNTRY

You must submit your application for an authorisation to stay in Belgium for your study (Visa D) in person at the Belgian embassy of your country. You can search for the right consultation office via:

[https://diplomatie.belgium.be/en/services/embassies\\_and\\_consulates/belgian\\_embassies\\_and\\_consulates\\_abroad](https://diplomatie.belgium.be/en/services/embassies_and_consulates/belgian_embassies_and_consulates_abroad)

The Belgian embassy will ask you for a number of supporting documents to continue the Visa application. One of these supporting documents is proof that you have sufficient financial means to study in Belgium.

A way to prove your 'sufficient financial means to study in Belgium' is to ask our University College for a financial certificate. Therefore, you need to deposit of a sum of money (8040 euro) into the bank account of our University College, that you will get back in monthly installments once you are in Belgium to study.

You need to follow the steps below, to obtain the financial certificate.

## STEP 2: CONTACT STUVO HOWEST IF YOU NEED A FINANCIAL CERTIFICATE

In order to obtain the financial certificate, you need to contact [aline.devoldere@howest.be](mailto:aline.devoldere@howest.be) (for the period from 1/05/2020 to 28/09/2020, please contact [sam.dekorte@howest.be](mailto:sam.dekorte@howest.be)).

The deadline to contact us is **30<sup>th</sup> June!** We will be out of office after that date due to Howest's vacation period.

In your email, you must specifically mention that you need a financial certificate to complete your Visa application. You must also attach proof of your identity (identity card OR valid passport).

## STEP 3: FOLLOW FURTHER INSTRUCTIONS OF STUVO HOWEST

In response to your email, STUVO HOWEST will send you a document with additional information about the payment, deposit information, and further steps to be taken.

According to the law, a student can prove their financial means if they have at least 670 euro available per month during the entire academic year. Therefore, we ask you to deposit the amount of 8040 euro to our University College. You will receive further instructions in the email.

#### STEP 4: YOU TRANSFERRED THE MONEY. WHAT NOW?

Once you have transferred the requested amount, you need to provide proof of payment to [aline.devoldere@howest.be](mailto:aline.devoldere@howest.be) (for the period from 1/05/2020 to 28/09/2020, please contact [sam.dekorte@howest.be](mailto:sam.dekorte@howest.be)).

STUVO HOWEST will check whether the amount has actually reached our bank account number. If we have received the payment, we will send you a financial certificate signed by our head of the department. (via mail)

#### STEP 5: DELIVER THE CERTIFICATE TO THE EMBASSY

Deliver the financial certificate to the embassy and complete your Visa application.

If your Visa application is refused, you can request a refund of the payment. If the payment is refunded, there might be additional costs from the bank. Please contact [aline.devoldere@howest.be](mailto:aline.devoldere@howest.be) (for the period from 1/05/2020 to 28/09/2020, please contact [sam.dekorte@howest.be](mailto:sam.dekorte@howest.be)).

#### STEP 6: YOU ARRIVE IN BELGIUM AND WANT YOUR MONTHLY INSTALLMENTS

Once you arrive in Belgium, it is important to create a Belgian bank account number as soon as possible. In order to do that, you need a specific certificate from the City Hall. The Global Community Managers will provide you with further guidance in terms of this process.

For DAE: Allie Weiss or Isabelle Tassaert: [Allie.Weis@account.howest.be](mailto:Allie.Weis@account.howest.be) or [Isabelle.Tassaert@howest.be](mailto:Isabelle.Tassaert@howest.be)

For Devine: Kim Diependael: [kimberly.diependael@howest.be](mailto:kimberly.diependael@howest.be)

After receiving the certificate from the City Hall, you can make an appointment at a bank.

As soon as you have a Belgian bank account number, you need to send it via email it to [aline.devoldere@howest.be](mailto:aline.devoldere@howest.be) (for the period from 1/05/2020 to 28/09/2020, please contact [sam.dekorte@howest.be](mailto:sam.dekorte@howest.be)).

Please attach a scanned copy of your bank card to the mail.

This information will be passed on to the financial service department, and from that moment the monthly payments can be made.

