



Embassy of the Kingdom of Belgium
in Rome

Visa section
Via G. de Notaris 6
00197 Roma
Tel. +39 06.360.95.11
E-mail : rome@diplobel.fed.be
<https://italy.diplomatie.belgium.be>

Traineeship as an obligatory part of your studies in Italy

Each application must contain the following documents :

	Type of document	Description of the document
1	Visa application form for a long stay in Belgium	to be filled in and submitted ONLINE: Click here
2	ICAO -compliant passport photo	format 45x35mm, good quality, color gloss prints, less than 6 months old, plain white or light grey background, face looking directly at the camera and not tilted in any direction
3	Proof of full payment of the handling fee of 180€ (unless exempted).	to be transferred to the account of the Belgian Embassy in Rome prior to sending your visa application. Payment information: Bank: UNICREDIT S.p.A. Beneficiary: Ambasciata del Belgio (recettes consulaires) IBAN: IT72L0200805170000030066859 BIC : UNCRITM1113 Communication : <ul style="list-style-type: none">• Name and surname of the applicant (exactly as mentioned on the passport)• Nationality• Date of birth: DD-MM-YYYY

4	Proof of full payment of the <u>administration fee</u>	to be transferred to the account of the Ministry of interior in Brussels. Only possible via bank transfer and to be paid prior to sending the visa application. For the amount to pay, click here The administration fee is to be paid on top of the handling fee. <u>Exemptions of this fee</u> possible for students who benefit from a grant/scholarship when relevant attestation of Belgian educational institution is submitted under the form of a standard form. For information, procedure and exceptions: : click here Bank details: Bank: Bpost n.v., Muntcentrum, B-1000 Brussel. Beneficiary: FOD Binnenlandse zaken, Dienst Vreemdelingenzaken, Pachecolaan 44, B-1000 Brussel. Account Information: IBAN: BE57 6792 0060 9235 BIC: PCHQBEBB, Reference: Family name & First name of applicant (as mentioned in the passport), nationality, data of birth: day (DD)- month (MM)-year (YYYY).
5	Copy of your valid passport/travel document	the page with your name and the expiry date and a copy of all the pages containing visa and entry-exit stamps. Empty pages don't need to be copied. A valid passport/travel document: - must be issued less than 10 years ago - contains at least two facing empty visa pages - is valid for at least <u>12 more months</u> at the moment your visa can be issued.
6	Copy of your valid Italian residence permit or valid Italian visa	front and back side. Your Italian resident permit needs to be valid at least till the date your visa can be issued.
7	Original certificate of good conduct (over the age of 18 years of age)	'Certificato Generale del Casellario Giudiziale, delivered by the Italian court ('Tribunale'), issued less than 6 months ago. This certificate does not need to be translated nor legalized.
8	Original medical certificate	delivered by one of our recognized doctors less than 6 months ago
9	Proof subscription regular student	delivered by your Italian university/school, that states that you are subscribed as a regular student and that the internship <u>is an obligatory part of your studies</u> (necessary credit) mentioning your name and the exact period in which the traineeship is to take place
10	Documents relating to your traineeship in Belgium	e.g. copy of the internship agreement and/or invitation letter with information regarding the duration of the internship, work hours and remuneration,...)

11	Proof of sufficient financial means	<p>For the whole period of your stay in Belgium, covering at least 1.004,37 euro NET per month. This can be proven by:</p> <ul style="list-style-type: none"> • <u>Proof of scholarship</u> of university/institution. Your scholarship must cover the minimum amount per month • <u>A remuneration</u> from the Belgian company where you will perform your internship • By a <u>guarantor</u>: who signs a pledge of financial support for a student ('annexe 32/bijlage 32') if your guarantor lives in Italy, click here for English/ here for French for the required documents to present. <p>NOTE: Bank statements (money on a bank account) as proof as sufficient means cannot be accepted!</p>
12	Language document	document to choose the language in which you would like to be informed about the decision in your visa application, choose a language, date and sign
13	Notice	Willingness to integrate in Belgian society: date, name and sign

IMPORTANT INFORMATION:

- Once the visa application form has been filled in and submitted online, you need to stamp and sign it and send it together with ALL other requested documents by email to rome.visa@diplobel.fed.be
- Upon submitting the visa application form online, you will receive an automatic email to book an appointment, please note that the booking system has been deactivated because you will first need to send your complete visa application by email at the address mentioned here above.
- If your visa application by email is complete we will contact you to set up an appointment
- Additional documents may be requested and the visa application might be send to Immigration office for decision.
- The visa application will only be eligible for processing when the submitted file is complete.