

Mobility – Belgian visa – Short Track Procedure for scholars and visitors financed in the framework of VLIR-UOS projects and programmes

Information for the South institution and Flemish host institution

	Who	What	When	Attention!
Step 1	Visitor/scholarship holder	Sends necessary information to promotor or ICOS/GEO/mobility officer.	3-2 months before arrival in Belgium	
Step 2	Flemish host university (ICOS) or university college (GEO)	Completes an online form ¹ with all necessary and correct information. The form will be sent to the VLIR-UOS administration.	Applications should be made at least 2 months before the arrival of the scholar/visitor.	In order to avoid fraud, the DGD certificate nor the link to the online form can be sent to the visa applicant! Applications later than 2 months: handling cannot be guaranteed to be effective. Applications later than 1 month: no handling by VLIR-UOS.
Step 3	VLIR-UOS administration	Meta check of the submitted form and generating of DGD certificate	As soon as possible upon receiving the correctly completed online form from the ICOS	If there are still questions about the information provided in the

¹ The link was sent to all ICOS/GEO/Mobility officers or can be requested via visa@vliruos.be

				form, it will be sent back to the ICOS/GEO/mobility officer!
Step 4	VLIR-UOS director	Signs DGD certificate	As soon as possible after meta check	
Step 5	VLIR-UOS administration	Sends a signed DGD certificate to the responsible Belgian diplomatic office and visa application service (if applicable) or the responsible European/Schengen partner diplomatic office	Once certificate is signed	
Step 6	VLIR-UOS administration	Informs the Flemish host university that the scholar or visitor can start the visa application procedure	As soon as possible	Contact information diplomatic offices is sent along
Step 7	Flemish host institution	Informs scholar or visitor that he/she can present him/herself at the diplomatic office	As soon as possible	