

Blocked account application flow

Actions by the student	Actions by the International Relations office (= IRO)
<p>Visit the website and start the application.</p> <p>Step 1: Fill in the personal information.</p> <p>Step 2: Log in, fill in some more personal information & upload the necessary documents (for VISA applications: passport & conditional acceptance letter).</p> <p>Step 3: Fill in article 13 of the contract, date & sign the contract and upload <i>all pages</i> of the contract in the online tool.</p> <p>Step 4: After making the transfer, upload the proof of payment in the tool (preferably a copy of the SWIFT transaction).</p> <p>Add the solvency certificate to your VISA application.</p> <p>In the tool, the option exists to send the solvency certificate to the Belgian embassy in your home country by providing the correct email address of the embassy / visa centre.</p>	<ul style="list-style-type: none"> ☞ You will receive an automatic generated email with a link, login & password. ☞ IRO cross-checks the name, date of birth & student number with the uploaded passport & conditional letter of Acceptance (CLA). ☞ You will receive an automatic generated email with the blocked account contract after IRO approval. ☞ IRO checks the contract and approves when ok. ☞ You will receive the payment instructions via an automatic generated email. ☞ IRO cross-checks the proof of payment with the incoming payments. ☞ You will receive an automatic generated email with the solvency certificate when your payment is available on the VUB bank account and has been matched with your proof of payment.