

Administrative fee

The administrative fee covers the administrative costs related to the processing of a visa application. If this contribution is applicable to you, the fee must be paid **before** submitting your visa application and present the proof of full payment of the fee at the time of visa application to the embassy. If this proof is not presented, the visa application is not admissible and will not be processed.

- The fee is paid directly to the Belgian Immigration Office via bank transfer, NOT to the Visa Desk.
- The fee does not have to be paid when the applicant is a minor (under 18 years old).
- The **amount** of the fee depends on the **purpose** of the application (i.e., the type of visa you are applying for). See the amounts below for the most common types of visa.
- Group applications (i.e. families, etc.): If your application concerns multiple applicants, each one will have to pay the administrative fee applicable to them), and each file must contain proof of payment.
- In case of refusal: The fee is not refunded if the application for a D visa is refused.
- In certain cases (i.e., if the applicant has overpaid, or was exempt, etc.) it is possible to request a refund: [Redevance](#) > Remboursement de la redevance (FR) or [Retributie](#) > Terugbetaling van de retributie

Amount to be paid

The amounts for the administrative fee have recently been updated.

For applications submitted from 01/01/2024 onwards, one of the following amounts must be paid by all non-exempt applicants, depending on the visa type:

D Visa for Professional Card holders	229 EUR
D Visa for Family Reunion (all types)	206 EUR
D Visa for Students - Youth Exchange Program	229 EUR
D Visa for Ballet School Students	229 EUR
D Visa for Students – Higher Education ¹ (institution that is organised, recognised or subsidised by the public authorities)	237 EUR
D Visa for Students – Higher Education ² + Purpose to marriage/legal cohabitation (institution that is NOT organised, recognised or subsidised by the public authorities)	229 EUR

For more visa types, exemptions (WITH proof of exemption in case of students and researchers), specific cases, and other information in detail, please refer to the following webpage of the Belgian Immigration Office: [Retributie](#) (NL) - [Redevance](#) (FR)

¹ University of Antwerp, Ghent, Kent, Liège, Mons, Namur. KU Leuven, UC Louvain, VUB, ULB, HEPL, HELMO, Royal Conservatory of Brussels, Royal Academy of Fine Arts Antwerp, La Cambre, PARTS, Thomas More, etc.

² If your school/university is not mentioned above, please ask the university/school directly if it is organised, recognised or subsidised by the public authorities.

Note: The amounts are updated once a year. We strongly recommend re-verifying the amount to be paid by visiting the links above, before transferring the amount.

Payment method

The administrative fee needs to be transferred to the bank account of the Belgian Immigration Office **before** submitting your visa application, since you will need to present the proof of full payment of the fee at the time of visa application. If this proof is not presented, the visa application is not admissible and will not be processed. (See also: [Retributie](#) > Bewijs van de betaling van de retributie (NL) - [Redevance](#) > Preuve du paiement de la redevance (FR))

The payment can only be done via bank transfer to the following account:

Name of Beneficiary: **SPF Interieur, Office des etrangers**
Address of Beneficiary: **Boulevard Pacheco 44 - 1000 Bruxelles.**
Bank: **BPOST SA, Centrum Monnaie (without number), 1000 Bruxelles**
IBAN: **BE57 6792 0060 9235**
BIC: **PCHQBEBB**
+ reference*

*The applicant's information should be written in the reference part of the bank transfer request so that the beneficiary (the Belgian Immigration Office) can easily verify the transfer; in in the following order: **Name, first name, nationality and date of birth (day (DD), month (MM), year (JJJJ)) (same order as the passport).** ♦ *Example: SUZUKI Taro JPN 28021981*

See also: [Retributie](#) > Betaling van de retributie (NL) - [Redevance](#) > Paiement de la redevance (FR)

How to prove payment?

On the day of your visa application, bring the original bank transfer statement, or a printout of the transfer done by online banking + 2 copies.

The proof of payment must clearly indicate the following:

- The amount sent
- The information of the beneficiary
- The information (see 'reference' above) of the visa applicant

Frequently asked questions

Does the administrative fee replace the visa application fee at the embassy?

- No. This fee is **in addition** to the visa application fee (if it is applicable to you). If the administrative fee is applicable to you, you are required to pay it. Being exempt from paying the visa application fee does not mean that you are also exempt from the administrative fee.
- The administrative fee is paid directly to the Belgian Immigration Office, while the visa application fee is paid in cash during the visa application appointment.

Who can pay the administrative fee? Does the bank transfer need to be made from the account of the visa applicant?

- The applicant or anyone else can pay the fee. The payment does not need to be made from the account of the visa applicant.

Does the fee need to be transferred in euro? Can I transfer in a different currency?

- The payment must be done in EUR.

Can I pay in cash or with my credit card at the time of application?

- No. The administrative fee needs to be transferred to the bank account of the Belgian Immigration Office **before** submitting your visa application, since you will need to present the proof of full payment of the fee at the time of visa application. If this proof is not presented, the visa application is not admissible and will not be processed.

Can I use online banking or a transfer service such as Wise?

- Yes. The method of transfer does not matter, as long as you can provide proof that the administrative fee has been paid, and the proof has all the necessary information (see 'How to transfer').

Do I have to pay the bank transfer fee or any bank charges?

- Yes.