

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.

Amount to be paid

The amounts for the administrative fee have recently increased.

For applications submitted from 01-06-2021 onwards, all non-exempt applicants will have to pay the following amount:

- Previously 207 EUR → **now 209 EUR** (D Visa for Family Reunion, D Visa for Higher Education Students, among others)
- Previously 363 EUR → **now 366 EUR** (Single Permit applicants (not D visa), D Visa for Hosting Agreement Holders, D Visa for Students (non-Higher Education), D Visa for Ballet School Students, among others)

If the administrative fee was transferred before the amendment on 01-06-2021, the Visa Desk can accept proof of full payment of the non-amended fee (the previous amount), even for visa applications lodged after 01-06-2021.

For exemptions (WITH proof of exemption in case of students and researchers), specific cases and other information in detail, please refer to the following webpages of the Belgian Immigration Office:

- [In French](#)
- [In Dutch](#)

Note: The amount of administrative fee is amended once a year. As the publication of the notice is shortly before the amendment, 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.

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

Name of Beneficiary: **SPF Intérieur, Office des étrangers**
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 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*

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?

- The applicant or a third person.

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.