

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

### Information for the Flemish host institution

	Who	What	When	Attention!
<b>Step 1</b>	Visitor/scholars	Sends necessary information to promotor or ICOS.	3-2 months before arrival in Belgium	
<b>Step 2</b>	Flemish host university (ICOS) or university college (GEO)	Sends a correctly (all fields & correct data) filled-out DGD certificate (fixed format) to the VLIR-UOS administration <a href="mailto:visa@vliruos.be">visa@vliruos.be</a>	<b>At least 2 months before the arrival of the scholar/visitor</b>	<i>In order to avoid fraud, the DGD certificate must never be sent to the visa applicant!</i>
<b>Step 3</b>	VLIR-UOS administration	Meta-check DGD certificate	As soon as possible upon receiving the correctly filled-out certificate from the ICOS	<i>If the DGD certificate is incorrect/incomplete, it will be sent back to the ICOS!</i>
<b>Step 4</b>	VLIR-UOS director	Signs DGD certificate	As soon as possible after meta-check	
<b>Step 5</b>	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	
<b>Step 6</b>	VLIR-UOS administration	Informs the Flemish host university that the scholar or visitor can start the visa application procedure	Asap	<i>Contact information diplomatic offices is sent along</i>
<b>Step 7</b>	Flemish host university	Informs scholar or visitor that he/she can present him/herself at the diplomatic office	Asap	