

Visa D –PROFESSIONAL CARD (SELF-EMPLOYED WORK IN BELGIUM) (more than 90 days)

Foreign workers wishing to pursue a self-employed activity in Belgium must be in possession of a professional card, in other words the authorization of the competent Region to pursue self-employed activities in Belgium. Since 1 January 2015 the Regions are competent for issuing professional cards. The competent Region is the region where the professional activity will be established. If different localities are concerned the company's headquarters will serve as reference. The application for a professional card is made to the Belgian consulate competent for the applicant's place of stay or residence abroad, which passes it on to the competent Region.

IMPORTANT

Before submitting the visa application, all foreign official documents must be legalized consecutively by the Ministry of Foreign Affairs of the country that issued the documents and by the Embassy of Belgium. For more information on legalization check:

<http://uganda.diplomatie.belgium.be/en/legalisation-documents>

Required documents:

1. A valid travel document (passport) in which a visa can be affixed. This travel document must be valid for 15 months minimum. *Additionally, for non-Ugandans/non South Sudanese, a valid residence permit for Uganda valid for a minimum of 12 months .*
2. An online VOW visa application form correctly filled in and signed together with two recent color passport photos bearing a true likeness to the applicant.
<https://visaonweb.diplomatie.be/>
3. Copy of the identity page of your passport
4. Copy + original of your professional issued by the competent regional authority in Belgium.
5. Medical certificate attesting that the applicant is not carrying any of the diseases which might endanger public health. <https://uganda.diplomatie.belgium.be/en/travel-to-belgium/visa#6>
6. INTERPOL Certificate attesting to the lack of any convictions for crimes or offences under common law <https://uganda.diplomatie.belgium.be/en/travel-to-belgium/visa#7>
7. Belgian administrative fees for processing a LONG STAY visa (**note that this is separate from the VISA fee**). **Please consult the visa center for guidance on the amount.**

Bank charges

The applicant must pay the exact amount of the fee. In other words, the payments will cover the amount of the fee and bank charges.

The payment of the fee

Regardless of who makes the payment.

In other words, payment may be made by third parties, in Belgium (eg the sponsor, the employer, guarantor). We also recommend in all cases where the applicant can rely on the assistance of a person residing in Belgium.

The exact amount of the fee is to be paid, in euro, to the bank account

BE57 6792 0060 9235

IBAN, BIC, Bank

IBAN: BE57 6792 0060 9235

BIC: PCHQBEBB

Bank: BPOST SA, Centrum Monnaie (sans numéro), 1000 Bruxelles

Beneficiary: SPF Intérieur, Office des étrangers, Chaussée d'Anvers 59B, 1000 Bruxelles

Communication

The person making the payment indicates communication of transfer:

- The full name of the applicant,
- Nationality,
- Date of birth

It must also meet the following communication structure:

Surname_Name_Nationality_DD.MM.YYYY_Article

Example: LUBEGA_CHARLES_UGANDAN_01.02.1977

Remarks:

1. The applicant has to submit his/her application by him/herself. (All the documents issued by a government authority should be submitted in original)
2. Please make TWO copies (legible) of all documents mentioned above (front and back). Documents have to be arranged in the above order and are to be submitted in 2 separate files.
3. The applicant needs to do all legalizations of official documents before submitting the visa application.
4. You should submit your application minimum 30 days before the foreseen travel date.
5. You can submit your application at the earliest three months before your planned visit.
6. Additional documents, even if not featured in the list above, may be required by the Embassy.
7. The administrative and visa fee is non-refundable if the visa is denied.
8. Please note that the city hall in Belgium might require your original legalized birth certificate upon your registration in Belgium.
9. A later change to the purpose of the visit is not admissible. A prolongation of the visa is not possible. In both cases, a new application has to be entered.

RECOMMENDATION

Consult the website of the competent regional authorities for any additional information relating to the professional card (procedure to obtain a professional card, etc.):

La Région Wallonne (professionalcard@spw.wallonie.be)

La Région de Bruxelles-Capitale (<http://www.werk-economie-emploi.irisnet.be>)

La Région Flamande (beroepskaart@vlaanderen.be)

For more detailed information regarding visa (different types of visa, documents to be presented, conditions, exceptions, processing times, etc) please consult the website of the Federal Public Service Home Affairs - Immigration Office: www.dofi.fgov.be