



KINGDOM OF BELGIUM
Federal Public Service
Foreign Affairs,
Foreign Trade and
Development Cooperation

CHECKLIST for **SINGLE (WORK & RESIDENCE) PERMIT**

(Single document allowing a stay of more than 90 days to work in Belgium).

It is essential that your file contains the following:

Two sets of your entire visa application (application form and supporting documents), plus any original documents that are to be returned to you, such as your original police and medical certificate.

Passport

A valid passport:

- should have been issued within the previous 10 years;
- should be valid for more than 12 months;
- should contain at least 2 facing empty pages when applying for the visa.

Copy of Visa

For non-Australian/New Zealand passport holders only: one copy of your residence permit or of your visa for Australia/New Zealand. Submit your up-to-date VEVO details for Australia or VisaView details for New Zealand.

Application form

Two (2) application forms duly filled in, signed and dated by the applicant.

This form is available free of charge online or at VFS and the Embassy. You complete it in English, French, Dutch, or German.

Please follow the link to the application form [online](#).

Photo

Two (2) recent (no more than 6-months old) passport size photographs (dimensions: 35 by 45 mm) should be affixed to the application form (but not glued).

The decision granting the SINGLE PERMIT.

Copy of the decision Bijlage 46/Annexe 46.

Applications for a single permit have to be made by your Belgian employer at the Regional Office of Employment in Belgium for non-EU nationals or EEA nationals, prior to your visa application. The processing time can be weeks or months.

The work authorization from the regional office of employment.

IMPORTANT - The "single application / single permit" procedure does not apply to:

- third-country nationals traveling to Belgium to work less than 90 days;
- third-country nationals who go to Belgium for purposes other than work;
- au pairs;
- researchers with a hosting agreement;
- highly qualified workers (European Blue Card);
- workers who are subject to an intra-corporate transfer (Directive 2014/66/EU of 15/05/2014);
- trainees in the Flemish Region.

The documents drawn up abroad in a language other than Dutch, French, German or English are to be translated in accordance with the original by an official translator. The translation must be legalized as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.

Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

If you have any questions regarding this checklist please email the Embassy at canberra@diplobel.fed.be.

Disclaimer

This checklist comprises all documents that are part of my visa application. I understand that the Embassy will decide on my visa application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.