

## **Authorization of temporary residence in Belgium to work as au-pair Documents to produce**

- **2 application forms** carefully filled in, dated and signed + **2 photos**
- **passport** valid for at least 12 months
- **valid work permit B** or an attestation issued by the competent public service to exempt you from the obligation of holding a work permit or any other proof of this exemption
- **flight booking** (the ticket must be presented at the time of collection of the visa)
- **identity card or residence permit** in Qatar
- **medical certificate issued in Qatar** not more than 6 months ago. Please ask the embassy for the special form that must be used for this medical certificate. This certificate does not have to be produced if the applicant has already produced it when applying for the work permit.
- **extract from judicial record ‘Police Clearance Report’** if applicant is older than 18; this document cannot be more than 6 months old .
- **Proof of payment of the contribution of 363 € which is due to cover the administrative costs involved with the processing of a long stay visa application for Belgium: (if applicant is less than 18 years old, the payment of this contribution is not required):**

The exact amount (transfer cost to be paid by applicant or whoever makes the transfer) must be paid onto the following account :

IBAN            BE57 6792 0060 9235

BIC            PCHQBEBB

Bank           BPOST SA, Centrum Monnaie, 1000 Bruxelles

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

The **reference** must be according to the following structure:

Name & First name of the applicant (as mentioned in the passport)

Nationality

Date of birth: day (dd) – month (MM) – year (YYYY)

Therefore:

**NAME\_Given name\_Nationality\_Date of Birth(DD.MM.YYYY).**

### **GENERAL CONDITIONS FOR OBTAINING A WORK PERMIT FOR AU PAIR :**

#### **By the Au-Pair:**

1. Must be at least 18 years old and may not be 26 years old on the date of issuance of the work permit.
2. Must commit him/herself not to assume the function of a domestic servant during the au pair placement.
3. Must prove that he/she has received official education until the age of at least 17 years.
4. Must prove that he/she has a basic knowledge of the everyday language of the guest family or must commit him/herself to obtain this basic knowledge by means of an intensive language course.
5. Must study during the au pair placement at a recognized institution, recognized or subsidized by one of the Communities, that teaches the language (or languages) of the Region of his/her placement and must submit a proof of regular attendance to the courses every trimester.

#### **By the guest-family:**

1. Must contain at least one member that is under 13 years of age on the first day of the placement.
2. Must prove that for the duration of the placement childcare has been arranged in the daytime for all children beneath 6 years of age.

3. Must provide a certificate of good conduct for every member that has reached the age of 18 years on the first day of the placement.
4. Must deposit monthly a fixed amount of 450 Euro into a bank account that has been opened in the name of the au pair.
5. Must subscribe an additional insurance policy in the name of the au pair to cover for the risk of medical, pharmaceutical and hospital expenses resulting from accident or illness.
6. Must provide the au pair with a private room.
7. Must grant the au pair at least one day off per week.
8. Must subscribe an insurance policy for repatriation for the au pair.
9. Must express the willingness to allow inspecting civil servants access to the home.

For information regarding these conditions and instructions for obtaining a work permit, please contact the Competent Region in Belgium who has authority in this matter:

- VLAAMSE GEMEENSCHAP: <http://www.werk.be>  
Ministerie van de Vlaamse Gemeenschap  
Vlaams Subsidieagentschap voor Werk en Sociale Economie  
Cel Migratie  
Koning Albert II laan 35 (bus 21)  
1030 BRUSSEL  
Tel. 02/5533942  
Fax. 02/5534422
- REGION WALLONNE : <http://emploi.wallonie.be>  
Ministère de la Région Wallonne  
Division de l'Emploi et de la Formation professionnelle (DG06)  
Place de la Wallonie, 1  
5100 NAMUR  
Tel. 081/333111  
Fax. 081/334322
- BRUSSEL HOOFDSTAD: <http://www.bruxelles.irisnet.be>  
Het Brussels Hoofdstedelijk Gewest  
Directie Werkgelegenheidsbeleid en Meerwaardeneconomie  
Vooruitgangstraat 80  
1035 Brussel
- BRUXELLES CAPITALE: Direction de la Politique de l'Emploi et de l'Economie plurielle  
Rue du Progrès 80  
1035 Bruxelles  
Tel. 02/2041399  
Fax. 02/2041528
- DEUTSCHSPRACHIGEN GEMEINSCHAFT: <http://www.dglive.be>  
Ministerium der Deutschsprachigen Gemeinschaft  
Gospertstrasse, 1  
4700 EUPEN  
Tel. 087/596486  
Fax. 087/552891

The documents presented must be **recent originals** and they must be accompanied by one set of photocopies.

Official foreign documents must be **legalized** or bear an apostille, unless a treaty provides for the exemption of the legalization process. If they are not in French, Dutch, German or English, the documents must be translated into one of these languages by a certified translator. The translation must also be legalized as a separate document according to the procedure in place in the country where it has been made and then by the Belgian embassy or consulate competent for this country/area.

Please note that, based on the content of the documents produced, **extra documents may be required**. These must be produced to the Embassy within a month. If not, the application file is definitively closed and the person concerned must introduce a new application if he/she still wishes to go. If extra documents are required, the applicant will normally be informed of this within a few days of the introduction of his/her application. In order to let the visa section work as efficiently as possible, the Embassy would be grateful if applicants could refrain from contacting it immediately after the introduction of their file and wait for a week to do so in case they have not heard from the Embassy by then.

**In case the Embassy must refer the application to the Immigration Office** in Brussels (Chaussée d'Anvers/Antwerpsesteenweg 59B, 1000 Brussels, Tel.: +32 (0)2 793.80.00, [helpdesk.dvzoe@dofi.fgov.be](mailto:helpdesk.dvzoe@dofi.fgov.be); <http://www.dofi.fgov.be> ), the delay for processing the application will be lengthened. Incomplete files are always referred to the Immigration Office. Applications for authorization of temporary residence for employees who are exempted from the requirement of holding a work permit must necessarily be sent to the Immigration Office in Brussels. When a file has been sent to the Immigration Office in Brussels, the applicant can follow the handling of his/her file on this administration's website, under « où en est ma demande de visa / hoe zit het met mijn visumaanvraag » by keying in the name of the town where the embassy/consulate (where he/she applied) is located (Doha) and his/her file number.

The **consular tax** is paid in cash in Qatari Rials at the time of application. It covers the handling of the application and cannot be refunded in any case (refusal, withdrawal of application, file closed because applicant didn't produce the required documents within a month,...).

**The visa holder must present him/herself at the local administration competent for his/her place of residence, within 8 days of his/her arrival in Belgium.** He/she will be registered in the Aliens' register and will receive a residence card A. This residence card is registered onto the list of residence permits issued by the Schengen States that allow entry to the Schengen territory without a visa. The foreigner must request the renewal of this card between the 60th and the 45th day before expiry.

**Certain categories of foreign employees must declare the activities they will exercise in Belgium before they start working.** Information on this obligation can be found on the LIMOSA website ([www.limosa.be](http://www.limosa.be)) or can be asked at a LIMOSA contact point (+32 2 788 51 57 – [limosa@eranova.be](mailto:limosa@eranova.be)).

**Important::** a visa (or authorization of temporary residence) does not create a right to enter the Belgian territory. Its holder must keep with him/her all the documents that were produced in order to obtain the visa. The production of these documents may be required at the immigration control. Failing to produce them could result in a denial of entry.

For more detailed information on supporting documents, processing times, tracking the progress of your visa application, legal background and other immigration related topics, please refer to the website of the Immigration Office of Belgium:

[https://dofi.ibz.be/sites/dvzoe/FR/Guidedesprocedures/Pages/Le\\_jeune\\_au\\_pair.aspx](https://dofi.ibz.be/sites/dvzoe/FR/Guidedesprocedures/Pages/Le_jeune_au_pair.aspx)  
[https://dofi.ibz.be/sites/dvzoe/NL/Gidsvande procedures/Pages/De\\_au\\_pair\\_jongeren.aspx](https://dofi.ibz.be/sites/dvzoe/NL/Gidsvande procedures/Pages/De_au_pair_jongeren.aspx)