



Embassy of Belgium
Doha

Authorisation of temporary residence in Belgium to work as a salaried employee Documents to produce

The applicant will introduce the visa application at the VFS outsourcing center, with the following documents. The applicant who does not produce one or more documents which are requested on this list, is considered as not being able/willing to produce these documents. These documents will not be asked for ; the application file will be handled as it is.

- ❑ **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

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

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, <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 authorisation 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 Riyals 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) or can be asked at a LIMOSA contact point (+32 2 788 51 57 – limosa@eranova.be).

Important:: a visa (or authorisation 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.

Embassy of Belgium - Doha - Qatar - PO Box 24418

Tel: +974 4493 1499 - Fax: +974 4493 0151 - email: doha@diplobel.fed.be

<http://diplomatie.belgium.be/qatar>



**Embassy of Belgium
Doha**

Nom du demandeur / naam van de aanvrager / Name der Visaantragsteller / name of applicant :

Référence de la demande / Nummer van de aanvraag / Antragbezugsnummer / application number:

Emploi des langues en matière administrative : information / Gebruik van de talen in bestuurszaken: informatie
Gebrauch der Sprache in administrativgebiet /Use of languages in administrative matters: information

Nous traitons votre demande de visa en allemand, en français ou en néerlandais (langues nationales officielles du Royaume de Belgique).

Wij behandelen uw visumaanvraag in het Duits, het Frans of het Nederlands (officiële landstalen van het Koninkrijk België).

Wir behandeln ihre Antrag im Deutsch, Französisch oder Niederländisch (offizielle Landessprache des Königreiches Belgien)

We handle your visa application in German, French or Dutch (official national languages of the Kingdom of Belgium).

Si vous avez une préférence pour une langue, indiquez-le ici :

Als u een voorkeur hebt voor een taal, kruis deze dan hier aan:

Wenn Sie eine Vorliebe für eine Sprache haben, zeigen sie es hier:

If you have a preferred language, chose it here:

☐ Je souhaite que ma demande soit traitée en **français** / ik wens dat mijn aanvraag wordt behandeld in het **Frans** / Ich möchte dass meinen Antrag im **Französisch behandelt wird** / I would like my application to be handled in **French**

☐ Je souhaite que ma demande soit traitée en **néerlandais** / ik wens dat mijn aanvraag wordt behandeld in het **Nederlands** / Ich möchte dass meinen Antrag im **Niederlandish behandelt wird** / I would like my application to be handled in **Dutch**

☐ Je souhaite que ma demande soit traitée en **allemand** / ik wens dat mijn aanvraag wordt behandeld in het **Duits** / Ich möchte dass meinen Antrag im **Deutsch behandelt wird** / I would like my application to be handled in **German**

Si vous n'avez pas de préférence, indiquez-le ici / Als u geen voorkeur hebt, geef dat dan hier aan / Wenn Sie keinen Vorlieben haben, zeigen sie es hier / If you have no preference, indicate it here:

☐ Je n'ai **pas de préférence** / ik heb **geen voorkeur** / Ich habe **keine Vorliebe** / I have **no preference**

Afin de valider votre choix, datez et signez ce document/ Dateer en onderteken dit document om uw keuze te bekrachtigen /Um ihre Auswall zu bestätigen, datieren und unterschreiben sie dieses Dokument/in order to validate your choice, you must date and sign this document:

Date/datum

Signature/handtekening