



**Embassy of Belgium
Doha**

Authorisation of temporary residence in Belgium to be a self employed professional

In general, a foreigner who wants to reside in Belgium as a self employed professional must hold a professional card, in other words an authorisation **to exercise self-employed activities** in Belgium, which is issued by one of the Regions. The competent Region (Brussels-Capital city, Flanders, Wallonia) is the one where the economic activity will take place (place of establishment). If more than one place of establishment are concerned, the competent Region will be that of the head office.

The request for the professional card must be done at the Embassy, which will forward it to the competent Region.

When the authorisation to exercise a self employed activity in Belgium is given, the Embassy and the foreigner are informed of this by the Region.

After receiving this decision, the foreigner will have to go to the Embassy again to request an authorisation for temporary residence (visa D).

Once in Belgium, he/she must go to the **enterprise counter** indicated on the professional card request form in order to obtain the professional card.

Certain categories of foreigners are exempted from the requirement of a professional card due to the nature of their activity, their residency status or in accordance with international treaties.

For any additional information on the professional card, check the Regions' websites (practical details on how to request the professional card, exemptions of the requirement of a professional card, etc.).

Region of Brussels-Capital city

<http://www.werk-economie-emploi.irisnet.be> (see :
Ressortissants non-européens/Niet-Europese
onderdanen)

E-mail : travail.eco@sprb.irisnet.be;
arbeid.eco@gob.irisnet.be

Flamish Region

www.werk.be (see: Diensten)
E-mail : beroepskaart@vlaanderen.be

Walloon Region :

www.emploi.wallonie.be (see : Travailleurs
étrangers)
E-mail : professionalcard@spw.wallonie.be

For the visa application

When the applicant and the Embassy have been informed that the Region has given its approval to the issuance of the professional card, the applicant is able to apply for the visa, 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
- ❑ **flight booking** (the ticket must be presented at the time of collection of the visa)
- ❑ **identity card or residence permit** in Qatar
- ❑ if applicable, a **proof that applicant is exempted from the requirement of a professional card**
- ❑ **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.
- ❑ **extract from judicial record** 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:**
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).

The documents presented must be **recent originals** and they must be accompanied by one set of photocopies. Official foreign documents must be **legalised** or bear an apostille, unless a treaty provides for the exemption of the legalisation 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 legalised 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, <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 self employed professionals who are exempted from the requirement of a professional card 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 Ryials 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. The renewal is normally granted by the Aliens' Office upon production of a valid professional card and the proof that the social contributions have been paid.

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 **Niederlandisch 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 Auswail 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