

WORK PERMIT

File to be presented in 1 original + 2 copies

OVERVIEW

Work Permit visa comes under Long Stay category.

From the 2 March 2015, Home Office in Brussels will ask applicants to pay an extra fee when applying for a visa D.

The additional fee will not be reimbursed if the visa has been refused and this fee is valid for the file only.

Hence applicants, who have been refused, will have to pay the fee Again.

Following applicants do not pay the additional fee:

- Applicants under 18 years old
- Family members of a citizen of the European Union requesting family reunification (article 40bis or 47/1)
- If the person being joined is a recognized refugee in Belgium
- For more detailed information on additional fee exemptions please check www.dofi.fgov.be

These fees have to be paid directly on the bank account of Home Office and payment can be done by the Belgian spouse/parent/employer.

The fees have to be paid, in euro, on the bank account of the Home Office in Brussels

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 person paying has to indicate a reference for the payment:

- Name and first name of applicant,
- Nationality of applicant,
- The date of birth of applicant, and
- Travel purpose (for.ex. ART 10, ART 40, ART 9 etc)

The reference of the payment needs to have this structure:

Name_First Name_Nationality_DD.MM.YYYY_Article(mention article of the Law of 15.12.1980)

Applicants applying for Belgium Long Stay Visa (D Visa) category are requested to appear in person at the visa application center to register their biometrics which includes scans of all fingerprints and live digital photo.

In case you have already submitted your fingerprints for a previous Schengen visa application in the last 59 months, you are not required to submit them again.

However, If you are uncertain whether your fingerprints have been captured for a Schengen visa within the last 59 months, you are advised to appear in person.

Kindly note that, if it would appear that the fingerprints prove not to be present in the VIS system, you will be asked to reappear in person for new biometric data collection. To avoid this possible complication, you have the right to ask for your fingerprints to be taken again.

DOCUMENTS REQUIRED

Work Permit issued after 01 January 2019 (more than 90 days)

1. National passport into which a visa can be affixed and which is valid for at least 15 months after the day you plan to leave your country of origin
2. Completed and signed national Belgian application form with 2 recent color photograph (3.5x4.5) with white background glued to the application form
3. Attestation 46 or attestation 47.
4. Copy of the identity page of your passport
5. Copy + original of your working permit/professional card
 - a.) In case of working as an *employee* : original of *work permit* + 1 copy (the work-permit or exception of work-permit has to be applied by the future employer in Belgium with the Regional Ministry of Employment)
 - b.) In case of working on a *self-employed* basis : original of *professional card* + 1 copy
6. Ticket Reservation.

Remarks:

1. Additional documents, even if not featured in the list above, may be required by the Embassy during the process
2. The visa fee is non-refundable if the visa is denied.
3. Please note that the city hall in Belgium might require your original legalized birth certificate upon your registration in Belgium.
4. 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.
5. 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: www.dofi.fgov.be