

# WORK – OTHER THAN UNIQUE PERMIT (more than 90 days)

## Required documents:

1. National passport into which a visa can be affixed, and which is valid for more than 12 months
2. Completed and signed national Belgian application form with 1 recent color photograph (5x3cm) with white background glued to the application form [Welcome to VFS Global | vfsglobal](#)
3. Copy of proof of payment of the contribution covering administrative costs.  
[Redevance | IBZ](#)
4. The document to choose the language in which you would like to be informed about the decision in your visa application [Use of language in administrative matters.pdf](#)
5. Copy of the identity page of your passport
6. **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
7. Medical certificate from our panel doctor (+1 copy) attesting that the applicant is not carrying any of the diseases which might endanger public health [Certificat médical | IBZ](#)
8. Certificate attesting to the lack of any convictions for crimes or offences under common law (+1 copy). (National Police clearance certificate from passport office + Apostille from MEA)

**Remarks:**

1. The applicant has to submit his/her application by him/herself. **(All the documents issued by a government authority should be submitted in original)**
2. Please make TWO copies (legible) of all documents mentioned above (front and back). Documents have to be arranged in the above order and are to be submitted in 2 separate files.
3. The applicant needs to do all legalizations of official documents before submitting the visa application.
4. You should submit your application a minimum of 30 days before the foreseen travel date.
5. You can submit your application at the earliest three months before your planned visit.
6. Additional documents, even if not featured in the list above, may be required by the Embassy.
7. The administrative and visa fee is non-refundable if the visa is denied.
8. Please note that the city hall in Belgium might require your original legalized birth certificate upon your registration in Belgium.
9. 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.
10. More information about scheduling an appointment can be obtained from website of [Welcome to VFS Global | vfsglobal](#)
11. 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: [Immigration Office | IBZ](#)