



VISA D APPLICATION - WORK WITH SINGLE PERMIT (Art. 9 & 13, law of 15.12.1980)

Prior to the visa application, a Belgian single permit needs to be issued by the regional authorities in Belgium. The Belgium-based employer, or his representative, has to apply for the single permit at the competent regional authority. This is either Brussels, Flanders, Wallonia or East Belgium (German speaking Community). In case the applicant is exempted from the work permit, the relevant certificate needs to be provided.

The single permit procedure does not apply to third country nationals going to Belgium:

- to work for a period less than 90 days;
- for purposes other than work;
- as au pair;
- as researcher with hosting agreement (see separate checklist);
- as an employee being transferred within a company (Directive 2014/66/EU of 15.05.2014);
- as seasonal worker;
- as trainee, when the traineeship is a compulsory part of studies in Belgium or in any other member State of the European Economic Area (EEA) and the Swiss Confederation (see separate checklist).

For more information about the single permit procedure, please contact the regional authority involved:

- Brussels Capital Region: : <http://werk-economie-emploi.brussels>
- Flemish Region: <http://www.werk.be>
- German speaking region: www.ostbelgienlive.be/
- Wallonia: <http://emploi.wallonie.be>

Embassy check	Applicant check	Document number	Original and/or copy	Description of the document
		1.	1 original	This checklist, with boxes 'applicant check' ticked and documents in the sequence of this checklist.
		2.	1 copy	visa application form duly completed. Signed and dated in field 36+37 as well as on the last page of the form.
		3.	1 copy	One copy of a recent passport-sized photo (not older than 6 months) .

		4.	1 copy	<p>Copy of the first three pages of your valid passport/travel document, including the page with your name and the expiry date and a copy of all the pages containing visa and entry-exit stamps. Empty pages don't need to be copied.</p> <p>A valid passport/travel document:</p> <ul style="list-style-type: none"> - must be issued less than 10 years ago - contains at least two facing empty visa pages - is valid for at least 12 more months at the moment your visa can be issued.
		5.	1 copy	<p>Copy of your German resident permit (Aufenthaltstitel/Fiktionsbescheinigung/Blue Card or equivalent), when applicable a copy of the front and back side and any extra paper provided with your residence permit (Zusatzblatt).. Your German resident permit needs to be valid at least till the date your visa can be issued.</p>
		6.	1 copy	<p>E-mail with "Bijlage 46 or 47/Annexe 46 or 47" by the Immigration Office in Belgium as proof that the single permit can be issued .</p>
		7.	1 copy	<p>Copy of the letter with the work permit permission from the competent regional authority in Belgium.</p>
		8.	1 copy	<p>Proof of payment of the visa handling fee of 180 € to be transferred to the account of Belgian Embassy in Berlin prior to sending your visa application. The amount paid must cover both the handling fee <u>and any bank charges</u> (please check with your banking institution). The Belgian embassy will check whether the amount received fully covers the administrative fee.</p> <p>Bank Details: Berliner bank. Beneficiary: Belgian Embassy Berlin, Jägerstraße 52-53, 10117 Berlin. Account Information: IBAN: DE57 1007 0848 0512630500 BIC: DEUTDEDB110 Reference: Family name and first name of applicant, nationality.</p>

I HAVE BEEN INFORMED THAT:

- I always need to make an appointment beforehand to fetch my visa and have my biometric data registered. The visa can never be handed out on the spot.
- The visa processing time (as from date of receipt of the application) is at least 5 working days.
- My application will only be eligible for processing when the submitted file is complete.
- Additional documents may be requested.
- Visa applications can only be submitted via regular registered post or via e-mail but only in one single pdf – file, containing all documents. Due to security reasons, we cannot open other formats.
- All applicants aged 6 and more, applying for a long-term visa (D) to stay in Belgium, will need to have their biometric data (10 fingerprints + digital picture) registered at the Belgian embassy in Berlin before the visa can be issued.
- For accompanying family members a separate and complete file needs to be submitted. Please refer to the list of requirements for a family reunion visa.

Applicant's signature:

