



KINGDOM OF BELGIUM
Federal Public Service
**Foreign Affairs,
Foreign Trade and
Development Cooperation**



CHECKLIST for **SINGLE (WORK & RESIDENCE) PERMIT**

(Single document allowing a stay of more than 90 days to work in Belgium).

It is essential that your file contains the following:

You must lodge the original documents, plus two (2) sets of photocopies of these documents. The originals will be returned to you.

Passport + copy

A valid passport :

- should have been issued within the previous 10 years;
- should be valid for more than 12 months;
- should contain at least 2 empty pages when applying for the visa.

Please provide one copy of the passport (the empty pages don't need to be copied).

Copy of ID

One copy of your Chinese identity card, temporary residence card (if any) or of your residence permit (for foreigner).

Application form

Three (3) application forms duly filled in, signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant.

This form is available free of charge online or at VFS and Embassy/Consulates. You complete it in French, Dutch, German or, if you do not have a command of any of the national languages, ideally in English.

Any person appearing in your travel document must complete a separate application form.

Minor children must submit an application form signed by a person with parental authority or by a legal guardian;

Please follow the link to the application form [online](#).

Photo

Three (3) recent (no more than 6-months old) passport size photographs with the [following specifications](#) should be affixed to the application form.

The decision granting the SINGLE PERMIT.

IMPORTANT - The "single application / single permit" procedure does not apply to:

- third-country nationals traveling to Belgium to work less than 90 days;
- third-country nationals who go to Belgium for purposes other than work;
- au pairs;
- researchers with a hosting agreement;
- highly qualified workers (European Blue Card);
- workers who are subject to an intra-corporate transfer (Directive 2014/66/EU of 15/05/2014);
- trainees in the Flemish Region.

The documents drawn up abroad in a language other than Dutch, French or German are to be translated in accordance with the original by a sworn translator. The translation must be legalized as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.

Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in.

Chinese notarized certificates have to be authenticated by the relevant Foreign Affairs Bureau of your province before being authenticated by the Embassy / Consulate General of Belgium. They should not be older than six months.

This checklist comprises all documents that are part of my visa-application. I understand that the Embassy will decide on my visa-application based on these documents only. I also understand that in exceptional cases additional documents may be requested by the Embassy, even documents that do not feature on this list at all.