



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



Checklist for **WORK PERMIT (Article 9)**

It is essential that your file contains the following:

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

Passport + copy

A valid passport:

- should have been issued within the previous 10years;
- should be valid for more than 12months;
- 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 and temporary residence card (if any) or of your residence permit (for foreigner)

Application form

Three (3) application forms fully 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 from 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 link to application [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.

Administrative fee

The applicant has to provide the proof of payment of the [administrative fee](#) at the submission of his/her application. If this is not the case, the visa application is not admissible.

Medical Certificate

A [medical certificate](#) attesting that you are not carrying any of the diseases which might endanger public health. This certificate must not be older than 6 months from the date of issuance. The specific form must be signed and stamped by a [recognized hospital](#)

OR A copy of the medical certificate you submitted for obtaining the work permit in Belgium which is not older than 6 months.

Non-Criminal Record Certificate

If you are aged over 18, a Non-Criminal Record Certificate issued by local Police Office, attesting to the lack of any convictions for crimes or offences under common law shall be submitted, translated and duly **notarized and legalized** . This certificate must be no older than 6 months from date of issuance.

Work Permit

Your original work permit obtained by the Belgium-based employer, or his representative, from the regional employment service which covers the employer's place of business.

Or

The official certificate stating that you are exempted from the work permit obligation.

RECOMMENDATION : Consult the website of the competent authorities for any additional information on the methods for lodging an application for an employment permit and the work permit B, the cases in which a worker is exempted from the obligation to obtain a work permit, the particular categories of workers, the employment market in Belgium, the sectors with manpower shortages, etc.

Région Wallonne: <http://emploi.wallonie.be>

Région de Bruxelles-Capitale: <http://www.bruxelles.irisnet.be>

Deutschsprachige Gemeinschaft: <http://www.dglive.be>

Vlaams Gewest: <http://www.werk.be>

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 sixmonths.

The applicant acknowledges that he has provided the documents here above marked as submitted and that he has been informed that some other documents might be requested by the Belgian Embassy / Consulate General.

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.