



Embassy of the Kingdom of Belgium
in Abidjan

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Abidjan
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www.diplomatie.belgium.be/cote_d_ivoire

WORK PERMIT-TYPE B

- Documents to submit : **the originals + 2 copies of every original document** (Passport included) arranged following the order listed below.
- Documents issued by foreign authorities **must be legalized** by the Belgian Embassy / Belgian Consulate **BEFORE the submission of the file** : legalization procedure is detailed on <https://cotedivoire.diplomatie.belgium.be/fr/legalisation-de-documents>. **Please note that legalization processing time is at least 15 days.**

N°	Documents to submit
1	<ul style="list-style-type: none"> • <u>Two</u> visa application forms duly completed and signed (to be completed online and printed) https://visaonweb.diplomatie.be/ • <u>Two</u> recent color passport photos on a white background.
2	A PASSPORT : valid for at least 12 MONTHS AND HAS AT LEAST 1 EMPTY SHEET. <ul style="list-style-type: none"> • A copy of the identity page + every previous visa and stamps.
3	Your original work permit card "B" or exemption from work permit.
4	A Police Clearance issued not more than six months prior to the date of application legalized by Ministry of foreign affairs of the issuing country and the Embassy/Consulate of Belgium .
5	A medical certificate issued by a doctor approved by the Belgian Embassy and issued not more than 6 months prior to the date of the application. A medical certificate is not required if you have already submitted this at the time of application for a work permit. In this case please submit a photocopy of that medical certificate if issued less than 6 months.
6	Proof of payment of the administrative fee to Home Office Brussels. More information on: https://dofi.ibz.be/en/themes/faq/fee

Important:

1. 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
 - Applicants may also be invited to submit an interview.
2. Submitting false documents may be followed by legal action.
3. Official documents issued abroad must be legalized or bear an apostil, depending on the country whence they originated, unless a treaty provides for exemption from this process.
4. If the visa is issued, you must **go to register in person to the municipality** of your place of residence **within eight days of your arrival in Belgium**.
5. Some categories of work activities have to be declared before you start working.

Name /Signature

Date

VFS agent

RECOMMENDATION

Please visit the website of the competent authorities for any additional information relating to the professional card (procedure to obtain a professional card, etc.):

International.socialsecurity.be / Working in Belgium: www.limosabe.be

The Walloon Region: <https://www.wallonie.be/en>

The Brussels-Capital Region: https://be.brussels/brussels?set_language=en

The Flemish Region: <https://www.vlaanderen.be/>

For correct amount and more information, please log on to our websites: [Belgium in Côte d'Ivoire | Embassy of Belgium in Côte d'Ivoire](#) or www.dofi.fgov.be