



## List of Documents

### WORK PERMIT (SINGLE PERMIT)

*Procedure for obtaining a single authorization for both staying and working in Belgium*

- As of 03/01/2019, the third-country national who wishes to work in Belgium for more than 90 days will submit to the relevant Regions, through his employer, a single application for a work and residence permit.
- If the work permit and the residence permit are granted respectively by the Region and the Immigration Office, the third-country national will receive a single document stating that he is allowed to stay more than 90 days in Belgium to work there.
- Upon receipt of the e-mail granting the work permit and the residence permit, the interested candidate may submit his visa application through VFS Office.

It is essential that the file contain the following:

- Two copies of the application form along with the supporting documents.

*“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.”*

#### Remarks:

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Applicant's Signature: - \_\_\_\_\_

VFS Officer's Signature: - \_\_\_\_\_



➤ **Application form**

- Two application forms fully filled in, signed on both pages and dated by the applicant. [VisaOnWeb](#)
- The current UAE address, local contact number and email address should be provided. (all communication is via email)

➤ **Photo**

- Two passport photos not older than 3 months with the following [specifications](#)

➤ **Original passport**

- The UAE residence permit and the passport should be at least three months longer than the intended stay or in case of multiple journeys, the date on which you intend to leave for the last time.
- A copy of all pages (excluding the blank pages)
- The passport must have been issued within the last 10 years, in a good shape and have at least **2 empty pages**.
- **The passport must contain the signature of the passport holder. (mandatory)**
- Copies of previous Schengen visas (from the past 3 years only). Copies of entry and exit stamps to Schengen zone must be provided
- Copies of other respective countries' visas could be provided (UK, USA, Canada, Japan, Australia,...).

➤ **Copy of Annex 46 or 47**

- Copy of the e-mail received by the Belgian concerned authorities granting the work permit.