



BELGIUM - CHECKLIST FOR SINGLE PERMIT

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

Documents to be provided by all visa applicants must be in English, Dutch, French or German.

Documents in Arabic have to be submitted with a translation

AND legalized by the Embassy : <https://legalization-be.tlscontact.com/service/lb/lbBEY2be/home>

The documents to be legalized can be introduced at the same time than the visa application, it is not necessary to ask for a separate appointment at the legalization department of TLS.

It is essential that your file contains the following: The original documents, plus two (2) photocopies of these documents. The originals will be returned to you.

- The third-country nationals who wish 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 TLScontact.

Document	Description
Application form	<ul style="list-style-type: none"> - Duly completed and signed - Irrespective of age, each individual requires a separate application form printed from VisaOnWeb - The application form should be fully filled in, signed (two times) and dated by the applicant
2 recent passport size photographs	<ul style="list-style-type: none"> - Size 3.5cm X 4.5cm - White plain background - Taken less than 3 months ago
Original passport	<ul style="list-style-type: none"> + A copy of all pages (excluding the blank pages) - The passport must have been issued within the last 10 years, must be in a good shape and have at least 2 empty pages in front of each other - Must be valid at least 15 months at the time of the application - For foreigners: copy of your Lebanese/Syrian residence permit
Copy of annex 46 or 47	<ul style="list-style-type: none"> - Copy of the e-mail granting the work permit and its 2 attachments <u>E-mail sent by the Belgian Authorities to the employer and applicant</u>
Copy of your work contract	<ul style="list-style-type: none"> - Copy of your work contract

If spouse and children want to join the holder of the single permit, **please refer to family reunion art.10 checklist.**

If the family (spouse, children) want to join within the 6 months of arrival or introduce his visa application at the same time than the holder of the single permit:

- instead of the salary slips of the last 12 months, the applicant will submit a copy of the work contract of the holder of the single permit mentioning its duration, the net salary and eventually a clause about a rent payment
- instead of a property lease Hotel or Airbnb reservation covering your stay upon arrival
- instead of social insurance: Schengen travel insurance **valid for 90 days** must be submitted for the family members.

All other documents indicated in the art 10 checklist should be introduced (contribution fees, proof of relationship e.g. marriage certificate translated & legalized by our Embassy, birth certificate translated & legalized by our Embassy, family registration translated & legalized by our Embassy, medical certificate, non-criminal record translated & legalized by our Embassy etc.)

Please note that all documents to be legalized by the Embassy can be introduced at the same time as the visa application without additional appointment or service fee from TLS (legalization fees have to be paid of course)

NOTE: This facilitation is not applicable anymore if the family members apply 6 months after the holder of the single permit, then the usual procedure of art.10 family reunion will be applied.

ATTENTION!

The verification of the submitted documents can delay or impede the issuance of the requested visa. These delays depend exclusively upon the instance that issued the documents. Any false statements or documents will lead to your application being rejected.

Please note that the application will be processed with the documents handed over at the submission. No additional documents can be submitted at TLS or at the Embassy if the Embassy has not requested them. An incomplete file will often lead to a visa refusal. A complete file does not either guarantee the issuance of a visa. 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. Additional documents not indicated on the list may be required to substantiate your visa request.