

Work Permit (employee)

Please note that there are two possibilities to go to work in Belgium:

- As an employee or researcher or trainee taking up employment (Work Permit).
- As a self employer: you want to set up your own company in Belgium. You will need for it a Professional Card AND a visa to go to Belgium. For this case, please refer to our [info sheet](#) specifically designed on this subject.

You are welcome at the Belgian diplomatic missions and / or at the new Visa Application Centers of your jurisdiction..

The documents to be produced are:

- 1) A valid passport: The passport should be valid at least 12 months when applying should contain at least one double blank page reserved for visas (blank front and back).
- 2) Two application forms, signed and dated by the applicant.
- 3) Your original work permit/training permit obtained by the Belgium-based employer, or his representative, from the regional employment service which covers the employer's place of business (VDAB, FOREM or ORBEM). If the applicant is exempt from the work permit/training permit the relevant certificate should be provided.

Researchers at a Belgian university are advised to take up this matter with their tutor beforehand.
- 4) A **Police Clearance Certificate** for the past *1 year*. This document is valid only 6 months from the date of issue. In case you resided in a foreign country during the past *1 year*, you should moreover submit a Police Clearance Certificate issued by the relevant authorities of that foreign country (*).
- 5) Depending on circumstances, complementary documents, such an invitation letter from the Belgian company or a dispatch letter from the company in UK providing additional information about the goal of the trip, may be demanded.

Notes:

1. All documents have to be produced in 1 original and 2 copies.
2. Submitting false documents may be followed by legal action.
3. For visa fees, [click here](#). The visa-handling fee is non-refundable.

(*) All official documents must be recent i.e. not older than 6 months, attested by local, competent authorities and then legalized. In case the original certificates are in any of the local languages, then an official translation in English must be attached which must also be duly attested and legalized.