Embassy of the Kingdom of Belgium in
HELSINKI

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Single Permit Visa – List of required documents

Context: Third Country Nationals planning to work in Belgium for more than 90 days are in most cases concerned by the Single Permit procedure that their future employer in Belgium needs to undertake by the competent Regional Authority in Belgium. Once the Regional Authority and the Immigration Office have jointly reached their positive decision, the Immigration Office will notify it by means of **Annex 46 or 47**. This decision is sent by e-mail both to the foreign worker and to the diplomatic representation of Belgium in his/her place of residence (as indicated in the application for a Single Permit). Based on this annex, the foreign worker needs to contact the diplomatic representation in order to receive a D type visa for Belgium.

Note: If your employment lasts for less than 90 days or if you are an au pair, participating in the Working Holiday program, engaged in the context of temporary intra-corporate transfer (directive 2014/66/EU) or an intern occupied by the Flemish region, you are not concerned by the Single Permit procedure.

These are merely the standard documents. We might require further evidence at the course of the process. It is mandatory to send them as separate pdf documents. Any other form (photograph etc) will be rejected.

☐Enclosed visa application form

☐2 recent identity photos in color, standard size 35 x 45 mm with light and uniform background. Please note your name on the back side of the photos

☐Enclosed language form

☐Enclosed notice "willingness to integrate"

☐Valid national passport

☐Copy of your valid residence permit in FIN/SWE/NOR/ISL/DNK/EST

☐Copy of the positive single permit decision of the Belgian Immigration Office (Annex 46 or 47)

☐Copy of the positive single permit decision of the regional department of economic migration in Brussels Capital Region, Flanders or Wallonia or another document that shows the duration of the work contract

☐Receipt of payment: Visa handling fee 250 EUR. The net value should arrive without charges to the embassy account:

Beneficiary: Embassy of Belgium in Helsinki
IBAN: FI68 1722 3000 0002 49
BIC: NDEAFIHH

Please add a clear message such as: visa application + name of the applicant
Citizens of Morocco, Israel, San Marino, Japan and Turkey are exempted from the visa handling fee

The application is only considered admissible with a proof of the paid fee.