

The Single Permit



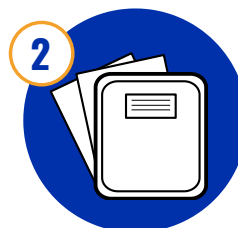
Any national of a country that is not part of the EU or the EEA Area (EU + Iceland, Norway, Liechtenstein and Switzerland) who wants to reside and work in Belgium for more than 90 days needs to go through the "Single Permit" procedure.

Single Permit simply means that you will not apply for the work and residence permits separately, but you will apply for both in one single procedure, and you will receive a residence permit explicitly mentioning the admission for employment. But how does it work? And what are you supposed to do to obtain it?

First of all, it is important to know that your **EU employer** is responsible for launching the Single Permit application process which has now been centralised through one **online platform: [Working in Belgium](#)**. Through this simplified process, the application for both the work permit and residence will be submitted at once. Your employer will be able to have an overview of the status of your application at all times and will be notified about the final decision through his/her eBox. From your side, you will need to submit to your employer the following documents **via registered mail**:



1 **Proof of payment of the administrative fee**



2 **Original of the Police clearance certificate/criminal record** (maximum 6 months old, translated in French, Dutch or English, and legalized)



3 **Copy of all pages of your passport** (valid for at least 12 months from the moment of the application and with minimum 2 empty pages)



4 **Original of a medical certificate** (maximum 6 months old and delivered by an accredited doctor from the list provided by the local embassy)

What happens once my employer receives my documents and submits the application?



Once your employer has submitted the application through the online platform Working in Belgium, the regional entities and the immigration office will be put in contact digitally and automatically through the platform. The first step will be to check whether your application for a **work permit** is complete and admissible. There are two possible scenarios:



The application is complete and fulfills the requirements as to the employment - it will be transferred to the immigration office automatically to process the request for a residence permit.



The application is incomplete or does not fulfill the requirements as to the employment. In the first case, your employer will have 15 days to regularize the application. In the second case the application is considered "non admissible". In case of non-admissibility, it is possible for the employer to lodge an appeal at the council of state within 60 days.

Within 120 days from the admissibility decision, the Immigration Office will have to take a decision regarding the application for a **residence** permit. Here, again, two scenarios:



Your Single Permit is approved and you will receive an email notification. You will then need to address the Belgian embassy or consular mission and present the Annex 46 (or Annex 47) you received via email in order to pick up your visa D



The single permit has been refused. This decision (notified via the Annex 48) will be communicated both to you and your employer. Your employer can appeal this decision at the Council for Alien Law Litigation within 30 days.

You have got your visa?

Congratulations, you are ready to board your plane to Belgium!

