



D-Visa

Single Permit holders, researchers, and au-pairs

Applicants wishing to work in Belgium, paid or unpaid, for more than 90 days, must obtain a work authorization (i.e. Single Permit or Arbeidskaart/Permis de Travail) at the competent regional authority ([Flanders](#), [Brussels](#) or [Wallonia](#)). The Belgian employer must file the work permit application on behalf of the employee.

The work authorization must have been granted prior to applying for the D-visa. Confirmation of the deliverance of a single permit or work authorization is sent by email from the competent authorities in Belgium.

Your application must contain all supporting documents in the order indicated below. Please print this “checklist” and add it to your application file. Incomplete applications may result in delays or refusal. Visa fees are not refundable.

<input type="checkbox"/>	1. Visa application form: Duly completed online and signed. Signature must be notarized when mailing application.
<input type="checkbox"/>	2. Passport not older than 10 years: Must be valid for the whole duration of the stay in Belgium and must contain at least 2 empty side-by-side pages. Please provide a copy of the picture page in addition to the passport itself.
<input type="checkbox"/>	3. One recent color photo: American or European passport-size, less than 6 months old with white background.
<input type="checkbox"/>	4. Visa fee : see consular fee schedule under consular services.
<input type="checkbox"/>	5. Work/residence authorization : <ul style="list-style-type: none">• For Single permit holders: both the “Beslissing tot toekenning van een gecombineerde vergunning” / “Décision d’octroi d’un permis unique” (Annexe 46) and the “Toekenning tot een toelating tot arbeid” / “Octroi d’une autorisation de travail” (regional authorization)• For Arbeidskaart / Permis de travail holders (e.g. au pairs): original blue work permit (= Arbeidskaart / Permis de Travail). Please provide a copy of the blue card in addition to the original card itself.
<input type="checkbox"/>	6. Prepaid and pre-addressed envelope (optional) to return your passport. Shipments with a tracking number are highly recommended. The diplomatic post is NOT responsible for lost packages. Note that we refuse to use FedEx in Washington and New York due to recurrent billing issues.

IN ADDITION FOR ARBEIDSKAART/PERMIS DE TRAVAIL HOLDERS ONLY:

<input type="checkbox"/>	<p>7. Proof of payment of the administrative fee: Must be paid through international wire transfer to the Immigration Office in Belgium. For instructions and amounts, see: Fee IBZ (bosa.be). Note that the applicant's name and the net euro amount received must be mentioned.</p>
<input type="checkbox"/>	<p>8. Medical certificate (PDF): Only the official model enclosed is accepted. It cannot be older than 6 months. For a list of affiliated physicians, click here. If you choose an unaffiliated physician, the doctor's signature must be notarized and the document must thereafter be apostilled.</p>
<input type="checkbox"/>	<p>9. Nationwide FBI criminal history record: Required for all applicants over the age of 18. Records must remain in sealed envelope and cannot be older than six months. Criminal history records from FBI-approved channelers are accepted. If you lived outside of the US during the entire past year: a criminal history record with the same conditions from that country.</p>