



D-Visa

Holders of a work permit (aka *arbeidskaart / permis de travail*): au-pairs, trainees, and volunteers.

Applicants wishing to work in Belgium, paid or unpaid, for more than 90 days, must obtain a work authorization (Single Permit **or** Work Permit *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.

Confirmation of the deliverance of a single permit or work authorization is sent by email from the competent authorities in Belgium.

Once you have obtained the work permit, you need to apply for authorization to stay in Belgium for more than 90 days by applying for a D-visa.

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: Valid for at least 15 months from the intended date of departure to Belgium. Passport must contain at least 2 empty side-by-side pages. 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 authorization : Original blue work permit + 1 copy
<input type="checkbox"/>	6. 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) . The applicant's name and the net euro amount received must be mentioned.
<input type="checkbox"/>	7. Medical certificate (PDF) + 1 copy: 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 .
<input type="checkbox"/>	8. Nationwide FBI criminal history record: Required for all students 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 they come in a sealed envelope . If you lived outside of the US during the entire past year: a criminal history record with the same conditions from that country.

□ 9. **Prepaid and self-addressed envelope** (unless pickup in person):

- Legal size preferred;
- Shipments with a tracking number are highly recommended;
- The diplomatic post is NOT responsible for lost packages;
- Washington DC and New York posts do **not** use FedEx.