



VISA D – APPLICATION
Professional card

Submission & collection time: 9am-12pm

Belgian Professional Card and VISA Application

Prior to the visa application a Belgian Professional Card needs to be approved. You can submit your application through the Embassy with the necessary documents and the payment of the fee. All information with regards to the requirements for a professional card needs to be obtained from the [regional government](#) where you plan to open your business. This is either in Wallonia, Brussels or Flanders.

To apply for the professional card through the Embassy, please bring:

- 2 professional card application forms.
- supporting documents requested by the competent government.
- professional card fee: 238 SGD payable by Credit Card not refundable and subject to change.

! The embassy will only handle as a mailbox for the submission of the application. The embassy has no information regarding the process or documents required for an application of a professional card.

The visa application can only be done **after** you have received news that the application was approved and is done in person.

Embassy check	Applicant check	Document number	Original and / or copy	Description of the document
		1.	Original	This checklist , with boxes ticked, signed and documents in the sequence of this checklist.
		2.	2 Originals	Print-out of the Schengen visa application form properly completed online , signed and dated on the last page of the form + a recent passport-sized photo according to the ICAO regulations , pasted on the application form.
		3.	Original	Print-out of the confirmation email of your appointment.
		4.	Original + 2 Copies	Passport with at least three empty pages. Issued less than 10 years ago and valid for at least 12 months when your visa application is submitted. Copy of bio-data pages (this includes the signature page).
		5.	Original + 2 Copies	Singapore resident permit Employment Pass / Dependant's Pass / S Pass / Student Pass / Permanent Resident Identity Card + Re-entry Permit / Recent print out of SGWorkPass ...
		6.	Original	Certificate of good conduct (for 21 years old and above) issued less than 6 months ago by the appointed authorities in your country of residence and / or country of origin. To obtain a "Certificate of Clearance" (COC) in Singapore: applicant must first make a personal appearance at the Embassy with his / her passport to request an introductory letter required by the Singapore Police Force . The COC needs to be authenticated by the Ministry of Foreign Affairs in Singapore and legalized by the Embassy (fees apply).
		7.	Original	Medical certificate issued less than 6 months ago, properly completed, stamped and signed by one of the medical doctors designated by the Embassy .
		8.	2 Copies	Proof of payment of the contribution fee , to be paid prior to the visa application. The contribution fee cannot be paid at the Embassy.

I HAVE BEEN INFORMED THAT:

- my passport will be kept for the duration of the visa processing time.
- the visa processing time is at least two weeks.
- my application will only be eligible for processing when the submitted file is complete.
- additional documents may be requested.

Signature:

Visa fee: 288 SGD, payable by Credit Card (Visa or Mastercard), nonrefundable and subject to change.

Legalization fee: 32 SGD per document.

For **accompanying family members** a separate and complete file needs to be submitted. Please refer to the list of requirements for a family reunion visa.