



VISA D – APPLICATION  
WORK PERMIT

**Submission & collection time: 9am-12pm**

Belgian Work Permit and VISA Application

**Prior to the visa application a Belgian work permit needs to be issued.** The Belgium-based employer, or his representative, needs to apply with the [regional government](#) for the permit. This is either in Wallonia, Brussels or Flanders. In case the work permit is exempted, the relevant certificate should be provided.

Visa applications are done in person, **after** you have received the original work permit.

| Embassy check | Applicant check | Document number | Original and / or copy | Description of the document  |
|---------------|-----------------|-----------------|------------------------|--|
|               |                 | 1.              | Original               | <b>This checklist</b> , with boxes ticked, signed and documents in the sequence of this checklist.   |
|               |                 | 2.              | Original               | <b>Print-out of the Schengen visa application form</b> properly <a href="#">completed online</a> , signed and dated on the last page of the form + a <b>recent</b> passport-sized <b>photo</b> according to the <a href="#">ICAO regulations</a> , pasted on the application form.   |
|               |                 | 3.              | Original               | <b>Print-out of the confirmation email</b> of your appointment.  |
|               |                 | 4.              | Original + Copy        | <b>Passport</b> 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.<br>Copy of bio-data pages (this includes the signature page).   |
|               |                 | 5.              | Original + Copy        | <b>Singapore resident permit</b><br>Employment Pass / Dependant's Pass / S Pass / Student Pass / Permanent Resident Identity Card + Re-entry Permit / Recent print out of SGWorkPass ...   |
|               |                 | 6.              | Original + Copy        | <b>Belgian work permit</b> with a validity $\geq$ 90 days.   |
|               |                 | 7.              | Original + Copy        | <b>Employment contract</b> , signed by both parties.   |
|               |                 | 8.              | Original               | <b>Certificate of good conduct</b> (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.<br>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 <a href="#">Singapore Police Force</a> . The COC needs to be authenticated by the <a href="#">Ministry of Foreign Affairs</a> in Singapore and legalized by the Embassy (fees apply). |
|               |                 | 9.              | Copy                   | <b>Medical certificate</b> issued less than 6 months ago.<br>The original is required for the work permit application. It must be properly completed, stamped and signed by one of the <a href="#">medical doctors designated by the Embassy</a> and signed by the Embassy before you can send it to your employer in Belgium.   |
|               |                 | 10.             | Copy                   | <b>Proof of payment of the contribution fee</b> , to be paid prior to the visa application.<br>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 & legalization fee** payable by Credit Card (Visa or Mastercard) and nonrefundable

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.