



Embassy of the Kingdom of Belgium
in Rome

Visa section
Via G. de Notaris 6
00197 Roma
Tel. +39 06.360.95.11
E-mail : rome@diplobel.fed.be
<https://italy.diplomatie.belgium.be>

Employee with a single work permit

Prior to the visa application, a single permit needs to be issued by the regional authorities in Belgium. The Belgium-based employer, or his representative, has to apply for the single permit at the competent regional authority. This is either Brussels, Flanders, Wallonia or East Belgium (German speaking Community). In case the applicant is exempted from the single permit, the relevant certificate needs to be provided.

The single permit procedure does not apply to third country nationals* going to Belgium:

- to work for a period less than 90 days;
- for purposes other than work;
- as au pair;
- as researcher with hosting agreement (see separate checklist);
- as an employee being transferred within a company (Directive 2014/66/EU of 15.05.2014);
- as seasonal worker;
- as trainee, when the traineeship is a compulsory part of studies in Belgium or in any other member State of the European Economic Area (EEA) and the Swiss Confederation .

For more information about the single permit procedure, please contact the regional authority involved:

- Brussels Capital Region: : <http://werk-economie-emploi.brussels>
- Flemish Region: <http://www.werk.be>
- German speaking region: www.ostbelgienlive.be/
- Wallonia: <http://emploi.wallonie.be>

Each application must contain the following documents :

	Type of document	Description of the document
1	Visa application form for a long stay in Belgium	to be filled in and submitted ONLINE: Click here
2	ICAQ -compliant passport photo	format 45x35mm, good quality, color gloss prints, less than 6 months old, plain white or light grey background, face looking directly at the camera and not tilted in any direction

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* A **third-country national** is a citizen of a state that is not member of the EU nor a citizen of Iceland, Lichtenstein, Norway or Switzerland

3	Proof of full payment of the handling fee of 180€ (unless exempted).	to be transferred to the account of the Belgian Embassy in Rome prior to sending your visa application. Payment information: Bank: UNICREDIT S.p.A. Beneficiary: Ambasciata del Belgio (recettes consulaires) IBAN: IT72L0200805170000030066859 BIC : UNCRITM1113 Communication : <ul style="list-style-type: none"> • Name and surname of the applicant (exactly as mentioned on the passport) • Nationality • Date of birth: DD-MM-YYYY
4	Copy of your valid passport/travel document	the page with your name and the expiry date and a copy of all the pages containing visa and entry-exit stamps. Empty pages don't need to be copied. A valid passport/travel document: <ul style="list-style-type: none"> - must be issued less than 10 years ago - contains at least two facing empty visa pages - is valid for at least 12 more months at the moment your visa can be issued.
5	Copy of your valid Italian residence permit or valid Italian visa	front and back side. Your Italian resident permit needs to be valid at least till the date your visa can be issued.
6	'Annexe 46/47' - ' Bijlage 46/47'	'Décision d'octroi d'un permis de séjour' - 'Beslissing tot toekenning van een gecombineerde vergunning' delivered by Immigration office in Belgium as proof that the single permit can be issued
7	Copy of the letter with the work permit permission	delivered by the competent regional authority in Belgium
8	Language document	document to choose the language in which you would like to be informed about the decision in your visa application, choose a language, date and sign
9	Notice	Willingness to integrate in Belgian society, date and sign

IMPORTANT INFORMATION:

- Once the visa application form has been filled in and submitted online, you need to stamp and sign it and send it together with ALL other requested documents by email to rome.visa@diplobel.fed.be
- Upon submitting the visa application form online, you will receive an automatic email to book an appointment, please note that the booking system has been deactivated because you will first need to send your complete visa application by email at the address mentioned here above.
- If your visa application by email is complete we will contact you to set up an appointment
- Additional documents may be requested and the visa application might be send to Immigration office for decision.
- The visa application will only be eligible for processing when the submitted file is complete.
- For accompanying family members (spouse and children) a separate and complete file needs to be submitted (1 per person).Please refer to the list of requirements for a family reunion with spouse/registered partner who is a non-EU citizen.