RECRUITING INTERNATIONAL TALENT

THE SINGLE PERMIT PROCESS IN 5 STEPS

Are you an **employer** that is looking to employ **an international employee** to work in Belgium?

The **'single permit'** allows you to arrange the **work and residence permits** of non-EU citizens with **one single application**.

Follow the steps below to contract your new foreign talent! Good Luck!

STEP 01

FOLLOWING GROUPS DO NOT NEED TO APPLY FOR A SP

- **All EEA nationals and Swiss nationals** have unconditional access to the Belgian labour market.
- **Non-EEA nationals with residence permits** A*, B, C, D, F, F+, K, L and M have unlimited access to the Belgian labour market and can be employed under the same conditions as EEA nationals.
- **Students with residence permit A** mentioning "arbeidsmarkt beperkt" can work to a limited extent without a single permit.
- A foreign worker who is in Belgium on **secondment** does not need a single permit.
- Other foreign workers need a single permit unless for **certain jobs** when it is not required.
- The type of work that a foreign national will perform determines whether they will be permitted to join the labour market. Only **certain categories** of foreign employees are eligible.
- Foreign nationals who would like to work in Flanders as a **self-employed entrepreneur** don't need a work permit, but a **professional card for foreign entrepreneurs**.

* Unless the residence permit mentions "*arbeidsmarkt beperkt*" or "*arbeidsmarkt neen*".



STEP 02

GETTING STARTED

- The **employer starts** the procedure by collecting the required documents and applies for the single permit.
- The single permit is a **combined permit** issued by the Immigration Department and contains both the permission to **work** and the permission to **stay** for longer than 90 days in Belgium.
- Note that the application procedure for a single permit takes up min. **4,5 months**!

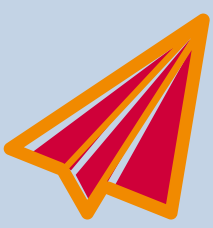
STEP 03

COLLECT THE NECESSARY DOCUMENTS

- Proof of the **employee's identity**
- **Belgian residence permit** if the employee is in Belgium at the time of the application
- Proof that the requested **administration costs** are paid
- **Criminal record extract**
- **Medical certificate**
- Proof that the employee has **healthcare insurance** or a declaration of commitment
- **Employment contract signed by both parties**
- Proof of the **employer's identity**
- **Supplementary materials to include per category.**



Use the QR code for more information on the necessary documents to complete the application!



STEP 04

SUBMIT YOUR FILE

- The employer submits the application via the **Working in Belgium - platform**.
- A first application for admission to work must be submitted at least one month and no more than **three months before the start** of the actual employment.

STEP 05

APPROVAL

You can **follow the status of the application** via the special service "Working in Belgium".

- You will receive a positive response in your ebox (Working in Belgium - platform).
- You will receive a negative response by registered letter.

QUESTIONS?

- You can always find more detailed information at Dienst Economische Migratie.
- You can find a lot of detailed information [in Dutch] on www.vreemdelingenrecht.be.
- If you are based in Antwerp and still have questions, do not hesitate to contact the juridical helpsdesk of Atlas at verblijfenrechtspositie@antwerpen.be or call 03/270.33.03 (Mon-Fri 09:00 to 12:00).
- Based outside Antwerp? Call the helpdesk Vreemdelingenrecht 02/205.00.55.

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