

Work and residence in Belgium for non EU nationals: Single Permit System

A Comprehensive Guide to Application



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Understanding the Single Permit System



Application Process

The Single Permit allows third-country nationals to reside and work in Belgium for over 90 days.

Employers submit applications online via the Single Digital Gateway.

Workers must not enter Belgium for employment before receiving authorization.



Supporting Documents

Required documents include a valid passport (full pages) and proof of sufficient means of subsistence.

Health insurance can be provided through an employer's commitment or private coverage.

A standard medical certificate from an accredited doctor by the Embassy (or Belgian doctor) is also necessary.

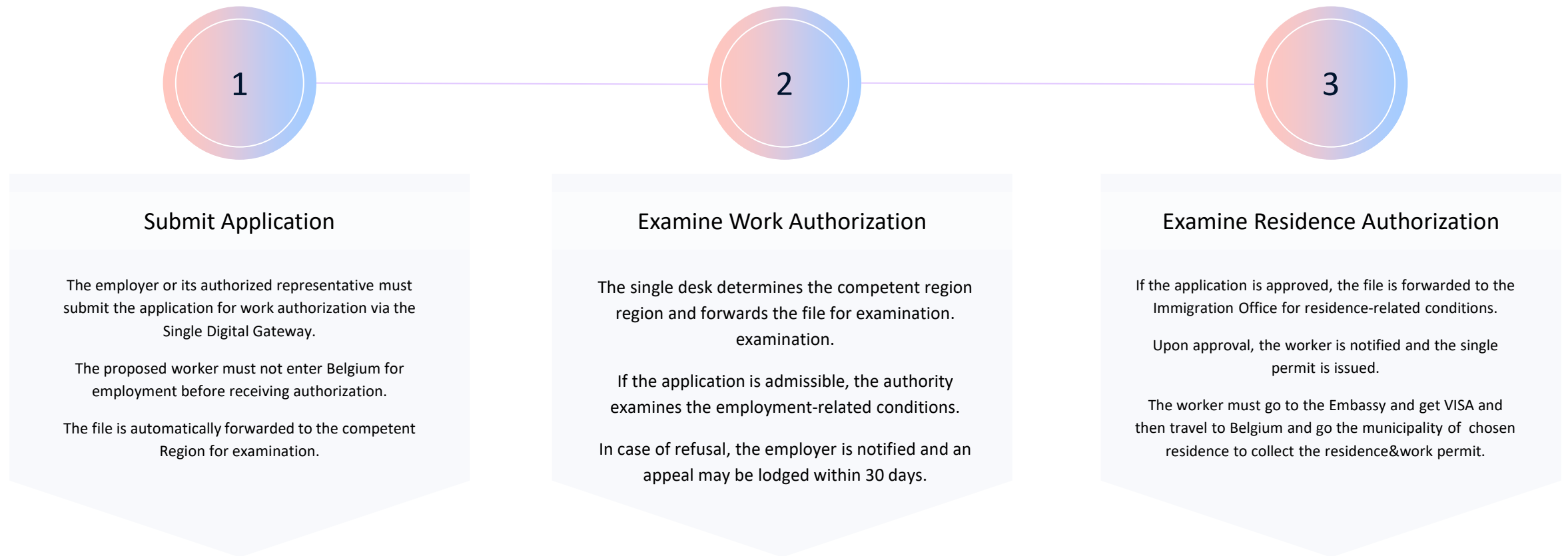


Regional Requirements

Requirements differ by Region but they are similar.



Application Process for the Single Permit



Employer's Responsibilities and Obligations

Legal Compliance

Employers must ensure that all employment-related documents comply with current legislation.

They must adhere to the requirements set by the competent authorities.

Non-compliance may lead to penalties or refusal of work permits.

Health Insurance Provision

Employers must provide a written commitment that the worker will have health insurance covering all risks in Belgium.

Alternatively, proof of existing health insurance must be submitted.

This is essential for the worker's legal stay and employment in Belgium.

Employment Contracts

A standard employment contract must be established in accordance with legislation.

The contract must include mandatory information such as job description, salary, and working conditions.

Employers can use a model contract, ensuring it is adapted to the specific region if necessary.

Work Authorization

The employer is responsible for submitting the application for work authorization via the Single Digital Gateway.

The application must include all required supporting documents for the competent region.

Approval is necessary before the worker can commence employment in Belgium.

Income Verification

Employers must ensure that the worker's income meets the minimum threshold,

Proof of sufficient means of subsistence must be provided during the application process.

This verification is crucial for the worker's residence permit application.



Essential Documents for Residence & Work Applications

Identity Documents

These documents verify the identity and legal status of the worker.

A valid passport (full pages) or equivalent travel document is required for the entire planned stay.

Proof of Income

Proof of sufficient means of subsistence is required to ensure the worker can support themselves.

An employment contract serves as accepted proof of income.

Employment Contract

The employment contract establishes the worker's legal employment status.

It must include all mandatory information as per guidelines.

The contract should reflect the terms agreed upon by both parties.

Medical certificate

A standard medical certificate is required for the application process.

If the applicant is abroad, the medical certificate must be issued by a doctor accredited by the Belgian Embassy.

Criminal Record

A clean criminal record is essential for the worker's eligibility.

This document must have an apostille from the worker's country of origin.

It must be translated and legalized.

Health Insurance

Health insurance coverage is mandatory for mandatory for all workers in Belgium.

It protects both the worker and the employer from potential liabilities.

A written commitment from the employer or proof of private health insurance is required.

Special Cases: Secondments

Secondment Process

Specific conditions must be met and additional documents are required for secondments.

A declaration signed by the employer is necessary.

This declaration should specify the duration of the secondment and the employment and payment conditions during the secondment.

Benefits of Secondments

Secondments facilitate the transfer of skills and knowledge between countries and organizations.

They enhance the employee's career development by providing international experience.

Moreover, secondments strengthen business relationships and foster collaboration between companies.





Highly Qualified Workers: Special Considerations

Recruitment Strategies

A copy of the higher education degree relevant to the position is required, issued by an educational institution recognized by the competent authorities.

Employers must ensure that the position aligns with the worker's expertise and experience.

Retention Practices

Salary thresholds for highly qualified workers are set at €51,613 annually (for 2025).

Employers must provide health insurance covering all risks in Belgium or proof of private health insurance.

Compliance with legal employment contracts and salary standards is essential for retention.

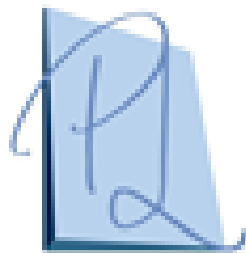
Development Opportunities

A detailed organization chart showing the worker's position and reporting chain is required.

Employers should outline the worker's objectives and responsibilities within the organization.

Development plans should align with both the worker's qualifications and the company's goals.

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