

European citizen: worker, self-employed person, student, jobseeker, person with sufficient means of support, etc.

DOCUMENTS TO BRING

Please note: if you do not have all the required documents, we will not be able to process your application. We advise you to cancel your appointment.

Possible fees (2026 prices):

- Application fee: €10.60
- Annex 19: €10.60
- Residence permit: €28.90

1.1. Employees:

- Your valid identity card or passport
- An employment contract in Belgium* (signed original) OR a declaration of employment (signed original) OR an employer's certificate (Annex 19bis – signed original)

Condition: The work must not be purely marginal or incidental (generally at least 12 hours per week). If the contract is more than three months old, please provide the last three payslips.

*If this is an employment contract abroad, see point **5. Holder of sufficient resources**

1. 2. Self-employed person:

- Your valid identity card or passport
- A registration with the Crossroads Bank for Enterprises, including a company number (full extract)
- A certificate of membership of a social insurance fund for self-employed persons (this document is sent directly by the social insurance fund to the local council) Before making an appointment, please check with the social insurance fund that the document has been sent to us.

1.3. Student (excluding short-term mobility):

- Your valid identity card or passport
- A **certificate of enrolment** at an educational establishment organised, recognised or subsidised by the public authorities
- **Proof of health insurance** covering all risks in Belgium (European Health Insurance Card, private insurance, Form S1, registration with a Belgian mutual insurance company, certificate of insurability)
- **A declaration of sufficient resources** (you will need to sign a certificate provided by the local council on the day of your appointment)

1. 4. Jobseeker

- Your valid identity card or passport
- Proof of registration with an employment service (Forem, Actiris or VDAB) OR copies of application letters/emails sent and any replies received, as well as your CV.

1. 5. Persons with sufficient resources (pensioners, annuitants, posted workers, VIE contract holders, etc.)

- Your valid identity card or passport
- **Proof of sufficient personal resources** (pension, disability allowance, income from employment, investment income) or resources provided by a third party
e.g.: your last three payslips, ...
- **Health insurance** covering all risks in Belgium (European Health Insurance Card, private insurance, Form S1, registration with a Belgian health insurance fund)

1. 6. Special cases

Certain statuses allow for a simplified procedure without registration in the registers:

- **Seasonal worker:** They must produce their **occasional worker's form** ('picking card').
- **Exchange student (maximum 6 months):** Within three months of arriving in Belgium, they must provide proof of **participation in an EU exchange programme** or an agreement between higher education institutions. They must also provide a photograph.