

## MORE THAN 90 DAYS

### Presentation



If as a non-EU citizen you want to stay more than three months in Belgium, you are classified as a resident and will have to go through a range of formalities to obtain a residence permit. In any case your nationality will evidently **not** be enough to obtain the right of residence. The general rule is to obtain a D visa (long-term visa) from the Embassy in your home country before you arrival in Brussels! However in some cases it is also possible to lodge your application directly in Brussels with the municipal administration in your place of residence.

### A. Your stay is over 3 months but not permanent



If as a non-EU citizen you want to stay more than three months in Belgium, you are classified as a resident and will have to go through a range of formalities to obtain a residence permit. In any case your nationality will evidently **not** be enough to obtain the right of residence. The general rule is to obtain a D visa (long-term visa) from the Embassy in your home country before you arrival in Brussels! However in some cases it is also possible to lodge your application directly in Brussels with the municipal administration in your place of residence.

### A.1. From your home country via the Belgian Embassy:



#### STEP 1: Ask for an A.S.P or temporary residence permit in your home country (D visa)

- Any future resident wishing to stay for more than three months in Belgium as student, trainee, salaried employee, self-employed worker, person with sufficient means, or family member must first apply to a Belgian embassy or consulate in his country of origin for a "temporary residence permit".
- Make sure to present the embassy with the following documents:
  - a travel document (national passport) valid for at least 12 months and in which a visa may be affixed;
  - 2 visa application forms filled out and signed + 2 passport photos in color;
  - a certificate of good conduct (or an equivalent document recognised by the Belgian authorities) not older than 6 months and covering the preceding year;
  - a medical certificate issued by a doctor recognised by the Belgian embassy or consulate;
  - other documents (tableau) are requested by the embassy or consulate depending on your status (employee, self-employed worker, trainee, family member...);
  - a translation of these documents by a certified translator, unless they are already in French or Dutch;
  - a legalization of these documents in the country of origin.
  - If the country from which the document originates has signed up to the Apostille Convention, the competent foreign authority will apply the apostille stamp. A summary of all competent authorities per country (in English) that can provide an apostille stamp can be found [here](#).
  - a fee between, 60 and 350€ will be asked.

STATUS	REQUIRED DOCUMENTS
Employee	Work permit
Self-Employed	Professional card
Someone having sufficient means	Prove of income (pension allowance, income from rented accommodation, savings...)
Student	Enrolment to a Belgian university/school, health insurance, prove of sufficient means of subsistence
Trainee of an EU institution	Trainee placement offer

Trainee of a Belgian employer	Work permit
Family member: partner/spouse/children/parent	See "Family reunification"

## STEP 2: Report to the municipality to obtain an appendix 15

- After arrival in Belgium, future residents must register within 8 working days of arrival with the population or aliens department of the municipality of residence.
- Make sure to present the municipality with the following documents:
  - a valid passport with the D visa issued by the Belgian embassy in your home country.
  - your lease contract.
  - some ID passport photos.
- Your municipality will then issue an "application for a registration" or Appendix 15.
- Expect a control of residence by the police after which you will be registered in the aliens register and will get a national number.

## STEP 3: Receive a Certificate of Registration in the Register of Foreigners (C.I.R.E) for a limited time (A card)

- After +-2 months you will be called by the commune to receive your residence permit.
- The municipality will issue a so-called A Card, comprising a Certificate of Registration in the Register of Foreigners, which permits or admits aliens **for a limited time**. This document is generally valid for 1 year and may be extended, unless the "temporary residence permit" stipulates a limit on the length of stay. It allows foreigners to travel in the Schengen countries but always with a valid passport.

## A.2. From Belgium via the municipality



If you are already in Belgium you can introduce your request for a long term residence permit directly at the municipality of your place of residence.

## STEP 1: report to the municipality to introduce a request of residence permit issue

Present yourself within 8 working days of arrival with the population or aliens department of the municipality of residence.

### Bring the following documents:

- -a valid passport or a valid Belgian residence permit (A card) or a residence permit issued by a member state of the European Union;
- -your lease contract;
- -a certificate of good conduct (duly certified by your home country) not older than 6 months and covering the preceding year;
- -a medical certificate;
- -other documents are requested depending on your status (employee, self-employed worker, trainee, family member...).
- -some passport photographs;
- -you must also pay a fee between 60 and 350€.
- You will receive an "**appendix 3** (declaration of arrival)", which is the document that proves your presence on the territory but is not a residence permit. This document will be valid for a maximum of three months starting from the entrance on the territory.
  - Expect a control of residence by the police, after which you will be registered in the aliens register and will get a national number.

## STEP 2: Receive a Certificate of Registration in the Register of Foreigners (C.I.R.E) for a limited time (A card)

- After +- 3 months you will be called by the commune to receive your residence permit;
- The municipality will issue a so-called A Card, comprising a Certificate of Registration in the Register of Foreigners, which permits or admits aliens **for a limited time**. This is generally valid for 1 year. This document allows foreigners to travel in the Schengen countries but always with a valid passport.

## B. Your stay is a permanent residence



There are different types of permanent stay for non EU citizens;

- An unlimited stay "séjour illimité/verblijf van onbeperkte duur" -**B card** (Certificate of registration in the Register of Foreigners for an indefinite period ) which is mandatory to have access to a C card. This is the most common stay, granted by the Immigration Office on a case by case basis. This card allows any non EU citizen to work without work permit or professional card but still keeps him registered on the aliens register.
- A settlement authorization "autorisation d'établissement/machtiging tot vestiging"-**C card** (Identity card for foreigners) granted after 5 years of residence once you are holder of a B card. This card allows any non EU citizen to work without work permit or professional card and registers him in the population register. The fact of being registered in the population register gives you the right to social integration. [www.mi-is.be/en/public-social-welfare-centers/right-to-social-integration](http://www.mi-is.be/en/public-social-welfare-centers/right-to-social-integration)
- Status of long-term resident "statut resident longue durée/status langdurig ingezetene"- **D card** granted to a non-EU citizen if:
  - he has stable livelihoods, regular and sufficient means to support himself and his family;
  - he has an health insurance covering risks in Belgium;

- he demonstrates a regular and uninterrupted stay of 5 years in Belgium.

## **Procedure**

### **To obtain a B CARD**

- There is no specific procedure to obtain this card as this status is granted at the discretion of the Immigration Office according to the personal situation of the non EU citizen (number of years of residence in Belgium, number and type of work permits, family situation....).
- Present yourself to the municipality to check if you could be entitled to this status and get more information.

### **To obtain a C or a D CARD**

- **STEP 1: ask for Appendix 16**

Non-EU citizens must report to the municipality of their place of residence to apply for acquisition of settlement authorization (C card) or the status of long-term resident (D card), both called Appendix 16. Once all documents are provided you will receive a receipt called Appendix 16bis.

- **STEP 2: receive your final permanent residence permit**

Once the Immigration Department will give its consent, non-EU citizens will receive a residence permit for acquisition of a settlement authorization (C card) or an EU long-term resident permit: ( D Card ). Both cards are valid 5 years and renewable.

### **When to unsubscribe from the municipality?**

When leaving Belgium, you are required to prevent the Aliens service before departure. It will carry out your removal from the register of foreigners.

You have two options to report your departure from Belgium:

- Either by going voluntarily to the Aliens service, a document of deregistration called "Model 8" will be given in exchange for your residence permit. During your visit to the municipality, be sure not to forget your residence permit.
  - Either by returning your permit by mail to the Aliens service. In this case, indicate in your letter your new address abroad, and the date of your departure.
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