



Professional card for foreign entrepreneurs



2. General supporting documents

- a cover page listing all the supporting documents in your file. Tip: Start with this cover page and consider it as a check-list.
- a certificate of good conduct and character issued by the authorities of the country where you currently reside. Or an extract from the criminal records in your name and no more than 6 months old.
- proof that you have paid the application fee of 140 euros
Note: You will only receive this proof when you submit your application file. Add the document to your file at the last moment.
- a copy of your residence permit for the country where you are submitting your application.

3. Specific supporting documents

Include the following specific supporting documents in your application file, depending on your situation.

- Does the professional card have to give you the right to reside in Belgium?
 - What if you are not a [long-term resident](#) in another EU Member State? Then read this [overview document](#) to find out which supporting documents you must attach.
 - You are a long-term resident in another EU Member State. Then read this [overview document](#) to find out which supporting documents you must attach.
- Do you, as a foreign student, want to perform a self-employed activity? Attach the proof of enrolment at your educational institute to your file.

Step 3: Have the supporting documents translated

The supporting documents in your application file must be translated into Dutch, French or English. For each supporting document, include (a copy of) the translation and (a copy of) the original supporting document with your file.

Official documents must be translated by a sworn translator. What if you have the supporting documents translated abroad? And not by a translator who is sworn in a Belgian court? In this case, the translation must:

- be legalised
- or bear an apostille stamp of the competent authority in the issuing country.

//

- 2. Do you want to renew or change your professional card? In that case, we also examine whether your file complies with the eligibility conditions.

Decision

The regional Economic Migration Service decides on your application file. There are 2 options:

- 1. Your file is approved:
 - the diplomatic post or the one-stop shop for business will inform you
 - you can pick up the professional card at the one-stop shop for business of your choice, where you will have to pay an additional fee of 90 euros for each year that the card is valid.

- 2. Your file is rejected. The diplomatic post or the one-stop shop for business also informs you if this is the case. You have 2 options:
 - submit of file “appeal against the refusal” within 30 days
 - submit a new application at the earliest 2 years following receipt of the rejection. You do not have to wait 2 years in the following cases:
 - a. your application was inadmissible
 - b. you can provide new elements
 - c. you apply for a new activity as a self-employed person.



Step 3: The Council advises the Minister

The Council will issue a recommendation about your file to the Minister within 4 months. If the Council does not agree on a recommendation, the Minister alone decides.

Step 4: The Minister takes a decision

After those first 4 months, the Minister still has 2 months to reach a decision concerning your file. What if the Minister has not made a decision after that period? There are 2 options:

- either the Council's recommendation shall be accepted as a decision
- or your appeal is dismissed. This is also the case if the Council fails to give a recommendation.

Step 5: Decision is communicated

The decision concerning your file will be communicated to you. What if your appeal is dismissed? You can submit a request for cancellation with the Council of State. Do this by registered letter within 60 days of being informed about this decision.



