



ONCE YOU HAVE ARRIVED

SHORT STAY LESS THAN 3 MONTHS

If you are staying in a hotel, you do not need to register at the town hall, as the hotel will handle this for you.
EU citizens: If you are not staying in a hotel, you should report to the town hall (with your valid passport or ID card) within 10 days of arrival in Belgium and request a «déclaration de présence», valid for the duration of your stay (maximum 3 months).
Non-EU citizens: If you are not staying in a hotel, you must report to the town hall within 3 days of arrival in Belgium and request a «déclaration d'arrivée» valid for the duration of your stay (maximum 3 months).

LONG STAY MORE THAN 3 MONTHS

If your stay in Belgium will exceed 3 months, you need to apply for a residence permit. The residence permit is mandatory, even for EU citizens, and you must carry this with you at all times. The permit replaces the entry visa and enables you to travel around the Schengen zone and re-enter it (for example if you go home during the holidays).

GETTING A RESIDENCE PERMIT (LONG STAY)

Within 8 days of your arrival in Belgium, you need to register at the Foreigners' Desk at your local town hall. The registration procedure varies from one town hall to another; we therefore suggest you check their website before going. You will be requested to provide your ID card or passport as well as your ULB registration certificate. Be aware that in some cases, copies of birth and marriage certificates must be authenticated by the Belgian consulate and, if needed, translated by an official translator.
Within a few days of your visit to the town hall, a police officer will come round to check that you are indeed living at the address you have given. Please remember to put your name on your letterbox and/or doorbell. A few days after the police officers visit, you will receive an appointment to complete the registration process at the town hall and a list of documents to be provided.

CHECKLIST !

- Check your town halls' website before going
- Register at your local Foreigners Desk
- Apply for a residence permit
- Put your name on your letter box and doorbell
- Wait for the police officers' visit
- Finalize your registration process at the town hall
- Don't forget to notify your municipality when you leave Belgium!

