How to get a work permit C?

Students living in Brussels:

Go to the Ministerie van het Brussels Hoofdstedelijk Gewest
Directie Werkgelegenheidsbeleid en Meerwaardeneconomie
Cel Werkvergunningen
Noordstation gebouw CCN verdieping 1.5
Vooruitgangstraat 80 - 1035 Brussel
Tel : 02/204 21 11

Ministère de la Région de Bruxelles-Capitale
Direction de la Politique de l’Emploi et de l’ Economie plurielle
Cellule permis de travail
Gare du Nord – Bâtiment CCN - Etage 1.5
Rue du Progrès 80 – 1035 Bruxelles
Tél : 02/204 21 11

Open from Monday to Friday from 8.45 am till 11.45 am, on Tuesday from 2.00 pm till 4.00 pm and on Thursday from 2.00 pm till 5.00 pm

Ask for a work permit C.

You will be given 3 orange papers:
- 1 has to be filled out by you
- 1 has to be filled out by the commune you live in
- 1 has to be filled out by the Service Student’ Affairs of the VUB - building D - Information Hub - room 1.02. Opening hours : 9.00 am - 12.30 am and 1.30 pm - 5.00 pm

When these three documents are filled out you have to give them in personally to the same department. The processing can take several weeks. You can not start a job until you have your work permit.

The international students are entitled to work 20 hours a week during the academic year and full time during the summer holidays. Exception: PhD students are allowed to work full time during the whole year.

Don’t forget to take along your identity card, a copy of your identity card and your student card!

Students living in Flanders:

Go to the VDAB office in the commune where you are registered.

Ask for a work permit C

You will be given 3 orange papers:
- 1 has to be filled out by you
- 1 has to be filled out by the commune you live in
- 1 has to be filled out by the Service Student Affairs of the VUB - building D - Information Hub - room 1.02. Opening hours: 9.00 am - 12.30 am and 1.30 pm - 5.00 pm

When these three documents are filled out you have to give them personally to the VDAB. The processing takes 4 weeks. You can’t start a job until you have your work permit.

**VUB Job Service**

Students can make use of the job service when they are looking for a job, both inside and outside the VUB. The job service also gives information on the legal aspects and mediates in case of problems with an employer.

For foreign students it is not easy to obtain a job in Belgium. The amount of money earned from a student job should be considered as a supplementary source of income. Experience has shown that it does not guarantee a full income.

Problems that students can face when looking for a job:
- Knowledge of languages: employers in Brussels often need bilingual (French/Dutch) employees.
- Prejudice: employers may prefer to hire a Belgian student to a foreign student