WELCOME TO GENK

INFORMATION BROCHURE FOR INTERNATIONAL WORKERS



GENK

More info at
workingenk.be

FOREWORD BY THE MAYOR



It is our pleasure to welcome you as an international worker in our city. Genk is a place with many faces: a city that grew thanks to people from all over the world who came here to work, live, and build their future. You are now part of that story.

In this brochure, you will find practical information to help you navigate the sometimes complex administrative procedures related to registration, working, housing, and health. We hope this document will support you in your first steps and help you understand your rights and duties, as well as the services you can rely on.

But Genk is more than administration alone. It is also a city with a rich community life, beautiful nature, vibrant neighbourhoods, and a warm cultural and sports offering. We warmly invite you to discover and enjoy all this.

We hope you will feel at home here soon.

Welcome to Genk!

Kathleen Parthoens
Deputy mayor

Mustafa Harraq
Deputy mayor

Wim Dries
Mayor

MENU

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WORKING AS AN INTERNATIONAL EMPLOYEE

HOW DO I MAKE AN APPOINTMENT WITH THE MUNICIPALITY TO REGISTER AS A NEWCOMER?

Step 1 Go to www.genk.be
– Choose “Maak een afspraak” (Make an appointment).

- **For long term stay (more than 90 days):**
  Select “Aankomst buitenland permanent verblijf”
  (Arrival from abroad – permanent stay, 10th option)

OR

- **For short-term stay (max. 90 days):**
  Select “Mijn product staat niet in deze lijst”
  (My product is not in this list - bottom option)
  Then choose option 3:
  “Aankomst buitenland tijdelijk verblijf”
  (Arrival from abroad - temporary stay)

Click ‘Go to **Step 2** ’ – and choose the number of people

Step 3 choose a date

Step 4 enter your personal details

Step 5 check and submit.

If you experience difficulties, you can call 089 65 36 00 for assistance.

I AM AN EU CITIZEN

Staying a maximum of 90 days in Belgium **SHORT STAY PROCEDURE**

- Register at Genk City Hall within 10 working days
- Bring a valid ID card or passport
- You will receive an “**Appendix 3ter** – Declaration of Presence”

Staying more than 90 days in Belgium **LONG-STAY PROCEDURE**

- Register at Genk City Hall within 10 working days
- Bring a valid ID card or passport
- Bring all documents needed for registration (birth certificate, employment contract, marriage certificate, etc.)
- The municipality gives you an “**Appendix 19** – Declaration of Registration”
- After your registration is approved, you will receive an **EU residence card** for long stay



I AM NOT AN EU CITIZEN

Staying a maximum of 90 days in Belgium **SHORT STAY PROCEDURE**

- Your employer must request a Work Card C before you enter Belgium
- Apply for a Visa C in your home country
- Register at Genk City Hall within 10 days after arrival
- Bring:
  - ▷ Valid passport (with Visa C)
  - ▷ Work Card C
  - ▷ Proof of accommodation (hotel booking, rental contract, or host's declaration)

➔ You receive "**Appendix 3ter** – Declaration of Presence"

Staying more than 90 days in Belgium **LONG-STAY PROCEDURE**

- Your employer must request a Single Permit before you enter Belgium
- Apply for a Visa D in your home country
- Register at Genk City Hall within 10 days after arrival
- Bring:
  - ▷ Valid passport (with Visa D)
  - ▷ Single Permit or application receipt
  - ▷ Employment contract
  - ▷ Proof of accommodation
  - ▷ Recent passport photos
- What happens then?
  - ▷ You receive Annex 15 or Annex 49 (valid for 45 days)
  - ▷ Police performs a residence check
  - ▷ After approval, you receive an A-card (residence and work permit)

ATTENTION! THIS APPLIES TO BOTH EU AND NON-EU CITIZENS

➔ **Are you a posted worker, a season worker, or a cross-border worker?**
Visit www.workingingenk.be

➔ **Do you want to work as a self-employed person in Genk?**
Visit www.workingingenk.be

➔ **Are you looking for (other) work in Belgium?**
Visit www.workingingenk.be

FAMILY REUNIFICATION

DO YOU WORK IN GENK AS AN EMPLOYEE OR SELF-EMPLOYED PERSON AND WANT TO BRING FAMILY MEMBERS TO GENK?

→ These are the general requirements:

1. **You reside legally in Belgium**
   You must have a valid residence permit.
   For EU labour migrants: an EU card or EU+ card
   For non-EU labour migrants: an A-card or H-card

2. **You have sufficient and stable income**
   Your income must be high enough to support your family. This means you must earn at least 110% of the minimum income (GMMI) + 10% extra per additional family member.

3. **You have suitable housing (rental or owned)**
   Your home must be large enough for your family and meet all legal safety and hygiene requirements.

4. **You are registered with a health insurance fund (mutualiteit)**
   You need health insurance that covers both yourself and your family.

More information: www.vreemdelingenrecht.be → gezinshereniging.

→ Who are you allowed to bring to Belgium?

- Your spouse or legal partner, if they are 21 years or older and if you can prove a durable and stable relationship (living together for at least 1 year before the application and proof that you have had regular contact for at least 2 years).
- Unmarried children:
  - ▷ For EU citizens: children ≤ 21 years old, or older if they are financially dependent on you
  - ▷ For non-EU citizens: children ≤ 18 years old. In some cases, also adult children with a disability, if they are financially dependent on you
- Your parents or grandparents, but only if they are financially dependent on you

→ What does “financially dependent” mean? This means the person cannot cover their basic needs without your financial support. You must be able to prove this.

→ If you are not an EU citizen, there are additional conditions:

- You must prove that you have lived legally and continuously in Belgium for at least 12 months
- Your marriage or partnership must be officially recognised in Belgium
- Both partners must be 21 years or older
  (sometimes 18 years is enough if the marriage took place before you arrived in Belgium)
- Family reunification with (grand)parents is much more restrictive than for EU citizens

More information about family reunification for EU citizens in Genk:
www.genk.be/gezinshereniging-eu

More information about family reunification for non-EU citizens in Genk:
www.genk.be/gezinshereniging-niet-eu

LEGISLATION: www.vreemdelingenrecht.be

LIVING IN GENK

ARE YOU COMING TO WORK IN GENK? THEN YOU ALSO NEED TO FIND HOUSING.

→ Is your employer providing accommodation?
That saves you a lot of stress! However, always make sure you have a separate employment contract and rental contract to avoid becoming dependent on your employer.

→ Looking for housing on your own?
Ask local contacts for tips, or walk, cycle, or drive through Genk looking for “te huur” (for rent) signs. You can also stay temporarily in tourist accommodations such as a hotel, B&B, or holiday home, but these costs can become high very quickly.

Real estate agencies (“immokantoren”) in Genk can help you find a studio, apartment, or house. Via www.immokantoorvergelijker.be (enter 3600 Genk) you can compare real estate agencies and choose the one that suits you best.

→ I want to rent. How does it work?
- You and the landlord sign a rental contract with details on the duration, cancellation terms, shared costs, etc.
- The landlord will likely request a rental deposit (usually three months’ rent).
- A check-in inspection report (“plaatsbeschrijving”) is made with a detailed description of the condition of the property when you move in (preferably with photos). This protects you so the landlord cannot deduct costs for existing damage from your rental deposit.

WASTE SORTING

It is important to sort your waste. There are separate bags for different types of waste. Make sure you always use the correct bags!



Household waste: grey bags



PMD (plastic, metal & drink cartons): blue bags



Garden waste: green bags



Paper and cardboard: tied together or placed in cardboard boxes



Glass: in glass containers



Putting out waste: only at fixed times!

FOR MORE INFO: www.genk.be/afval

BELANGRIJKE LOCATIES



① CITY HALL
Stadsplein 1,
3600 Genk
089 65 36 00
genk.be



② LIBRARY
Stadsplein 3, 3600 Genk
089 65 35 35
bibliotheekgenk.be



③ STATION
Europalaan 39,
3600 Genk
0800 30 230
belgiantrain.be



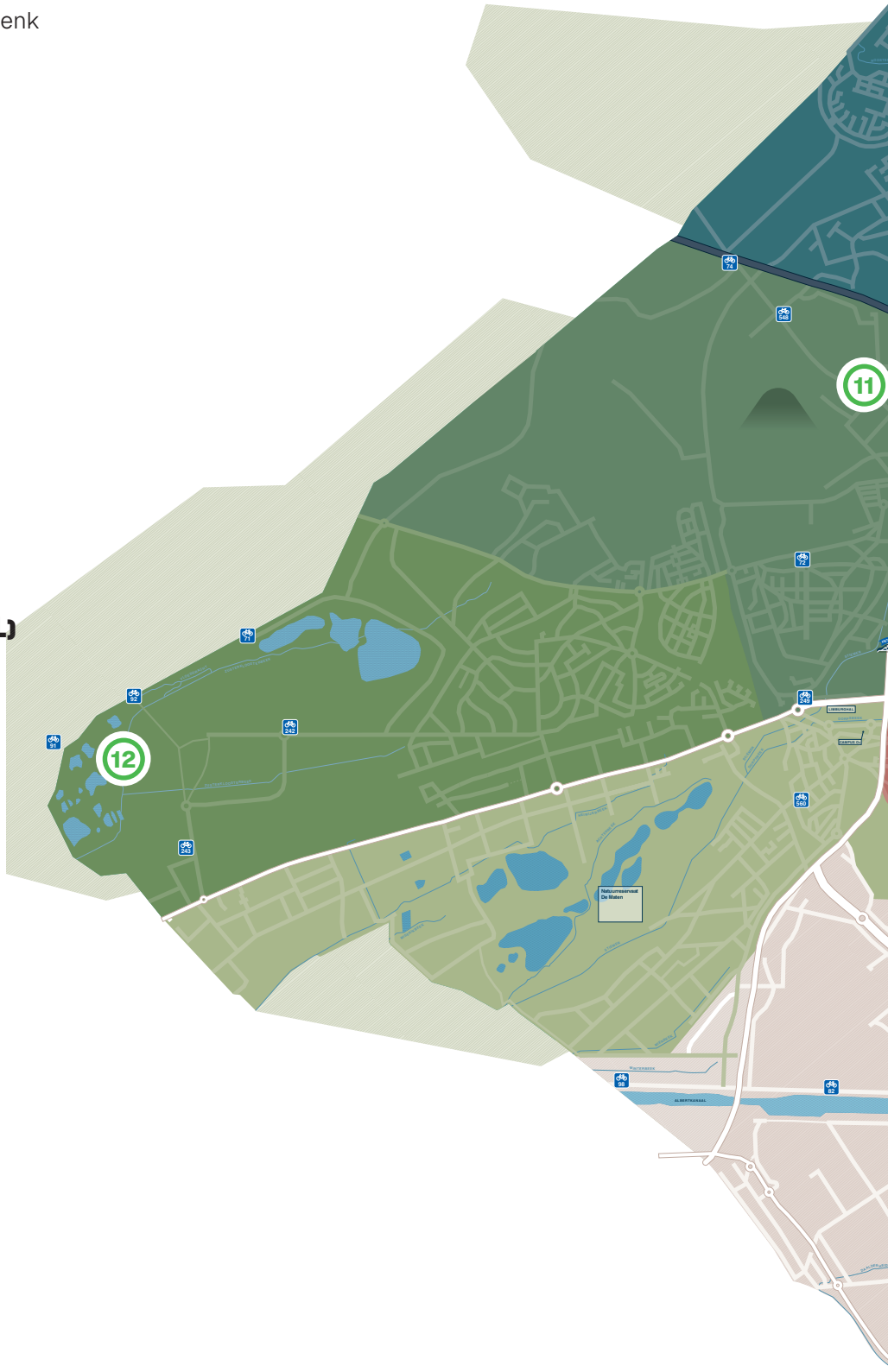
④ VDAB
Europalaan 37,
3600 Genk
0800 30 700
vdab.be



⑤ HOSPITAL EAST-LIMBURG (ZOL)
Schiepse Bos 6,
3600 Genk
089 32 50 50
zol.be



⑥ PORTAVIDA
Welzijnscampus 11,
3600 Genk
089 65 57 00
portavida.be



SPORT EN ONTSPANNING





⑦ SPORTINGENK PARK
Emiel Van Dorenlaan 144
3600 Genk
089 65 34 50
sportingenk.be



⑧ THORPARK
André Dumontlaan 67
3600 Genk
089 65 44 29
thorpark.be / mijndepot.be



⑨ KATTEVENNEN
Planetariumweg 18 – 19
3600 Genk, België
089 65 55 55
kattevennen.be



⑩ LABIOMISTA
Marcel Habetslaan 58/60
3600 Genk
089 65 55 90
labiomista.be



⑪ C-MINE
C-Mine 10, 3600 Genk
089 65 44 90
c-mine.be



⑫ BOKRIJK
Bokrijklaan 1, 3600 Genk
011 26 53 00
bokrijk.be

HEALTH

Are you coming to work in Belgium? Then you must register with a Belgian health insurance fund (mutuality) from your first working day. This is mandatory for everyone: EU citizens and non-EU citizens, employees, self-employed people, regardless of how long you stay in Belgium. This also applies to your family members.

→ Which health insurance funds are there?
For more information about the health insurance funds in Genk: www.genk.be/ziekenfondsen

→ Wat is health insurance?
Health insurance reimburses a large part of medical costs for a general practitioner, dentist, or hospital stay. A small part you always pay yourself. This is called the co-payment (remgeld). The amount of the co-payment depends on your income.

What is reimbursed?
- Consultations with healthcare providers: GP, dentist, specialist, physiotherapist, psychologist (under conditions)
- Hospitalization or childbirth: medical care, stay, and procedures
- Medicines: prescription medication from the pharmacy
- Rehabilitation: such as physiotherapy or speech therapy

1. How do you join a health insurance fund?

Choose A or B!

A. ARRANGEMENTS FOR PEOPLE COMING FROM AN EU COUNTRY

Are you a posted worker or self-employed person staying temporarily in Belgium? Then you remain insured for medical costs in your home country. Your employer must request an A1 form from the social security office (RSZ or RSVZ) in your home country. This form confirms that you remain under your home country's social security system during your work in Belgium.

With this A1 form and your European Health Insurance Card (EHIC/EZVK) you can receive medical care in Belgium, with the costs charged to your home country. The Belgian health insurance fund will then give you an S1 document, which allows you to register for healthcare in Belgium. This document must also be registered in your home country.

Summary

- You must be able to present an A1 form to the Belgian health insurance fund. You must request this form from the health insurance institution in your home country.
- The Belgian health insurance fund will give you an S1 form so you can prove that you are entitled to medical care in Belgium.

B. ARRANGEMENTS FOR PEOPLE WHO DO NOT COME FROM AN EU COUNTRY

People coming from outside the EU must be officially registered (domiciled) in Belgium in order to be insured. You must have a residence permit valid for more than 3 months. This means a residence card A, B, C, D, F(+), or H. The A1 and S1 forms do not apply (unless you legally move from another EU country to Belgium). For reimbursement of people who are not yet insured and come from outside the EU, Belgium applies bilateral social security agreements or national regulations of the country where the person is insured.

Special rules for self-employed workers

- Are you self-employed in Belgium? Then you also need health insurance.
- First, you must register with a social insurance fund for self-employed workers. There are several funds—choose the one that suits you best.
- You will receive a document as proof of your registration. With this document, you can then register with a health insurance fund.



What is a hospitalization insurance?
If you are admitted to the hospital and receive medical care, the health insurance fund pays part of the hospital bill. A hospitalization insurance is an additional insurance that covers extra costs during a hospital stay such as accommodation, surgeries, medication, and aftercare. Without hospitalization insurance, these costs can become very high!

→ General practitioners (GPs) and dentists
Before you can visit a GP or dentist, you must register first. Contact the GP or dentist of your choice and ask if they still accept new patients. Once you have found one, you can make an appointment by phone or online. Always bring your identity document. You can usually pay in cash or by bank card.
Information about GPs in Genk: www.huisartsenprometheus.be/nl

What if your GP is not available when you need medical care?
Then you can go to the new GP out-of-hours post at Synaps Park, near ZOL (East Limburg Hospital).
The out-of-hours service is open on weekdays from 18:00 in the evening until 08:00 in the morning.
More information: www.zol.be → huisartsenwachtpost

What if you need serious, urgent medical help?
Go to the emergency department of ZOL (East Limburg Hospital) at Synaps Park.
It is open day and night, 7 days a week. Only go to the emergency room if it is truly urgent. In an emergency, always call 112.

More info: www.vlaanderen.be/uw-toekomst-in-vlaanderen

LANGUAGE & INTEGRATION

→ Agency for Integration and Civic Integration (AgII)
The AgII helps you, as a non-Dutch-speaking newcomer (18 years or older), with your integration process. You will receive information about working and living in Flanders, education, health, financial matters, etc. They also ensure you find the language course that best suits you.
A career counselor will guide you step by step and work with you to explore the best way to realize your plans.



AgII – GENK CONTACT POINT

Jaarbeurslaan 25
3600 Genk
België

02 701 70 80
genk.maasland@integratie-inburgering.be

→ Activities to practice your Dutch
In Genk, many activities are organized where you can improve your Dutch together with others during informal conversations, or while singing, drawing, or knitting. There are also plenty of opportunities for children and young people to learn Dutch in a fun way.

More information: www.genk.be/oefenkansen-nederlands

Would you like to learn Dutch with a buddy, through volunteer work, or simply meet new people?

Then visit www.ikdoemee.be

FINANCES

→ Opening a bank account in Belgium

If you're moving to Belgium, you'll need a bank account.

How can you open a bank account?
1. Make an appointment at the bank of your choice.
2. Bring the following documents:
- ▷ An electronic identity card or residence permit.
- ▷ A certificate of residence from the municipality.

→ Paying taxes in Belgium
If you work in Belgium, you must pay taxes there, even if you're only staying for a short time.

- Are you domiciled in Belgium? It's best to file your tax return online via myminfin (www.myminfin.be).



- Are you still domiciled in your home country? Then visit: fin.belgium.be/nl/particulieren/belastingaangifte/indienen/niet-inwoners/aangifte/online



- Do you live in Genk but work in the Netherlands or Germany, or vice versa? Then you're a cross-border worker. For more information about your tax return cross-border worker: www.euregio.eu/projecten/grensinfopunt-euregio/



Note: If you, as a seconded EU citizen (employee or self-employed), have worked in Belgium for a maximum of 183 days per year and your residence remains in your home country, you will also remain liable for tax in your home country (i.e., not in Belgium)!

→ Growth package
Every child domiciled in Flanders is entitled to a growth package. This consists of a starting amount (if your child is born in Belgium), child benefit, and possibly also a school bonus. If parents are divorced, the Growth Package goes to the parent (or foster parent) with whom the child is domiciled.
→ More information about the Growth Package: www.myfamily.be



→ Public Centre for Social Welfare (OCMW)
The PCSW is a municipal institution in Belgium that supports citizens who are experiencing financial, social, or medical difficulties. The PCSW always assesses your personal situation to determine what assistance is possible and necessary.



Do you need help from the PCSW?
Visit www.genk.be/waar-hulp for more information.

MOBILITY IN GENK

You can get around Genk on foot, by bike, by bus, or by car.
Want to go to another city? Then it's best to take the train. Below are some tips!

1. The official website of the City of Genk: www.genk.be/openbaarvervoer offers extensive information about public transport (bus, train, etc.) in Genk.

2. De Lijn: For bus services in and around Genk, visit www.delijn.be. Here you'll find information about timetables, route planners, and season tickets.

3. NMBS: If you want to travel by train, you can find information about Genk station, departure times, and tickets at belgiantrain.be.

4. Hoppinpunten Genk: These are hubs where you can easily transfer between different modes of transport (bike, bus, car). For example, you can easily park your car or bike there and take the bus. Information can be found on the City of Genk website: www.genk.be/hoppinpunten.

5. Cycling in Genk: For fun cycling routes or information about bike sharing or rental bikes, visit www.genk.be/wandelen-en-fietsen.



→ Car
Do you have your own car from abroad? Read this carefully!

If you live in Genk and you have your own car from your home country, you must register it with the municipality within 6 months of registering it.

To register a foreign car in Genk (Belgium), you must:

1. Declare your vehicle to Belgian customs: www.financien.belium.be > private individuals > international > import vehicle.
2. Have your car inspected at an approved inspection station: autokeuring.autoveiligheid.be
3. Take out car insurance in Belgium.
4. Register the car with the Vehicle Registration Service (DIV).

For more information about how to register your car, visit: fin.belgium.be/nl/particulieren/internationaal/voertuig-importeren.

IMPORTANT LOCATIONS



GENK CITY HALL

You must go to City Hall to register with the municipality (civil affairs department). You can ask all your questions at the information desk.

Stadsplein 1, 3600 Genk
089 65 36 00
www.genk.be



GENK LIBRARY

At this public library, you can borrow books, magazines, films, music, and digital materials. They also organize activities such as lectures, workshops, and children's programs. Membership is free for those under 25. People over 25 pay €7.50 for 12 months.

Stadsplein 3, 3600 Genk
089 65 35 35
www.bibliotheekgenk.be



GENK STATION

Use Genk station for train travel, information, tickets, season tickets, and bus or taxi connections.

Europalaan 39, 3600 Genk
0800 30 230
www.belgiantrain.be



VDAB GENK

At VDAB, you can find everything related to work, training, and career guidance.

Europalaan 37, 3600 Genk
0800 30 700
www.vdab.be



HOSPITAL EAST LIMBURG (ZOL) GENK

is a large regional hospital offering a wide range of medical and healthcare services.

Schiepse Bos 6, 3600 Genk
089/32 50 50
www.zol.be

SPORTS AND RECREATION



THORPARK GENK

An innovation and technology campus on the former Waterschei mine site. It also houses the Mine Depot with information about Genk's mining history. The surrounding nature reserve offers wonderful walks, and from the top of the slag heap, you can overlook all of Genk. A fun day out for all ages!

André Dumontlaan 67, 3600 Genk
089 65 44 29
thorpark.be - www.mijndepot.be



KATTEVENNEN

A combination of nature and science in the green surroundings of the Hoge Kempen National Park, where you can hike, cycle, or play mini golf. You can also visit the Europlanetarium. A unique experience!

Planetariumweg 18 – 19, 3600 Genk
089 65 55 55
www.kattevennen.be



LABIOMISTA

A unique cultural and artistic destination developed by artist Koen Vanmechelen. It is a 24-hectare park that brings together art, nature, and science.

Marcel Habetslaan 58/60, 3600 Genk
089 65 55 90
www.labiomista.be



C-MINE

is a creative and cultural hotspot on the former Winterslag mine site. It's a place where heritage, art, design, film, and experience converge.

C-Mine 10, 3600 Genk
089 65 44 90
c-mine.be



BOKRIJK

is one of the most famous open-air museums and recreation areas in Belgium.
It's a versatile place where history, nature, and relaxation come together.

Bokrijklaan 1, 3600 Genk
011 26 53 00
bokrijk.be/nl



SPORTINGENK PARK

is the city's largest sports complex and offers extensive opportunities for both recreational and competitive athletes.

Emiel Van Dorenlaan 144, 3600 Genk
089 65 34 50
www.sportingenk.be



EDUCATION

→ Education for children and young people
In Flanders, children can attend preschool from the age of 2.5. This is strongly recommended for your child's development, both in terms of language and social and motor skills. Education is compulsory for children and young people aged 5 to 18. Always notify the school if your child is ill or cannot attend school for another urgent reason.

In Genk, you must register your child online to enroll them in a school. Information about the registration procedure and lists of all schools in Genk: www.genk.be/inschrijven-op-school

For young people aged 12 and older who are new to Flanders and speak little or no Dutch, you can attend an OKAN class (Reception Class for Non-Dutch-Speaking Newcomers) in Genk! Genk Campus www.gocampusgenk.be

→ After-school childcare (BKO)
In Genk, there is before-school, after-school, and holiday care available for children aged 4 to 12.

More information: genk.be/opvang-schoolgaan-kinderen
Sometimes, childcare is also available at your child's school. Please inquire about this.

NOTES



v.u.: Wim Dries, mayor, Stadsplein 1, 3600 Genk

Contact:
Wendy Slenders
wendy.slenders@genk.be
0471 63 28 87