



Migrants, Students  
and Jobs

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# Regulation Student Job







Are you looking for a student job?

- When can you work?
- When do you need to sign a contract?
- How much money are you allowed to earn in a year?

This brochure contains all the rules you need to know when you want to work as a student.



# When can you work?

Do you want to work as a student?  
There are 2 important things then: your age and school.

## 1. Age

You are not allowed to start working until you are old enough. There are 3 rules for this:

1. Are you 16 years old? Then you may start working.
2. Are you 15 years old? Then you can only start working when you have finished the 1st and 2nd year of secondary school.
3. Are you 15 years old and in OKAN? Then you can only start working if the class board agrees that you have reached the level of the 1st and 2nd year of secondary school

## 2. School

To work as a job student, you must be a student. You must go to school to work as a student.





# Which documents do you need?

Before you start looking for a student job, make sure you have the right documents.

## 1. Do you have a Belgian nationality?

- A. Yes: you are allowed to work.
- B. No: see question 2.

## 2. Do you have a residence permit?

- A. Yes: see question 6.
- B. No: see question 3.

## 3. Are you in the process of applying for asylum?

- A. Yes: do you have an orange card (= certificate of immatriculation)?
  - i. Yes: see question 4.
  - ii. No: you can apply for this at your government.
- B. No: you may not work.

## 4. Does your orange card say you are allowed to work?

- A. Yes: see question 5.
- B. No: you are not allowed to work.

## 5. Do you live in a shelter or do you have a social assistant at OCMW or another organization?

- A. Yes: you can work if your social worker(s) allow you to.
- B. No: you may work.

## 6. Does your residence permit say that you can work?

- A. Yes: you can work as long as your residence permit is valid.
- B. No: you are not allowed to work.



Example certificate of Immatriculation or orange card

Source: Agentschap Integratie en Inburgering



## What does a residence permit look like?

If you have a residence permit, you get an electronic foreigner's card. This states whether you are allowed to work or not.

Not sure if you can work?

- Call 02 233 41 11 and ask the Federal Public Service Employment, Labour and Social Dialogue.

In Belgium there are 18 different foreigner's cards for people coming from within and outside Europe. Each card tells you what residence permit you have and how long it is valid.

Have you moved from a European country to Belgium? Then you can see on your immigration card whether you are allowed to work or not.

## Is an Immatriculation Certificate or orange card a residence permit?

No, an orange card is an attestation for third country nationals (= people from outside Europe) who are still in the process of applying for residence. It states whether you are allowed to work or not.



Example electronic foreigner's card

Source: Agentschap Integratie en Inburgering



# You have found a student job.

## Now what?

Before you can start working, you must sign a contract. Read the contract carefully before you sign it.

### 1. What should be included in the contract?

- Your name, address and date of birth;
- Name and address of the employer;
- The contract must be in writing;
- Date of the beginning and date of the end of work;
- How many hours you work per day;
- The hour you start working and the hour you stop working;
- How many days a week you work;
- How many euros you earn (= your wage);
- On which day your wages are paid;
- Where you have to work;
- What your job title is (= what you have to do);

### 2. Who should have the contract?

You sign 2 copies of the contract.

- 1 copy is for you
- 1 copy is for the employer

### 3. You have signed the contract:

- You are required to work.
- You have 3 trial days;
  - During the first 3 days you may still quit the contract.
  - After those 3 days you have to keep working until the end of the contract.

### 4. How long is my contract?

- Your contract can last up to 1 year.
- Do you want to continue working for your employer after 1 year?
  - Then you must sign a new contract.



# Salary = the money you earn

## 1. How much do you earn?

This depends on several things:

- What job do you do?
  - Each job has a different salary.
- How old are you?
  - There is a minimum wage.
  - You get more salary as you get older.

Minimum salary students 2022	
Age	Hourly pay (38h/week)
21 years and older	10,2717 euro
20 years	9,6554 euro
19 years	9,0391 euro
18 years	8,4228 euro
17 years	7,8065 euro
16 years and younger	7,1902 euro

Source: ACV

## 2. On what day do I get my pay?

The date is shown on your contract.

Additional info:

There are different rules for laborers than for clerks.

- A laborer: a person who works mainly with their hands gets their pay every 2 weeks.
- A clerk: a person who works mainly with their head gets their pay every month.

## 3. How do you get your salary?

The employer must pay you. The employer pays your salary into your bank account.

- You make an appointment with a bank to open an account.
  - If you are under 18, at least one parent must accompany you.
  - Do you have no parent? Then a guardian must go along.
  - You give your bank account number to your employer.



# How many hours can you work?

## How many hours can you work?

You may work a **maximum of 475 hours** per year as a student. During these 475 hours you will receive the benefits of a student.

### What are these benefits?

Benefit 1: You have to pay less social contributions.

What is social contribution?

- The employer gives a part of your salary directly to the government.
  - For students, that portion is 2.71% of your salary.
  - For other employees, that part is 13.07% of the salary.
- That money goes to the government to pay for health insurance, pension, unemployment, ....
- That happens automatically. You don't have to do anything for it.

Benefit 2: You do not have to pay taxes on your salary.

- Employees pay taxes every year on the money they have earned.
- Students don't have to pay those taxes.
- They get a letter from the government, but it says that they do not have to pay anything.

### What if you work more than 475 hours?

- You have to pay the normal social contribution (13.07%) from the 476th hour.
- Are you 18 years old or older? If you work more than 80 hours per month from the 476th hour, you will lose your child support.

### Where do you see your working hours?

Sometimes it is difficult to keep track of your worked hours. You can see your hours on the website or the app Studentatwork.

[www.studentatwork.be](http://www.studentatwork.be)

- How many hours did you work?
- Which employer did you work for?
- How many hours can you still work?

Sometimes employers ask for a certificate of the hours you are still allowed to work. You can download this here.



## How do you sign up for Studentatwork?

To sign up on Studentatwork, you need an eID (= digital identity).

- Do you have the Belgian identity? Then you automatically get an eID from the age of 12.
- Do you have an electronic foreigner card? Then you will automatically get an eID.
- Do you not have an eID but are you allowed to work? Then you can apply for one at your local government.

Heb je eID dan kan je op 2 manier aanmelden:

### 1. Itsme-app

If you have eID then you can apply in 2 ways:

Are you 18 years old or older? Then you can use the its-me app to log on to Studentatwork. Download the app and follow the instructions.



### 2. eID card reader

Do you have a card reader that you can plug into your computer or laptop? Then sign in with your identity card.

You can also sign in with a security code if you have applied for an eID from your local government. You can do this in 4 ways:

1. Sign in with a security code via email.
2. Sign in with a security code via mobile app.
3. Sign in with a security code via SMS.
4. Sign in with a security code via token.

Go to the Studentatwork website and press sign up. Choose a way to sign up and follow the instructions.

STUDENT  
AT WORK



# How much money can you earn at most?

You are not allowed to earn unlimited amounts as a student. There is a maximum amount. Do you earn more? Then you or your parents must pay taxes.

## 1. When do you have to pay more taxes?

Do you earn more than 12,928.57 euros per year (2021)? Then you have to pay taxes.

## 2. When do your parents have to pay more taxes?

Your parents pay taxes on their income every year. You are "dependent" on your parents. That means your parents pay less taxes because they have to take care of you.

Do you earn more than what you read below? Then you are not "dependent" on your parents. Your parents have to pay more taxes.

Your family situation	Bruto maximum amount you are allowed to earn
Your parents are taxed together	7.102,50 euro
Your parents are taxed individually	8.990 euro
Your parents are taxed individually, and you are considered severely disabled for tax purposes	10.640 euro

## 3. Do you have other income besides child support or scholarships?

Call 02 572 57 57 and ask the Federal Government of Finance how much you are allowed to earn.





# Where can you find a job?

Finding a job is not easy. You can find a job in two different ways.

## 1. You register with an interim office.

When you enroll in an interim office they help you search for a job you would like to do.

- Find an interim office in your area.
- Make an appointment and register.
- Ask regularly - by phone or after an appointment - about the status of this matter.
- They will call or email you when they have found work for you.

## 2. You go looking for a job yourself.

You can also go to an employer yourself and ask if you can work for them.

- Is it a small workplace (e.g. a bakery)? Go inside and ask if you can work for them?
- Is it a large workplace (e.g. Nike)? Check out their website on how to apply.



Need more info or do you have questions? Go to:

- <https://interiminfo.be/en/blog/category/student-worker>
- <https://interiminfo.be/en/>
- <https://migrants-students-jobs.thomasmore.be/home.html>



# Corona measures

Because of corona, many students have had more time to work. That means they were able to work more than 475 hours and earn more. Therefore, the government has announced 3 measures for 2022.

**1. The first 45 hours you worked in January to March of 2022 do not count.**

This applies to all student jobs except student jobs in health care and education. If you work in health care or education, you will not receive an additional 45 hours.

**2. Do you work in health care or education? Then your hours from January to March 2022 do not count.**

You may then work January to March 2022 without losing your child support.

**3. Do you work in health care and education? Then you can earn more without paying taxes.**

If you earn too much then you and your parents must pay taxes. If you work in health care or education, the money you earned in January to March 2022 does not count. You may then earn more without paying taxes.

