



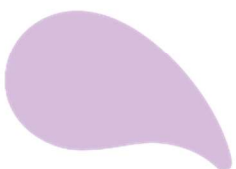
Documents to be provided to apply for a single employment permit (employment for more than 90 days)

Researcher with hosting agreement (Art. 9,3 Royal Decree 09/06/1999)

Initial application

1. A photocopy of the identity card of the employer or his agent
2. A photocopy of every page of the worker's current passport
3. A photocopy of the document covering the worker's stay, if they are in Belgium
4. The copy of the hosting agreement between the researcher and the approved research body duly completed, dated and signed by both parties
5. Proof of payment of the fee (see the residency law of 15/12/1980)
6. If the worker is aged 18 or over, an extract of the police records or equivalent document, certified, issued by the country of origin or the country of last residence of the worker and dated less than six months ago, declaring that the worker has not been sentenced for crimes or common law offences.
This document must be drawn up in French, Dutch, German or English. Any translation must be carried out by a sworn translator. (see the residency law of 15/12/1980)
7. A medical certificate dated less than six months ago, showing that the worker is not suffering from any of the diseases listed in the appendix of the law of 15/12/1980 (see the residency law of 15/12/1980):
 - diseases subject to quarantine as stated in the International Health Regulations of the World Health Organisation, signed in Geneva on 23 May 2005;
 - active or progressive tuberculosis of the respiratory tract;
 - other infectious diseases or contagious parasitic diseases if, in Belgium, they are the subject of protection provisions applying to nationals

A [template](#) is available on the Immigration Office website (*Guide to procedures/the medical certificate*).



Obligation to provide annual information in the event of work authorisation for more than one year

Every year, the employer provides Brussels Economy and Employment with the following documents, at the latest one month after the anniversary of the date on which the work authorisation was issued:

- A photocopy of all the pay slips for the entire work period (or proof of payment of any grant)
- A photocopy of the individual account

Renewal

1. A photocopy of the identity card of the employer or his agent
2. A photocopy of the first page of the worker's current passport
3. A photocopy of the document covering the worker's stay in Belgium
4. The copy of the hosting agreement between the researcher and the approved research body duly completed, dated and signed by both parties
5. A photocopy of all the pay slips for the entire period of the work permit that is expiring (or proof of payment of any grant)
6. A photocopy of the individual account after one full calendar year of work by the worker

