



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

Intern (Art. 9,5° 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. A copy of the internship contract, dated and signed by both parties, mentioning the number of hours' training and the amount of payment, which cannot be lower than the applicable legal minimum, including the amount of any grants
5. If the internship is remunerated using a grant, proof that this grant has been awarded to the worker
6. The training programme
7. A copy of the diploma or certificate of study of which the internship is a continuation, to which will be attached the version translated by a sworn translator, where applicable
8. A commitment, signed by the intern, to not take on any employment in Belgium for the period of validity of the requested employment permit
9. Proof of payment of the fee (see the residency law of 15/12/1980)
10. 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)
11. 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 15/15/1980 (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*).

12. A commitment from the employer to have the worker and their family members join a recognised mutual insurance fund as soon as they have arrived in Belgium (see the residency law of 15/12/1980)

Renewal

The duration may not exceed 12 months and may only be extended, where applicable, if the total duration of employment does not exceed 12 months.

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 in Belgium
4. A copy of the internship contract, duly filled out, dated and signed by both parties, mentioning the number of hours' training and the amount of payment, which cannot be lower than the applicable legal minimum, including the amount of any grants
5. If the internship is remunerated using a grant, proof that this grant has been awarded to the worker
6. The training programme
7. A commitment, signed by the intern, to not take on any employment in Belgium for the period of validity of the requested employment permit
8. A photocopy of all the pay slips for the entire period of the work permit that is expiring
9. Proof that the worker and their family members have joined a recognised mutual insurance fund (see the residency law of 15/12/1980)

