



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

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 traineeship contract translated into the mother tongue of the person concerned, or into another language that he or she understands, and mentioning, in particular, the number of hours of training
5. A description of the internship programme, including the training programme, the duration of the internship, the employment and supervision conditions, the hours of the internship and the legal relationship between the employer and the trainee
6. The copy of the education certificate or diploma of which the internship is a continuation, obtained within the two years preceding the submission of the application, or the results of the studies carried out in a third country under which the internship is carried out, to which will be attached the version translated by a sworn translator, where applicable
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. If the accommodation is provided by the host entity, proof that for the duration of their stay, the trainee will have accommodation that offer decent living conditions, in accordance with housing legislation (see residency law of 15/12/1980)
9. Proof that they have sufficient means of subsistence and, where applicable, the employer's VAT n°
10. Proof of payment of the fee (see the residency law of 15/12/1980)



11. 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)
12. 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 Article 61/25-2, §1, paragraph 2, 5° of 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*).

13. Proof that the worker has health insurance covering all the risks in Belgium to themselves and members of their family (see the residency law of 15/12/1980)

Renewal

The duration of the internship may not exceed six months and may only be extended, where applicable, if the total duration of occupation does not exceed twelve months.

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. A traineeship contract translated into the mother tongue of the person concerned, or into another language that he or she understands, and mentioning, in particular, the number of hours of training
5. A description of the internship programme, including the training programme, the duration of the internship, the employment and supervision conditions, the hours of the internship and the legal relationship between the employer and the trainee
6. A commitment, signed by the intern, to not take on any employment in Belgium for the period of validity of the requested employment permit



7. If the accommodation is provided by the host entity, proof that for the duration of their stay, the trainee will have accommodation that offer decent living conditions, in accordance with housing legislation (see residency law of 15/12/1980)
8. Proof that they have sufficient means of subsistence
9. Proof that the worker has health insurance covering all the risks in Belgium to themselves and members of their family (see the residency law of 15/12/1980)

