



Documents to be provided to apply for a work permit type B (employment for a maximum of 90 days)

Intern (Art. 9,5 Royal Decree 09/06/1999)

Initial application

1. The application form for authorisation to employ a **trainee** of foreign nationality for a maximum of 90 days (employer in Belgium): completed, signed and dated by the employer or their agent (natural person legally resident in Belgium)
2. A photocopy of the identity card of the employer or his agent
3. A photocopy of every page of the worker's current passport
4. A photocopy of the document covering the worker's stay, if they are in Belgium
5. A medical certificate in accordance with Article 14 of the Royal Decree of 09/06/1999 (template in appendix). This document is valid for 3 months. If the certificate has been produced outside the European Economic Area, it must be drawn up by a doctor approved by the country's Belgian Embassy or Consulate
If the person in question has been legally residing in Belgium for at least 2 years, this medical certificate is no longer required
6. 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
7. 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
8. The copy of the higher 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
9. A commitment, signed by the intern, to not take on any employment in Belgium for the period of validity of the requested employment permit



Application for a 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 12 months.

For a renewal that would result in total employment of more than 90 days, refer to the document on applications via the single procedure.

1. The application form for authorisation to employ a **trainee** of foreign nationality for a maximum of 90 days (employer in Belgium): completed, signed and dated by the employer or their agent (natural person legally resident in Belgium)
2. A photocopy of the identity card of the employer or his agent
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. A letter stating the reason for the application to extend the internship
8. A photocopy of the previous work permit.

