



Documents to be provided to apply for an employment permit with an exemption (single permit - employment for more than 90 days)

Intern at a Belgian government department or a public law international organisation established in Belgium

(Art. 2, 21 a and b° 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 photocopy of the internship contract, dated and signed by both parties and mentioning the duration of the internship
5. If this concerns an internship within the frame of a programme approved by a public law international organisation established in Belgium, the status of which is regulated by a treaty in force, proof that the international organisation has approved this programme
6. Proof that they have sufficient means of subsistence, and the employer's VAT number, where applicable
7. Proof of payment of the fee (see the residency law of 15/12/1980)
8. 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)



9. 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*).

10. 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

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 photocopy of the internship contract, dated and signed by both parties and mentioning the duration of the internship
5. A photocopy of all the pay slips for the entire period of the work permit that is expiring OR proof that they have sufficient means of subsistence
6. A photocopy of the individual account after the worker has been employed for a full calendar year OR proof that they have sufficient means of subsistence
7. Proof that the worker and their family members have joined a recognised mutual insurance fund (see the residency law of 15/12/1980)

