



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

### Invited professor (Art. 9, 8 Royal Decree 09/06/1999)

#### Initial application

1. The application form for an employment permit for maximum 90 days for a worker of foreign nationality (employer in Belgium or abroad): completed, signed and dated by the employer or their representative (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. Proof of the invitation and, as the case may be, the selection by the university, the higher education establishment or the recognised scientific institution
7. A copy of the interested party's university degree, in particular the proof that they are holder of a doctoral thesis or an academic title that is considered equivalent, to which will be attached the version translated by a sworn translator, where applicable
8. Proof that the professor will be paid in accordance with the pay scale of the teaching staff at the university or the higher education establishment, unless there is proof that the institution that sent them will continue to pay them during their stay

#### ***If the application is for a secondment, also attach:***

9. A photocopy of the employment contract binding the worker to their employer abroad, to which will be attached the version translated by a sworn translator, where applicable
10. A declaration signed by the employer specifying the duration of the secondment and the employment and payment conditions during the secondment



11. A copy of the document issued by the foreign social security institution stating that that country's social security legislation continues to apply during residence in Belgium where an international agreement on social security exists or, in the absence of such an international agreement, a document from the National Social Security Office in Belgium stating that the worker cannot be subject to Belgian social security

## **Renewal**

1. The application form for an employment permit for maximum 90 days for a worker of foreign nationality (employer in Belgium or abroad): completed, signed and dated by the employer or their representative (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. Proof of the invitation and, as the case may be, the selection by the university, the higher education establishment or the recognised scientific institution
5. Proof that the professor will be paid in accordance with the pay scale of the teaching staff at the university or the higher education establishment, unless there is proof that the institution that sent them will continue to pay them during their stay
6. A photocopy of all the pay slips for the entire period of the work permit that is expiring
7. A photocopy of the worker's previous work permit

### ***If the application is for a secondment, also attach:***

8. A declaration signed by the employer specifying the duration of the secondment and the employment and payment conditions during the secondment
9. A copy of the document issued by the foreign social security institution stating that that country's social security legislation continues to apply during residence in Belgium where an international agreement on social security exists or, in the absence of such an international agreement, a document from the National Social Security Office in Belgium stating that the worker cannot be subject to Belgian social security
10. Proof of inscription on the Limosa register for the past period

