

## **American Trainees in Belgium (Brussels Region)**

Dear Sir or Madam:

Thank you for your interest in the American Trainee Program sponsored by the Belgian-American Chamber of Commerce. The purpose of this letter is to provide you with the requirements for host companies and trainees.

### **Eligible Employers**

- Private Sector companies ranging from small businesses to multinational conglomerates.
- **Note:** Government Agencies and Academic Institutions are **NOT** eligible for this program.

### **Candidate Eligibility Requirements**

- Must be U.S. Citizen between 18 and 30 years old.
- Must have an academic background and/or work experience that relates to the position to be held in Belgium
- Most positions require at least good French and/or Dutch skills

### **Training Requirements**

- Training positions may be set for any period up to a maximum of 12 months
- Employers are required to hire trainees on a full-time basis and pay them at least the Belgian minimum wage, which, at present, is around **€1,200** per month depending on the sector.

## **Belgian Work Permit Requirements**

### **Company**

1. Complete (upper part) and sign (back) documents (Demande d'autorisation d'occuper un Stagiaire de Nationalite Etrangere) in 3 copies
2. Certify your signature on each copy by local Administration (Administration Communale)

### **Trainees**

1. Medical certificate on the doctor's letterhead (please refer to the enclosed example). For a list of doctors affiliated with the Embassy or the Consulate General, please visit the Embassy's website at <http://www.diplobel.us/ConsularSection/Forms/doc/PhysiciansDokters.doc>. The Embassy or Consulate General will then legalize the doctor's signature for a fee of \$14. If you choose your family physician, the doctor's signature must be notarized; the Embassy or Consulate General will counter-certify this document at a fee of \$6.50. The medical document should be less than 3 months old from the date of your application.
2. A copy of the training agreement, dated and signed by both parties, specifying the number of training hours and total income, including any additional compensation, benefits, etc. The agreement will stipulate the objectives of the traineeship, respective obligations of trainee and employer, name of person responsible for trainee and type of evaluation, and may be written in French, Dutch or English.
3. Resume of trainee, mentioning the studies, diplomas obtained, and any professional experience
4. Copy of diploma or study certificate, certified by the diplomatic or consular Belgian authorities
5. Declaration, (see attached), signed by trainee, that he/she will not attempt to occupy any other job than the one for which he/she was authorized and to leave the country when the traineeship ends.
6. Copy of passport
7. Proof that the trainee will be covered with sufficient medical insurance for the entire period of the traineeship (sickness, hospitalization, accident)

Both company and trainee must complete their respective documents and return them to the BACC

Once the trainee and company have submitted their documents, we will consider the application complete and submit it to the Ministry of Brussels Capital Region for review. The Ministry's review may take up to one month. If approved, a copy of the work permit will be sent to the Local Administration where the company is located. (The bottom part will be completed and validated by the Belgian administration). The employer must retrieve the work permit from the Local Administration and send it the trainee.

Once the trainee receives his/her work permit he/she should visit a Belgian Consulate in the U.S. to obtain his/her Visa to stay in Belgium (To find a list of Belgian Consulates go to: <http://www.diplobel.us/GoingToBelgium/ResidenceVisa-Interns.htm>)

### **Visa Request Processing Time**

The Trainee must present the following documents to the Embassy or Consulate:

1. A valid national passport (validity 15 months)
2. Two visa application forms duly completed, dated and signed (see Embassy website)
3. Two recent passport-sized photographs
4. A valid work permit obtained by the Belgian administration (and a photocopy of the work permit)
5. A Statewide criminal history record check
6. A medical certificate according to the model enclosed

Visa application fee: \$70 in cash, certified check or money order. Personal checks are not accepted. The Consulate will stamp the passport with a temporary authorization to remain in Belgium.

Please check Embassy of Belgium's website or call your nearest Belgian Consulate to confirm requirements (<http://www.diplobel.us/GoingToBelgium/ResidenceVisa-Interns.htm>).

### **Steps for Trainee upon arrival in Belgium**

Within 8 days of his/her arrival, the trainee must register with his/her passport at the district (communal administration) where he/she resides.