

Visa D – INTERNSHIP (more than 90 days)

IMPORTANT

Before submitting the visa application, all foreign official documents must be legalized consecutively by the Ministry of Foreign Affairs of the country that issued the documents and by the Embassy of Belgium. For more information on legalization check:

<http://uganda.diplomatie.belgium.be/en/legalisation-documents>

RECOMMENDATION

Ask your host (e.g. the employer, the institution or the business within which you will be working as a paid intern) to consult the competent regional authorities before your visa application is lodged. If you do require a work or internship permit, the point is that the said document must already be produced when you lodge your visa application (not after!!) If you are exempt from this obligation, you likewise prove this at that time (e.g. by presenting an attestation issued by one the competent federal or regional authorities mentioned below).

Région wallonne: <http://emploi.wallonie.be>

Région de Bruxelles-Capitale: <http://www.bruxelles.irisnet.be>

Brussels Hoofdstedelijk Gewest: <http://www.brussel.irisnet.be>

Deutschsprachige Gemeinschaft: <http://www.dglive.be>

Vlaams Gewest: <http://www.werk.be>

Certain categories of foreign interns are likewise required **to declare their activities in Belgium** before starting their internship. Others are exempt from this obligation. To find out about this procedure, consult the LIMOSA website (www.limosa.be) or contact a LIMOSA contact centre direct (tel.: +32 2 788 51 57 – fax: + 32 2 788 51 58 – email: limosa@eranova.fgov.be)

Required documents:

1. A valid travel document (passport) in which a visa can be affixed. This travel document must be valid for 15 months minimum. *Additionally, for non-Ugandans/non South Sudanese, a valid residence permit for Uganda valid for a minimum of 12 months .*
2. An online VOW visa application form correctly filled in and signed together with two recent color passport photos bearing a true likeness to the applicant.
<https://visaonweb.diplomatie.be/>
3. Copy of the identity page of your passport
4. Copy of the internship agreement/contract between applicant and the organization mentioning details such as designation, duration and salary.
5. **(If applicable)** Copy + original of your type B working permit (permis de travail B/arbeidskaart B) issued by the competent regional authority in Belgium. *(The work-permit or exception of work-permit has to be applied by the future employer in Belgium with the Regional Ministry of Employment).*
6. Medical certificate attesting that the applicant is not carrying any of the diseases which might endanger public health. <https://uganda.diplomatie.belgium.be/en/travel-to-belgium/visa#6>
7. INTERPOL Certificate attesting to the lack of any convictions for crimes or offences under common law <https://uganda.diplomatie.belgium.be/en/travel-to-belgium/visa#7>

8. Belgian administrative fees for processing a LONG STAY visa (**note that this is separate from the VISA fee**). **Please consult the visa center for guidance on the amount.**

Bank charges

The applicant must pay the exact amount of the fee. In other words, the payments will cover the amount of the fee and bank charges.

The payment of the fee

Regardless of who makes the payment.

In other words, payment may be made by third parties, in Belgium (eg the sponsor, the employer, guarantor). We also recommend in all cases where the applicant can rely on the assistance of a person residing in Belgium.

The exact amount of the fee is to be paid, in euro, to the bank account

BE57 6792 0060 9235

IBAN, BIC, Bank

IBAN: BE57 6792 0060 9235

BIC: PCHQBEBB

Bank: BPOST SA, Centrum Monnaie (sans numéro), 1000 Bruxelles

Beneficiary: SPF Intérieur, Office des étrangers, Chaussée d'Anvers 59B, 1000 Bruxelles

Communication

The person making the payment indicates communication of transfer:

- The full name of the applicant,
- Nationality,
- Date of birth

It must also meet the following communication structure:

Surname_Name_Nationality_DD.MM.YYYY_Article

Example: LUBEGA_CHARLES_UGANDAN_01.02.1977

Remarks:

1. The applicant has to submit his/her application by him/herself. (All the documents issued by a government authority should be submitted in original)
2. Please make TWO copies (legible) of all documents mentioned above (front and back). Documents have to be arranged in the above order and are to be submitted in 2 separate files.
3. The applicant needs to do all legalizations of official documents before submitting the visa application.
4. You should submit your application minimum 30 days before the foreseen travel date.
5. You can submit your application at the earliest three months before your planned visit.
6. Additional documents, even if not featured in the list above, may be required by the Embassy.
7. The administrative and visa fee is non-refundable if the visa is denied.
8. Please note that the city hall in Belgium might require your original legalized birth certificate upon your registration in Belgium.

9. A later change to the purpose of the visit is not admissible. A prolongation of the visa is not possible. In both cases, a new application has to be entered.

RECOMMENDATION

Consult the website of the competent authorities for any additional information on the methods for lodging an application for an employment permit and the work permit B, the cases in which a worker is exempted from the obligation to obtain a work permit, the particular categories of workers, the employment market in Belgium, the sectors with manpower shortages, etc.

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For more detailed information regarding visa (different types of visa, documents to be presented, conditions, exceptions, processing times, etc.) please consult the website of the Federal Public Service Home Affairs - Immigration Office: www.dofi.fgov.be