

**MODEL NOTIFICATION OF SHORT-TERM MOBILITY**

for researchers (third-country nationals) who already hold an authorisation for researcher in another Member State and wish to come to Belgium in the context of short-term mobility, as referred to in Article 61/13/5, of the Act of 15 December 1980 on access to the territory, residence, establishment and removal of foreigners, as well as their family members who have already joined them in the first Member State.

Logo of the research organisation (*optional*):

I, undersigned <sup>(1)</sup>.....

In my capacity as representative of <sup>(2)</sup>: .....

**1. Confirm that the following researcher:**

Surname:

Name:

Date of birth:

Nationality:

\* Current address in the member state where the principal residence of the foreigner is located and where he can be contacted

Street:

House number and box number:

Postal code:

Place:

Country:

Email address of the foreigner:

\* future address in Belgium if this is already known:

Street:

House number and box number:

Postal code:

Place:

**will carry out short-term mobility (up to 180 days) in Belgium during his research, whether or not in the framework of a Union or multilateral programme with mobility measures or in the framework of an agreement with one or more higher education institutions located in another Member State of the European Union:**

..... <sup>(3)</sup>

The notification shall take place as soon as an intention for mobility is known and in any case before the effective start of the mobility.

**The duration of the planned mobility is from ..../..../..... until ..../..../.....**

**2. Possible supplement for the family member of a researcher who may join the researcher in short-term mobility in accordance with Article 61/13/5, § 3 - 4 of the Act**

The research organisation confirms that the above researcher is joined during the short-term mobility by a family member who has already joined the researcher in the first Member State:

Surname:

Name:

Date of birth:

Nationality:

\* Current address in the member state where the principal residence of the foreigner is located and where he can be contacted

Street:

House number and box number:

Postal code:

Place:

Country:

Email address of the foreigner:

\* future address in Belgium if this is already known:

Street:

House number and box number:

Postal code:

Place:

The notification shall take place as soon as an intention for mobility is known and in any case before the effective start of the mobility.

**The duration of the planned mobility is the same as the duration of the mobility of the researcher**

**The duration of the planned mobility is the same as that of the researcher being joined.**

**3. Documents to be submitted**

**Concerning the researcher in short-term mobility:**

This notification must be accompanied by the following documents (art. 61/13/5, §2 of the Act of 15 December 1980) <sup>(4)</sup> possibly supplemented by the documents for the researcher's family member(s)

- a valid passport or equivalent travel document.
- a valid authorisation for researcher issued by the first Member State under Directive 2016/801/EU, valid for at least the total duration of the short-term mobility.
- a hosting agreement concluded with the research organisation approved in Belgium or, if there is none, with research organisation from the first Member State. If this does not state the duration of the mobility, a document proving the duration.
- proof of sufficient means of subsistence for the period of mobility to cover any travel costs to the first Member State and to prevent the researcher from becoming a burden on the social assistance system of the State during his/her stay.
- if the researcher is over eighteen years old, an extract from the criminal record or equivalent document, and where appropriate its legalised translation, issued by the country of origin or the country of last residence, which is not older than six months and confirms that he has not been convicted of crimes or misdemeanours of common law.

Submissions, if in a language other than one of the three national languages or English, must be accompanied by a certified translation into one of the three national languages or English.

**For the family member of the researcher who's joining the researcher:**

If the researcher is joined by a family member in short-term mobility, the following documents shall be added in accordance with art. 61/13/5, §4 of the Act of 15 December 1980 :

- a valid passport or equivalent travel document.
- a valid residence permit as a family member of a researcher valid for the total duration of mobility issued by the first Member State.
- proof that the researcher or the family member will have sufficient means of subsistence during the planned stay to cover any travel costs to the first Member State and to support themselves without recourse to the social assistance system of the State.
- if the family member is over 18 years old, an extract from the criminal record or equivalent document and, where appropriate, his legalised translation, issued by the country of origin or the country of his last residence, which is not older than six months and confirms that he has not been convicted of crimes or misdemeanours of common law.

Submissions, if in a language other than one of the three national languages or English, must be accompanied by a certified translation into one of the three national languages or English.

Done on.....(date), in.....(place)

Signature of the representative of the abovementioned organisation:

**The notification will be sent to [researchersmobilityNL@ibz.fgov.be](mailto:researchersmobilityNL@ibz.fgov.be) (for Dutch speaking research organisations) or [researchersmobilityFR@ibz.fgov.be](mailto:researchersmobilityFR@ibz.fgov.be) (for French speaking research organisations)**

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(1) Surname, name and function of the representative of the researcher organisation

(2) Name of the Belgian research organisation

(3) Name of the specific Union or multilateral programme

(4) Collecting the required documents and ensuring that they are compliant is the sole responsibility of the researcher and will not be systematically monitored by the research organisation

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**Information intended for the municipality:**

The researcher will be provided with an Annex 62 for the duration of the planned mobility (from .././.... to .././.....).

This document does not constitute proof that no objection has been raised regarding the short-term mobility.

Done on.....(date), in.....(place)

Signature of the representative of the abovementioned institution: