

Information for an application for an orientation year as a highly educated migrant seeking employment

To be filled in by the Netherlands embassy/consulate

Application submitted at embassy/consulate: (town)

Date:

Name and initials embassy employee:

You have submitted an application for admission and residence in the Netherlands for an orientation year as a highly educated migrant seeking employment. The Dutch representation will send your application digitally to the Immigration and Naturalisation Service (IND) in the Netherlands for further assessment.

To qualify, you will have to meet the following conditions. In the past three years:

- you have completed an accredited bachelor's or master's programme in the Netherlands; or
- you have completed a post-master's programme of at least an academic year (a minimum of 10 months) in the Netherlands or you have obtained a PhD in the Netherlands; or
- you have had a residence permit for the purpose of scientific research in the Netherlands, or a residence permit for the purpose of working as a highly skilled migrant to undertake scientific research in the Netherlands; or
- you have obtained a master's degree in the context of an Erasmus Mundus Masters Course, you have obtained an Erasmus Mundus Joint Master Degree or you have obtained an Erasmus Mundus Joint Doctorate; or
- you have completed a study in the Netherlands in relation to the Cultural Policy Act; or
- you have completed a study in the Netherlands that is provided in relation to the development and cooperation policy of the Dutch Ministry of Foreign Affairs; or
- you have completed a master's or post-master's programme or you have obtained a PhD at a designated international educational institution¹ abroad and you:
 1. have achieved a minimum score of 6.0 for the [International English Language Testing System](#), or
 2. have achieved a comparable minimum score in an English language test in accordance with the [Code of Conduct for international students in Dutch higher education](#), or
 3. possess a diploma, certificate or document as meant in [Article 2.3, \(1\) of the Civic Integration Decree](#) (only in Dutch), or
 4. have completed a master's, post-master's or doctoral programme in the English language or in Dutch.

To be able to assess your application, the IND needs information from you. Please complete this form and send this form, with all the necessary documents mentioned under 2, to the IND within three weeks from the date of your application (see the date above). If you do not send all the necessary documents, the assessment of your application will be delayed. If the IND does not receive the information and documents in time, your application will be rejected.

It is imperative that you mention the application number of the Dutch embassy/consulate and your V-number on page 2. The embassy/consulate will inform you about these numbers by email or telephone a few days after the date of your application. If you have not received this information after three days, please contact the embassy/consulate yourself. Without these numbers your application can not be processed.

¹ A designated international educational institution was, on the date of your graduation or having obtained your PhD, listed in the top 200 of one of the available general ranking lists or in the top 200 of one of the ranking lists by subject field – that corresponds with your field of study or research field – of the:

- [Times Higher Education World University Rankings](#)
- [QS World University Rankings](#)
- [Academic Ranking of World universities](#)

1. Your personal details

Application number: NLD..... (information you get from embassy/consulate)

V-number: (information you get from embassy/consulate)

Dutch Citizen service number: (if known by you)

Surname (as mentioned in passport):

First names:

Sex: Male Female

Date of birth: (day/month/year)

Place of birth:

Country of birth:

Nationality:

Home address:

.....

Telephone number:

E-mail:

Details of your representative in the Netherlands (if applicable):

Surname (as mentioned in passport):

First names:

Nationality:

Address:

.....

Telephone number:

E-mail:

2. Means of evidence

Documents must be in Dutch, English, French or German. In case the documents are drafted in another language, you need to have them translated by authorized translator. Send a copy of the original documents together with a copy of the translation.

Please gather the following documents:

- Copy of your passport (page with your identity details as well as the pages with travel stamps, do not send copies of empty pages);
- Completed and signed appendix 'Antecedents Certificate' (form to be downloaded from www.ind.nl);
- Completed and signed appendix 'Declaration of intent to undergo a TB test' (if applicable) (form to be downloaded from www.ind.nl);
- Documents showing that you qualify for the orientation year. Choose the situation that applies to you on page three and gather the corresponding documents.

In the past three years you have completed an accredited bachelor's or master's programme or a post-master's programme in the Netherlands:

- a copy of the diploma or certificate which shows the date of graduation. This concerns the diploma of an accredited programme at a Dutch educational institution for higher education; or
- a 'Statement on completion of study' (available on www.ind.nl), completed and signed by the educational institution. You need this means of evidence if you have completed your study before you submit this application but are not yet in possession of your diploma.

In the past three years you have completed a master's or post-master's programme or you have obtained a PhD at a designated international educational institution:

- documentary evidence (for example a screenshot) showing that your educational institution was listed, on the date of your graduation or having obtained your PhD, in the top 200 of at least one of the ranking lists mentioned on page 2; and
- a copy of a credential evaluation from Nuffic. An application for a credential evaluation can be made via the Credential Evaluation Information Centre (IcDW: www.idw.nl) (*you do not have to submit a credential evaluation from Nuffic if you graduated in Belgium and your study programme is registered in the [Higher Education Register](#) of Flanders*); and
- a copy of the evaluated diploma, which shows that you have graduated and when you have graduated with a master's degree or have obtained your PhD at a foreign educational institution which, on the date of your graduation or having obtained your PhD, was included in the top 200 of at least one of the ranking lists mentioned on page 2; and
- documentary evidence showing that you:
 - have achieved a minimum score of 6.0 for the International English Language Testing System,
 - have achieved a comparable minimum score in an English language test in accordance with the Code of Conduct for international students in higher education,
 - possess a diploma, certificate or document as meant in Article 2.3, first paragraph of the Civic Integration Decree, or
 - have completed a master's or post-master's or PhD programme in the English language or in Dutch.It is not necessary to submit proof regarding your English proficiency if you have obtained your master's or post-master's degree or your PhD in an English-speaking country.

In the past three years you have obtained a PhD in the Netherlands:

A copy of the diploma or certificate, which shows that you have obtained and when you have obtained your PhD at a Dutch university or at the Open University in the Netherlands.

In the past three years you have been in possession of a residence permit for the purpose of scientific research or a residence permit for the purpose of working as a highly skilled migrant to undertake scientific research in the Netherlands:

You do not have to submit additional means of evidence or documents, because the IND already has this information available.

In the past three years you have obtained a master's degree in the context of an Erasmus Mundus Masters Course, you have obtained an Erasmus Mundus Joint Master Degree or you have obtained an Erasmus Mundus Joint Doctorate:

- a copy of a credential evaluation from Nuffic. An application for a credential evaluation can be made via the Credential Evaluation Information Centre (IcDW: www.idw.nl) (*you do not have to submit a credential evaluation from Nuffic if you graduated in Belgium and your study programme is registered in the [Higher Education Register](#) of Flanders*); and
- a copy of the evaluated diploma, which shows that and when you have obtained your degree.

In the past three years you have completed a study in the Netherlands in the context of the Cultural Policy Act, or a study in the Netherlands that is provided in relation to the development and cooperation policy of the Dutch Ministry of Foreign Affairs.

A copy of the diploma or certificate from an educational institution, which shows that you have completed a study in the context of the Cultural Policy Act or in relation to the development and cooperation policy of the Ministry of Foreign Affairs.

3. Submitting this form with the necessary documents

Sign and send this completed form, the appendices and the requested documents to the IND in the Netherlands by post. Never send in original documents. You must send clearly readable and full copies of the original documents. Do not use staples or paperclips. Do not send USB flash drives, CD's, DVD's and such. Put all the documents in a sufficiently stamped envelope.

Send this to the following address:

**Immigration and Naturalisation Service (IND)
P.O. Box 5
9560 AA TER APEL
The Netherlands**

In addition, you can send copies of your documents to the following mailbox: hemse@ind.minvenj.nl.

I submit this form with (number) documents

Name:

Place:

Date: (day/month/year)

Signature:

4. Payment of fees

Before your application can be assessed, you must pay a fee. The fee for an application for admission and residence in the Netherlands for an orientation year is € 285. This amount has to be paid by all applicants, except for citizens of Turkey, San Marino and Israel. The fee for citizens of Turkey is € 65. The application is free of charge for citizens of San Marino and Israel. You can find this information on www.ind.nl.

Please transfer the fee for the application to the bank account of the IND referred to below. Please quote the application number, which you will receive from the Dutch embassy/consulate where you apply, as your payment reference.

Bank: ING
Account number: 70.50.05.356
Name: Min. van Justitie en Veiligheid 601/IND LEGES Storting Bank
IBAN number: NL31INGB0705005356
SWIFT code: INGBNL2A
Address: Postbus 85449
Postcode: 2508 CC
City: Den Haag

You must transfer the fee within three weeks after you have received the application number from the Dutch embassy/consulate. Your application will only be assessed when the whole amount has been received by the IND. Please check whether your bank deducts a fee from the amount being transferred.

If the assessment of your application shows that you do not qualify for a residence permit in the Netherlands, you will not receive a refund.

5. What happens with your application?

After receipt of your application, your documents and the fee, the IND will assess your application. You will be contacted by email if your payment or your documents are not received. You will also be informed by email once the assessment of your application has been finalised. If your application is granted, you will also receive information about the follow-up procedure.

6. Residence permit

In case your application is granted, you will receive an MVV (entry visa) from the Dutch embassy/consulate. After arrival in the Netherlands you can collect your residence permit from one of the IND desks. The addresses of these desks are available on www.ind.nl.

Please indicate below the IND desk where you will collect your residence permit:
(To collect the residence permit, you must make an appointment on www.ind.nl)

- Amsterdam Den Bosch Eindhoven Den Haag
 Rotterdam Utrecht Zwolle

You can also collect your residence permit at an expat center:

(Some expat centers charge a fee for this service and some expat centers require an appointment to collect the residence permit)

Amsterdam

Den Haag

Eindhoven

Enschede

Groningen

Rotterdam

Utrecht

Wageningen

7. Registering in the Netherlands

You need your birth certificate (legalised and translated if necessary, please check www.ind.nl) for registering in the [Personal Records Database \(BRP\)](#) at your local municipality after arriving in the Netherlands. This is a mandatory procedure. When you are registered in the BRP, you will automatically obtain a [citizen service number \(BSN\)](#).

8. General Data Protection Regulation

Under the General Data Protection Regulation, the IND is obliged to inform you that the IND is the organization that processes the data of your application. The IND does so in order to handle your application. You can ask any questions about this data processing by sending a letter to IND, P.O. Box 5, 9560 AA TER APEL, The Netherlands. You can also ask for an overview of the data processed about you. Following this request, you can ask for your personal details to be changed, deleted or protected.