



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: _____

Date

| Day | Month | Year |
|-----|-------|------|
| | | |

Name and initials
embassy employee _____

Attachment of this form:

- IND Antecedents certificate
- IND Declaration of intent TB test

You have submitted an application for admission and residence in the Netherlands for an orientation year as a highly educated migrant seeking employment.

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, or you have obtained an Erasmus Mundus Joint Master Degree; 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 PhD 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 3, 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 may be delayed. If the IND does not receive the information and documents in time, your application will be rejected. If you have received a printed version of this information form, please check out the digital version, including direct links, on www.ind.nl.

¹ A designated international educational institution was, on the date you completed your study programme or 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](#)

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

| | | |
|-----|--|-------------|
| 2.1 | Name <i>(as stated in the passport)</i> | Surname |
| | | _____ |
| | | First names |
| | | _____ |
| 2.2 | Nationality | _____ |
| 2.3 | Address | Street |
| | | _____ |
| | | Number |
| | | _____ |
| | | Postcode |
| | | _____ |
| | | Town |
| | | _____ |
| 2.4 | Telephone number | _____ |
| 2.5 | E-mail | _____ |

3 Means of evidence

Requirements of foreign 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 an 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';
- Completed and signed appendix 'Declaration of intent to undergo a TB test' (if applicable);
- 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 you completed your study programme. This concerns the diploma or certificate 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 or certificate.

- 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 you completed your study programme or your PhD, in the top 200 of at least one of the ranking lists mentioned on page 1; 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 or certificate, which shows that you have obtained and when you have obtained a master's degree or a PhD at a foreign educational institution which, on the date you completed your study programme or your PhD, was included in the top 200 of at least one of the ranking lists mentioned on page 1; 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 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 PhD in the Netherlands. You did not have a residence permit for the purpose of scientific research or for the purpose of working as a highly skilled migrant to undertake scientific research. You did have a Dutch residence permit for another purpose:**

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 obtained a master's degree in the context of an Erasmus Mundus Masters Course, or you have obtained an Erasmus Mundus Joint Master Degree:**

- 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 or certificate, 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.

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, submitted on or after 1 January 2020, is € 174. 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 € 68. 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 V-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 the date on top of this form (filled in by the Netherlands 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 will happen with your application?

After receipt of your application, your documents and fee, the IND will assess your application. You will be contacted by the IND via 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 MVV and residence permit

In case your application is granted you will receive an MVV (entry visa) from the Dutch embassy/consulate. When your application is granted you can make an appointment to collect your MVV via www.netherlandsandyou.nl. The IND aims to have your residence permit ready upon your arrival in the Netherlands. The IND will send you an e-mail indicating when you can collect your residence permit. For this, you have to [make an appointment online](#) at the IND desk of your choice.

Please indicate below where you will collect the residence permit:

- | | | | |
|------------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Amsterdam | <input type="checkbox"/> Den Bosch | <input type="checkbox"/> Eindhoven | <input type="checkbox"/> Den Haag |
| <input type="checkbox"/> Rotterdam | <input type="checkbox"/> Utrecht | <input type="checkbox"/> 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)

- | | | | |
|-------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Amsterdam | <input type="checkbox"/> Den Haag | <input type="checkbox"/> Eindhoven | <input type="checkbox"/> Enschede |
| <input type="checkbox"/> Groningen | <input type="checkbox"/> Maastricht | <input type="checkbox"/> Rotterdam | <input type="checkbox"/> Utrecht |
| <input type="checkbox"/> 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 Submitting this form with the necessary documents

Sign and send the completed form, the appendices and the requested documents to the IND in the Netherlands by post. Never send any original documents. You must send clearly readable and full copies of the original documents. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. 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.nl**.

8.1 I submit this form and _____ (number) of appendices/documents in evidence.

8.2 Name _____

8.3 Place and Date

Place

| <i>Day</i> | | <i>Month</i> | | <i>Year</i> | | |
|------------|--|--------------|--|-------------|--|--|
| | | | | | | |

8.4 Signature _____

Processing of personal data

The Immigration and Naturalization Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organizations or persons. The IND also uses and stores data and shares them with other organizations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



Appendix Antecedents Certificate

Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph 18 of the Aliens Decree, every foreign national aged 12 years or older must complete this appendix.

Please note! This statement consists of 2 pages. You must complete **both** pages.

1 Declaration of the foreign national

On this form you fill in whether you have ever committed a crime or a criminal offence. These are crimes committed in the Netherlands and criminal offences committed outside the Netherlands. You must answer the questions with *Yes* or *No*. Not completing the form truthfully or failing to report is a criminal offence. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

> *Please tick the applicable situation*

Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offence abroad? Yes No

Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure or imprisonment or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offence abroad? Yes No

Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like a murder, war crime, genocide, terrorist crime or crimes against humanity? Yes No

Have you received an entry ban from one of the countries of the EU/EEA or Switzerland? Or a measure similar to an entry ban? Yes No

* *This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*

Have you submitted incorrect data during earlier residence procedures in the Netherlands? Yes No

Have you ever stayed illegally in the Netherlands? Yes No

> *Have you ticked Yes for one or more questions? Then explain why.*

2 Signature of the foreign national

- ✓ I have completed this form truthfully.
- ✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
- ✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change in my situation.

2.1 V-number (if known)

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|

2.2 Name

2.3 Date of birth

| | | |
|------------|--------------|-------------|
| <i>Day</i> | <i>Month</i> | <i>Year</i> |
| | | |

2.4 Place and date *Place*

| | | |
|------------|--------------|-------------|
| <i>Day</i> | <i>Month</i> | <i>Year</i> |
| | | |

2.5 Signature

Processing of personal data

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Appendix Declaration of intent to undergo a TB test

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1 Details of foreign national to be tested (the applicant)

Write in block letters

- 1.1 Application for a permit for the purpose of work, wealthy foreign national, learning while working or study? Yes No

1.2 V-number (if known)

1.3 Name *Surname*

First names

- 1.4 Sex Male Female

1.5 Date of birth

| Day | Month | Year |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

1.6 Place of birth

1.7 Country of birth

1.8 Nationality _____

- 1.9 Civil status
- unmarried
 - married
 - registered partnership
 - divorced
 - widow/widower

1.10 Home address *Street* _____

Number _____

Postcode _____

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Town

1.11 Details passport *Number* _____

Country _____

Valid from (date)

| <i>Day</i> | <i>Month</i> | <i>Year</i> |
|------------|--------------|-------------|
| | | |

To (date)

| <i>Day</i> | <i>Month</i> | <i>Year</i> |
|------------|--------------|-------------|
| | | |

- 1.12.1 Do you have a spouse or (registered) partner?
- No
> Go to 2 'Signing'
 - Spouse
> Please complete the requested details below
 - Registered) partner
> Please complete the requested details below

1.12.2 Name (as stated in the passport) *Surname* _____

First names _____

- 1.12.3 Sex
- Male
 - Female

1.12.4 Nationality _____

1.12.5 Woonadres

Street

Number

Postcode

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Town

2 Signing

I hereby declare that I am prepared to cooperate in a tuberculosis test and any treatment. I am aware of the fact that I must undergo a TB test within three months after the residence permit has been received. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1 Name of foreign national

2.2 Place and date

Place

| Day | | Month | | Year | | | |
|-----|--|-------|--|------|--|--|--|
| | | | | | | | |

2.3 Signature of foreign national

2.4 Name in case of legal representative

2.5 Place and date

Place

| Day | | Month | | Year | | | |
|-----|--|-------|--|------|--|--|--|
| | | | | | | | |

2.6 Signature of legal representative

Processing of personal data

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