



# Coming to the Netherlands for exchange

## 1. Why have we written this publication?

Would you like to come to the Netherlands in the context of a cultural exchange programme? For a stay of over 90 days, you must apply for a residence permit.

In this publication you can find out:

- the conditions for the residence permits;
- how the application procedure works;
- what rights correspond to the residence permit;
- which rules you must abide by;
- what you have to do if your situation changes;
- where you can obtain further information;
- what to do when you have the nationality of a country that is part of the European Union, the European Economic Area or Switzerland.

Would you like to come to the Netherlands for another purpose? Then there are other admission procedures. See [www.ind.nl](http://www.ind.nl) for further information.

## 2. How you can obtain a residence permit?

**Au pair:** always via an au pair agency recognised by the IND.

**Voluntary work in the context of the European Solidarity Corps or a cultural exchange programme of a cultural exchange organisation:** always via a cultural exchange organization recognised by the IND. For more information about the European Voluntary Service, see [www.nji.nl](http://www.nji.nl).

**Working Holiday Program (WHP) or the Working Holiday Scheme (WHS):**

You personally apply for a residence permit at the IND in the Netherlands. Do you have the Argentinian or Uruguayan nationality? You submit the application at the Dutch embassy in Buenos Aires. There is no Dutch embassy in Uruguay. Do you have the Taiwanese nationality? You submit the application at the Netherlands Office Taipei in Taipei. Are you a citizen of Hong Kong and do you hold a Hong Kong SAR passport? You submit the application at the Dutch authorities in Hong Kong.

### 3. Which conditions must you fulfil?

**The following general terms and conditions apply to all exchange youngsters:**

- You have a valid passport.
- You stay in the Netherlands for a maximum of 1 year.
- You have never had a regular residence permit in the context of a cultural exchange.
- You do not pose a risk to public order or national safety. That means that you have not been convicted of a crime and you have not committed any war crimes, terrorist acts or crimes against humanity.
- You take out healthcare insurance in the Netherlands.
- You must undergo a test for tuberculosis in the Netherlands. This test must be carried out within 3 months of the residence permit being issued. If necessary, you must be treated for TB. If you have the nationality of one of the countries listed in the 'Appendix Exemption from the obligation to undergo a tuberculosis (TB) test'? Then the TB test is not required. The 'Appendix Exemption from the obligation to undergo a tuberculosis (TB) test' can be found at [www.ind.nl](http://www.ind.nl).
- You may not pay a deposit to a (Dutch or foreign) intermediary agency or exchange organisation.
- You may not have a contract with a host family or a (Dutch or foreign) intermediary agency or exchange organisation in which it is recorded that you must pay a (money) fine if you do not comply with the contract.
- You may not carry out tasks for persons who have special care needs, which requires you to have specific skills.
- You may not have stayed in the Netherlands unlawfully at any time.
- You may not have provided incorrect details for a previous residence permit or failed to mention relevant details.

#### **Working Holiday Program or Working Holiday Scheme**

Aside from the general terms and conditions, the following applies for the Working Holiday Program or Working Holiday Scheme:

- You are a national from: Canada, New-Zealand, Australia, Argentina, Uruguay, Japan, Taiwan, South Korea or you are a citizen of Hong Kong and you are holder of a Hong Kong SAR passport.
- You are 18 years or older, but younger than 31.
- You have a return ticket or sufficient funds to buy this.
- The main purpose of your stay is to get to know Dutch society and culture.
- You will bring no children who depend on you.
- You have health insurance that covers the Netherlands.
- During your stay in the Netherlands, you are allowed to follow a short study/course and to do incidental work, in order to provide for your own livelihood.

*Please note!* Each year a maximum of 100 young Argentinian, 100 Uruguayan, 200 Japanese, 100 Taiwanese, 100 South Korean and 100 Hong Kong people may participate. For more information, see [www.ind.nl](http://www.ind.nl).

#### **Au pairs**

Aside from the general terms and conditions, the following applies for au pairs:

- You are 18 years or older, but younger than 26.
- You are not married and have not entered into a registered partnership.
- You are not looking after children or foster children.
- You must stay with a host family that consists of at least 2 people.
- The host family has sufficient income for at least 1 year. An income requirement of 1.5 times the statutory minimum wage of the Netherlands applies. For more information, see [www.ind.nl](http://www.ind.nl).
- You have not previously worked for the host family, even abroad.
- You may carry out light household tasks. You may carry out light household tasks for a maximum of 8 hours per day, up to 30 hours per week. You are not paid for these tasks.
- You are completely free at least 2 days a week.
- The host family provides you with accommodation, food and pocket money. Your pocket money may not be higher than the amount that the Tax Department has set for au pairs. See [www.belastingdienst.nl](http://www.belastingdienst.nl).

- Together with the host family, you must draw up a daily schedule, sign it and give it to the recognised sponsor.
- You sign an awareness declaration with the host family. With the signing of this declaration it is declared that you have no family-law relationship to the third degree with one of the members of the host family.
- You may not pay over € 34 for items such as registration fees, intermediary costs and/or taking a course (prescribed by the authorities of your country of origin) in preparation of your stay in the Netherlands.

#### **Voluntary work in the context of the European Solidarity Corps**

Aside from the general terms and conditions for Voluntary Work in the context of the European Solidarity Corps applies that you reside in the Netherlands in the context of an exchange programme that has been approved by the Dutch Youth Institute.

In addition to the general conditions, the following applies to this purpose of stay:

- You are 18 years or older, but younger than 31.
- You have an agreement with the recognised sponsor in which the volunteer programme and your specific activities are described.
- The application will not be rejected if you have previously resided in the Netherlands in the context of an exchange.
- The residence permit may be refused if there are evidence or serious and objective reasons to establish that the stay serves or would serve other purposes than voluntary work in the framework of the European Solidarity Corps.

#### **Private cultural exchanges**

Aside from the general terms and conditions, the following applies to private cultural exchanges:

- You must reside within a host family that comprises at least 2 persons.
- You have not previously worked for the host family.
- You are 18 years or older, but younger than 31. In certain cases, you must be aged between 15 and 18 in order to take part in a cultural exchange programme. This will be made clear by the exchange programme itself.

## **4. When is a residence permit not required?**

You do not need a residence permit if you have the nationality of one of the following countries:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden, Switzerland, The Czech Republic.

*Please note!* You must first report to a recognised au pair agency or recognised cultural exchange organisation. The recognised sponsor will assess whether you meet the conditions. Only if you meet the conditions, you may stay in the Netherlands as part of the au pair programme or cultural exchange. If you carry out work as an au pair in a host family without the intervention of a recognised sponsor, this activity constitutes work for which wages must be paid. For further information, please contact SZW.

## 5. Which documents do you need?

The au pair agency or cultural exchange organisation will first check whether you and the host family meet the conditions; then it will apply for the residence permit for you. In order to obtain the residence permit, the organisation must be able to demonstrate to the IND that you fulfil the relevant conditions; they will need documentation in order to do so. The organisation will let you know which documents you need to provide, e.g. a copy of your passport. In order to register in the Municipal Personal Records Database in the Netherlands, a legalised and translated birth certificate is required.

### Official means of evidence

Official foreign means of evidence must be issued and legalised by the competent authorities of the country that issued the means of evidence. In some countries the document must then also be legalised by the Dutch embassy or the Dutch consulate in the country in question.

In 'apostille countries' an apostille, issued by the competent local authorities, is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign means of evidence include, for example, birth certificates and marriage certificates. Having these means of evidence legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in the country of origin. For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can telephone the 'Public Information Service', telephone number 1400. You can also visit the website [www.government.nl](http://www.government.nl).

### Legalisation

A document that is legal in one country is not necessarily legal in another. That is why you must have official foreign documents legalised for use in the Netherlands. This means that the authorities that issued the document must declare that it is official. This confirms the authenticity of the signature on the document and the capacity of the signatory. The Dutch embassy or consulate then legalizes the document. The embassy or the consulate then checks to ensure that the signature is genuine. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country.

Sometimes a so-called apostille stamp on the document will suffice. The Ministers of Justice or Foreign Affairs can issue this type of stamp abroad. The document does not then need to be legalised by the Dutch embassy or consulate. An apostille stamp is only an option if the document comes from a country that is affiliated to the Netherlands via the Apostille treaty. You can ask the Consular Services Centre within the Foreign Office whether the country is affiliated via the Apostille treaty. Look at [www.government.nl](http://www.government.nl) for more information. You can contact the local authorities yourself for legalisation or an apostille stamp.

Legalisation costs money. You must always pay these costs, even if you do not receive the document or it does not arrive on time. The amount you have to pay for legalisation varies per country. You must ask the authorities in your country of origin about these costs. The Dutch embassy or consulate in the country of origin may also impose additional charges (e.g. fax costs).

### Translation

All of the documents that you submit with the application must be drawn up in Dutch, English, French or German. If this is not the case, you must have them translated by a translator who has been certified by a court. Certified translators are listed in the Register of certified translators and interpreters (Rbtv). See [www.bureauwbvtv.nl](http://www.bureauwbvtv.nl) for further information. Are you having the document translated abroad? Then the translation must be legalised. You can thus demonstrate that a certified translator has been used.

## 6. How does the application procedure work?

In many cases, you will need a visa in order to travel to the Netherlands for a stay of over 90 days. This is called a Regular Provisional Residence Permit (mrv). The procedure is then slightly different to a case which does not require an mrv.

### Residence permit without mrv

If you do not need an mrv the au pair agency or the cultural exchange organisation will apply for a residence permit for you. The organisation is advised to do this while you are still abroad. Once the IND has indicated to the organisation that it will issue a residence permit, you can come to the Netherlands. Then you can be sure that you are not travelling to the Netherlands unnecessarily. The employer can also submit an application while you are in the Netherlands.

The problem with this is that you do not know, at that moment, whether you will be issued with a residence permit. It can also be difficult to obtain all of the necessary documents in the Netherlands.

While awaiting the decision on the application, you may not perform any activities related to your purpose of stay. The residence permit is granted by issuing the residence document. The exchange year can only begin after the residence permit has been collected and work as an au pair may be carried out in the host family.

### Access and residence

The au pair agency or the cultural exchange organisation will apply for an mrv and the residence permit in one application for you. This is the 'Access and Residence' procedure. If you are issued with an mrv, the au pair agency or the cultural exchange organisation will notify you of this fact. You must collect the mrv within 3 months at the Dutch embassy or consulate in the country of origin or country of continuous residence. After issuance of the regular provisional residence permit (mrv), which is placed in your passport, you have 90 days to travel to the Netherlands. Upon arrival in the Netherlands, you can collect your residence permit within two weeks. You will be notified of where and when you must collect your residence permit by the au pair agency or the cultural exchange organisation. *Please note!* Your mrv must still be valid when you collect your residence document from the IND.

### The cost of the procedure

Applying for an mrv and a residence permit costs money. These costs are referred to as 'fees'. The au pair agency or the cultural exchange organisation pays the fees to the IND on your behalf. If the fees are not paid, the IND will not process your application. You will not be refunded your money if the application is turned down. There is a summary of the fees on [www.ind.nl](http://www.ind.nl).

### Duration of the procedure

If the application is complete, the IND will usually decide within 2 weeks. The procedure can last up to a maximum of 90 days. Bear in mind that it takes time for the mediation process to take place and to obtain a residence permit. So register with a recognised au pair agency or cultural exchange organisation in good time. Contact the organisation for further information.

## 7. What rights correspond to the residence permit?

Here, you can see which rights you have with a residence permit for cultural exchange.

### Validity

With the residence permit you may stay in the Netherlands for a maximum of 1 year. Your residence permit states until when it is valid. This residence permit cannot be extended. As long as you continue to meet the conditions, your residence permit will remain valid. If you no longer meet the conditions, this must be reported to the IND and your residence permit will be withdrawn. If your exchange programme has ended (whether or not prematurely), you no longer meet the conditions for your residence permit and you must leave the Netherlands, unless you apply for a residence permit for a different purpose.

## **Work**

### *Au pair*

As an au pair, you may only carry out light household tasks for your host family. Was the residence permit applied for with a provisional residence permit (in Dutch: machtiging tot voorlopig verblijf or MVV)? Then you are allowed to carry out the tasks from the entry date filled in on the application. Was the residence permit applied for without an MVV? In that case you may carry out the tasks from the day that you receive the residence permit.

### *WHP/WHS*

Exchange youngsters admitted under the WHP or WHS are allowed to carry out incidental work without the employer having been issued a work permit.

### *Private exchange, Volunteer via European Solidarity Corps*

As an exchange youngster, you may only perform work if this is within the context of the exchange programme set up by the exchange organisation. For more information, see [www.ind.nl](http://www.ind.nl).

## **Family-members or relatives**

You cannot apply for a residence permit for family-members or relatives.

*Please note!* If you apply for benefits in the Netherlands, your residence permit will be withdrawn.

## **8. Which rules must you and your au pair agency or cultural exchange organisation abide by?**

The organisation that submits the residence permit for you functions as the sponsor. The sponsor is responsible for ensuring that you stay in the Netherlands on a legal basis. Not only when the application for the residence permit is made but also thereafter. It is important that you are familiar with the rules that apply to the au pair agency or the cultural exchange organisation. There are also certain obligations for you.

### **The organisation's obligations**

#### *Information obligation*

The organisation must pass on relevant changes in details, facts and circumstances to the IND. It is therefore important that you and your host family report any changes to the recognised sponsor. This concerns anything that corresponds to your residence permit. For example:

- if you move to live with another host family;
- if another au pair agency or another cultural exchange organisation becomes your sponsor;
- if you go to work even though that is not permitted;
- if the au pair agency or the cultural exchange organisation is no longer in a position to monitor you;
- if the agreed daily schedule is not adhered to by you or your host family or is amended (this only applies to au pairs);
- if there are any changes to the composition of the host family such as birth of a baby or separation from the host parents;
- after the residence permit is granted, it turns out that you do not meet the requirements after all;
- if you leave the Netherlands.

### *Administration obligation*

The organisation also has an administration obligation. It must collate and retain relevant information about you and your host family. For example:

- a copy of your passport;
- the names and address of the members of the host family where you are staying;
- the signed daily schedule in the host family where you are staying as an au pair;
- the period for which you are residing with the host family and the composition of the host family;
- documents that show that the host family where you are staying has sufficient income;
- if you are staying in the Netherlands as an au pair: an unmarried statement and a statement from you that you are not taking care of children or foster children;
- a summary of the efforts that the au pair agency or cultural exchange organisation has made in order to ensure your welfare and wellbeing during your stay in the Netherlands.

If the organisation is no longer your sponsor, they must still retain the information for 5 years. The IND can request these details at any moment in order to check whether the organisation is fulfilling its obligations.

### *Duty of care*

The organisation also has a duty of care. This means, for example, that it must use a careful recruitment and selection procedure for exchange youngsters and host families. The organisation must also provide you with information about your stay in the Netherlands, the details of the exchange programme and your accommodation with the host family. Furthermore, the organisation must inform you about your rights and obligation as an au pair or exchange youngster and the rights and obligations of your host family. The organisation must regularly find out how you are getting on, whether things are working out in the host family and if you are you are being given sufficient opportunity to familiarise yourself with Dutch culture and society. If there are problems (between you and your host family), the organisation must resolve them. Always report problems immediately to the au pair agency or your exchange organisation. If you reside in the Netherlands as an au pair, the au pair agency must ensure that you do not carry out any work other than light household tasks and only for the hours detailed in the daily schedule which has been agreed with the host family. For example, the au pair agency must ensure that as an au pair:

- you do not perform light housekeeping tasks more than 30 hours a week, not even for extra payment;
- you do not perform light housekeeping tasks at more than one address;
- you do not perform any light housekeeping tasks during a holiday with the host family.

### **Your sponsor**

The au pair agency or the cultural exchange organisation remains your sponsor until:

- you are no longer an exchange youngster with the organisation and the organisation has informed the IND;
- you have left the Netherlands and will no longer be returning;
- your organisation is no longer recognised as a sponsor;
- your residence permit has been withdrawn;
- you have obtained a permanent residence permit or a residence permit for another residence purpose.

### **Your obligations**

As an exchange youngster, you also have an information obligation. You must report important changes to the IND unless the change has already been reported by the au pair agency or the cultural exchange organisation. You can report the changes using the [Notification form for foreign nationals \(7597\)](#), which can be found at [www.ind.nl/en](http://www.ind.nl/en). If you still meet the conditions, your residence permit will remain valid. The IND will review and assess the changes.

## 9. What happens if your situation changes?

### **Another host family, au pair agency or cultural exchange organisation?**

Your residence permit remains valid if you switch to another host family or another organisation. You can always switch to another recognised sponsor or host family. There are no conditions attached to this for you as an au pair or exchange youngster. If you continue to meet all the conditions, also with the new sponsor and the new host family, your residence permit will remain valid. The recognised sponsor reports the administrative change to the IND.

If you no longer meet the conditions for residence as an exchange youngster, this will be reported to the IND by the recognised sponsor. The IND can then withdraw your residence permit. Only the IND is authorised to withdraw a residence permit. The recognised sponsor can only report to the IND. If your residence permit has been withdrawn, you must leave the Netherlands, unless you can lawfully reside in the Netherlands on other grounds. If you have any doubts about your situation or if you have any questions, you can call the Meldpunt Misbruik au pairs: 06 - 10 82 35 94.

## 10. What happens if you, your host family or the recognised sponsor do/does not abide by the rules?

The IND, SZW or the police can check at any time whether you, your host family and the au pair agency or cultural exchange organisation are complying with the rules. If not, you may have to face the following measures.

### **Consequences for your stay**

If you or your organisation have provided incorrect information in the application for a residence permit or have withheld relevant information, this may have consequences for your stay in the Netherlands. The residence permit could also be withdrawn if it transpires that you no longer fulfil the conditions. If the au pair agency or the cultural exchange organisation has failed to abide by the rules on numerous occasions, the IND could decide that the institution may no longer function as a sponsor.

If this was not your fault, then you have 3 months to find a new cultural exchange organisation or au pair agency. That new organisation must be recognised by the IND as a sponsor.

If you are unsuccessful in finding a new sponsor within the given time frame, your residence permit can be withdrawn and then you must leave the Netherlands.

### **Reporting a criminal act**

The IND has a duty to report any reasonable suspicions of a criminal act with the police. This is the case, for example, if you have knowingly provided incorrect information. The police transfers the matter to the Public Prosecution Service. The Public Prosecution Service will then determine whether you will be prosecuted. If this is the case, you could be sentenced to a prison term or receive a fine. Your residence permit may also be withdrawn.

### **Departure from the Netherlands**

If your residence permit is no longer valid or is withdrawn, you must leave the Netherlands. The IND will check this. If you do not leave of your own accord, the Dutch government may deport you. The costs incurred by the government can be recuperated from you or your sponsor.

## 11. What can you do if the organisation is not abiding by the rules?

Many exchange youngsters have a great time in the Netherlands, but you may come up against a unpleasant situation while you are in the country. If you have a complaint about your host family (you no longer have your passport or you have to carry out other tasks - not light household tasks- or work longer hours than has been agreed), you must first try to resolve the issue between yourselves. If that is unsuccessful, you can contact the au pair agency or cultural exchange organisation. If your au pair agency or cultural exchange organisation cannot or does not want to help resolve the issue, you may contact the IND.

If the au pair agency or the cultural exchange organisation is not abiding by the rules set by the IND, you must notify the IND. The IND will investigate whether measures must be taken. Depending on the type of complaint, the IND will pass this onto the police and/or the NLA (Nederlandse Arbeidsinspectie/ Netherlands Labour Authority). The host family may also contact the IND.

In serious case, e.g. abuse or exploitation, you can contact the Dutch police directly or call the special reporting point for au pairs on 06 - 10 82 35 94.

## 12. Frequently asked questions

### ***I want to come to the Netherlands as an au pair or exchange youngster, how do I arrange that?***

You contact a recognised au pair agency or cultural exchange organisation. Host families do that too. The au pair agency or the cultural exchange organisation will mediate. An application for a residence permit always goes through the au pair agency or a cultural exchange organisation. You cannot apply for a residence permit yourself. The host family cannot do that either.

### ***How do I find the most suitable au pair agency?***

On [www.ind.nl](http://www.ind.nl), you can find an open register of all au pair agencies and cultural exchange organisations that are recognised by the IND as a sponsor. Only recognised sponsors can apply for a residence permit for au pairs or exchange youngsters. The IND recognises organisations only if they are trustworthy and conduct an approved exchange programme.

### ***How long will it take before I obtain a residence permit?***

If the application is complete, the IND will usually decide within 2 weeks. The legal time limit is 90 days. Bear in mind that the au pair agency or the cultural exchange organisation can only submit an application if a host family has been found and all of the paperwork is in order. Ask the organisation how much time they need to do so and register in good time.

### ***Can I come to the Netherlands while I am waiting for the residence permit?***

If you do not need an mvv, the organisation can submit an application while you are in the Netherlands. The problem with this is that you do not know, at that moment, whether you will be issued with a residence permit. It can also be difficult to obtain all of the necessary documents in the Netherlands. You therefore run the risk that you will end up in the Netherlands even though you will be unable to stay. Furthermore, it is not permitted to perform activities related to your purpose of stay while awaiting the decision. If you do need an mvv, you must await the decision regarding the application in your country of origin.

### ***What changes does the recognised sponsor have to report to the IND?***

In order to be able to comply with the obligation to provide information, the recognised sponsor must notify us of any changes related to your residence permit. Depending on your purpose of stay, this may be when you:

- are going to live with or be placed with another host family;
- are going to be placed by another au pair agency or other cultural exchange organisation;
- do other voluntary work;
- start working when that is not allowed;
- or your host family do/does not comply with the agreed daily schedule or if the agreed daily schedule has been changed (only for au pairs);
- do not to meet or no longer meets the requirements;
- leave the Netherlands.

If another au pair agency or another cultural exchange organisation is going to mediate for you, you must notify your old au pair agency or cultural exchange organisation in time.

### ***I have not 'clicked' with my host family. Will my residence permit remain valid if I move to another host family?***

Your residence permit remains valid if you transfer to another host family. The same goes if you transfer to another au pair agency. Are you going to another host family? Then you and the au pair agency or cultural exchange organisation must notify the IND. The recognised sponsor checks whether the new host family meets all the conditions. As an au pair, you are not subject to any restrictions on transferring to another family or recognised sponsor. You may switch at any time. There is no statutory notice period. Always try to arrange a transfer as well as possible and in consultation as far as the situation allows.

If another au pair agency or cultural exchange organisation is to mediate for you, this organisation will become your new sponsor. It is important that the recognised sponsor reports this to the IND. The organisation must, of course, be recognised as a sponsor by the IND. You must also inform your old au pair agency or cultural exchange organisation promptly about your transfer.

### ***You are not being given the opportunity to familiarise yourself with Dutch culture and society, what now?***

Do you have complaints about your host family? First try to solve the problems by mutual agreement. If that does not work, please contact your au pair agency or cultural exchange organisation. If the au pair agency or the cultural exchange organisation is not abiding by the rules set by the IND, you must notify the IND. The IND will investigate whether measures must be taken.

In serious cases, e.g. abuse or exploitation, you can contact the Dutch police directly or call the special reporting point for au pairs on 06 - 10 82 35 94.

## **13. More information**

Do you have further questions after reading this brochure? Please consult the au pair agency or the exchange organisation. They are your first points of contact.

### **Internet**

You will find more information on the procedure and requirements for applying for a residence permit or Dutch nationality at [www.ind.nl/en](http://www.ind.nl/en).

**Contact with IND**

You will find more information on the procedure and requirements for applying for a residence permit or Dutch nationality at [www.ind.nl/en](http://www.ind.nl/en).

In serious cases, e.g. abuse or exploitation, you can contact the Dutch police directly or call the special reporting point for au pairs on 06 - 10 82 35 94.

**Questions about legalisation?**

For information about the legalisation of documents (birth certificate, marriage certificate), please visit [www.government.nl](http://www.government.nl). Or call at number 1400 (Central government Information).

### **Processing of personal data**

The Immigration and Naturalisation 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 organisations or persons. The IND also uses and stores data and shares them with other organisations. 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](http://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.

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## Appendix

# Overview of the application procedure for a residence permit

The table below indicates what you, the au-pair agency or the cultural exchange organisation and the IND must do in order to obtain a residence permit for a cultural exchange.

	What do you do?	What does your organisation do?	What does the IND do?
1.	On the basis of the publication, check to ensure that you fulfil the conditions to obtain a residence permit. A summary of recognised sponsors can be found on <a href="http://www.ind.nl">www.ind.nl</a> .	Your au-pair agency or cultural exchange organisation mediates between you and the host family. The organisation will provide information about your stay in the Netherlands, the details of the exchange programme and your accommodation with the host family. The organisation will also tell you about your rights and obligations and those of the host family.	
2.	You must ensure that the organisation has all paperwork and documents necessary to submit an application to the IND.	The organisation will submit an application for a residence permit to the IND. If you need a Regular Provisional Residence Permit (mvv), your application will cover both the mvv and the residence permit (TEV procedure). The organisation pays the fees to the IND.	The IND assesses the application and lets the organisation know whether you will be permitted entry to the Netherlands. If the application is complete, this can take place in 2 weeks.
3.		The organisation will explain the IND's decision to you. The organisation can also appeal against an IND decision.	If an mvv is required, the IND will inform the embassy or the consulate of its positive decision. The IND will indicate to the organisation where and when you can collect the residence permit in the Netherlands.
4.	You will go to the Dutch embassy or the Dutch consulate to collect the mvv. You can then travel to the Netherlands within 90 days. If you do not need an mvv, you can travel to the Netherlands immediately.	The organisation will indicate where you can collect your residence permit once you arrive in the Netherlands.	
5.	After arrival in the Netherlands, you must report to the IND within 2 weeks so that you can collect your residence permit. If necessary, you must have a TB test conducted by the Municipal Health Service within 3 months. If you are not insured for healthcare costs in the Netherlands, you must take out healthcare insurance within 4 months.		The IND will check your identity and then issue your residence permit.