Application for the purpose of residence of ‘exchange’ (recognised sponsor) Private exchange and voluntary service in the context of the European Solidarity Corps

1  Who can submit this application?

> Please tick the applicable situation

You can only use this form if you have been recognised as sponsor by the IND or are the authorised representative of the recognised sponsor. You can use this form in order to submit an application for one of the following purposes of residence:

☐ Private exchange (403)
☐ Voluntary service in the context of the European Solidarity Corps (645)

> Please tick the applicable situation

It concerns an application for the following procedure:

☐ Procedure for Entry and Residence: the young person taking part in the exchange still resides abroad and is obliged to apply for a regular provisional residence permit

☐ Procedure for a regular residence permit: the young person taking part in the exchange is not obliged to apply for a regular provisional residence permit and resides in the Netherlands or still abroad.

☐ Extension of the validity of the residence permit for the purpose of residence of voluntary service in the context of the European Solidarity Corps: the young person taking part in the exchange already has a residence permit for the purpose of residence of voluntary service in the context of the European Solidarity Corps and wants to extend his residence permit (if the permit has been issued for less than 1 year, the permit can be extended up to 1 year)

☐ Changing the residence permit (together with extending the validity of the residence permit): the young person taking part in the exchange already has a residence permit and wants to change his residence permit to the purpose of residence of Private exchange or voluntary service in the context of the European Solidarity Corps.

2  Details of the recognised sponsor  Write in block letters

2.1 Name of exchange organisation

2.2 IND client number (if known) K 1-

2.3 Name of contact person

2.5 Telephone number of contact person

2.6 E-mail contact person

2.7 Chamber of Commerce number
### Details of the young person taking part in the exchange

**Write in block letters**

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3.11 Address outside the Netherlands, or, if the young person taking part in the exchange already resides in the Netherlands: address in the Netherlands

Street

Number

Postcode

Town

Country

3.12 Telephone number

3.13 E-mail

4.1 Details of the principal person 1 of the host family

Write in block letters

4.1 Citizen Service Number (if known)

4.2 Name
(as stated in the passport)

Surname

First names

4.3 Sex

☐ Male
☐ Female

4.4 Date of birth

Day

Month

year

4.5 Place of birth

4.6 Country of birth

4.7 Nationality

4.8 Civil status

☐ unmarried
☐ married
☐ registered partnership
☐ divorced
☐ widow/widower
4.9 Home address

Street

Number

Postcode

Town

4.2 Details of the principal person 2 of the host family (if applicable)

Write in block letters

4.10 Citizen Service Number (if known)

4.11 Name
(as stated in the passport)

Surname

First names

4.12 Sex

- Male
- Female

4.13 Date of birth

Day

Month

Year

4.14 Place of birth

4.15 Country of birth

4.16 Nationality

4.17 Civil status

- unmarried
- married
- registered partnership
- divorced
- widow/widower
4.18 Home address

Street

number

Postcode

Town

5 Details of the volunteers’ programme in the context of the European Solidarity Corps (if applicable)

Copy the details from the agreement signed between the exchange organisation and the young person taking part in the exchange.

5.1 Duration of the volunteers programme

5.2 Number of hours the volunteer will spend on voluntary service

Day Month Year

5.3 In case of extension Start and End date

from Day Month Year

to

6 Statement on conditions

I state the following:

General:

- By completing this form, the exchange organisation will present itself as sponsor for the above young person taking part in the exchange as referred to in Article 2a of the Aliens Act.
- The young person taking part in the exchange did not pay any deposit to a (Dutch or foreign) intermediary agency or exchange organisation.
- The young person taking part in the exchange did not sign any contract with a host family or a (Dutch or foreign) intermediary agency or exchange organisation under which he/she is obliged to pay money or a fine as a sanction for failing to comply with one or more stipulations of this contract.
- The young person taking part in the exchange will not carry out any tasks for persons who are in need of more special care, which requires specific skills.
- The young person taking part in the exchange has filled out and signed the antecedents certificate.
- In the antecedents certificate the young person has stated that he or she has no antecedents.
  > If the antecedents certificate is not signed and / or if the young person has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.
- The young person taking part in the exchange intends to undergo (if necessary) a TB test within 3 months after having arrived in the Netherlands (only applicable in case of first admission).
• The young person taking part in the exchange has an adequate health insurance policy

Yes ☐ No ☐

Only if it concerns a young person taking part in the exchange who wants to stay in the Netherlands in the context of the European Solidarity Corps:

• An agreement has been concluded between the exchange organisation and the young person taking part in the exchange, including:
  • a description of the volunteers programme;
  • specification of the duration of the voluntary service and the number of hours the volunteer will spend on the voluntary service;
  • specification of the funds available to cover the costs of living and accommodation and the minimum amount of allowance for the duration of the stay;
  • specification of the conditions for work placement and supervision.

Yes ☐ No ☐

Only if it concerns a young person taking part in exchange:

• The timely departure of the young person taking part in the exchange is reasonably guaranteed

Yes ☐ No ☐

• The young person taking part in the exchange has not been a holder of a residence permit under a restriction connected with an exchange before

Yes ☐ No ☐

• The host family comprises at least 2 persons

Yes ☐ No ☐

• The principal person(s) of the host family lawfully reside in the Netherlands

Yes ☐ No ☐

• The young person taking part in the exchange has not performed any work for the host family before

Yes ☐ No ☐

7 Entry date (if applicable)

The expected date on which the young person taking part in the exchange will enter the Netherlands

> Please tick the applicable situation and complete

7.1 This date will be the start date of the residence permit

Entry date unknown ☐ Entry date:

Day Month Year

8 Place of collection of regular provisional residence permit

(only if the young person taking part in the exchange enters with a regular provisional residence permit)

Dutch embassy or consulate in the country of origin (or country of continuous residence).

If no Dutch embassy or consulate is available, then you need to collect the regular provisional residence permit in the nearest country where a Dutch embassy or consulate is available.

8.1 Town

8.2 Country

9 Location where the residence permit is collected

Please indicate below the IND Desk where the young person taking part in the exchange will collect the residence permit

☐ Amsterdam ☐ Den Bosch ☐ Eindhoven ☐ Den Haag

☐ Rotterdam ☐ Utrecht ☐ Zwolle
10 Signing by sponsor

10.1 Name

10.2 Place and date

Place

Day Month Year

10.3 Signature (by a person authorised for this purpose)

11 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the young person’s passport (only the identity details and stamped pages).
- The completed appendix direct debit collection.

Procedure for a regular residence permit, the foreign national resides in the Netherlands and has a nationality whereby he will need a Regular Provisional Residence Permit:

- A copy of a valid residence permit issued by another Schengen member state.

If the antecedents certificate is not signed and / or if the young person has not declared that he or she has no antecedents:

- The antecedents certificate.

Schengen member state: Belgium, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Austria, Poland, Portugal, Slovenia, Slovakia, Spain, Czech republic, Iceland, Sweden, Switzerland.

12 Biometric information (fingerprints, passport photo) and signature

The young person taking part in the exchange must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit.

For the residence permit the IND also needs a signature of the young person taking part in the exchange.

See the appendix Fingerprints, passport photo and signature.

13 Submitting the application and payment

You have collected, copied and enclosed all the means of evidence necessary for the application. Proceed to the appendix: “Submitting and paying for the application (by the sponsor)”.

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 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

1 Certificate

☐ I certify that:
• I have never been sentenced to imprisonment or a custodial measure for committing a crime;
• I have never been sentenced to perform community service for committing a crime;
• I have never been imposed an unconditional fine for committing a crime;
• I have never accepted an out-of-court settlement for committing a crime;
• I have never been imposed a penalty order by a public prosecutor for committing a crime;
• I am currently not subject to prosecution for committing a crime;
• I have never been responsible for one of the following categories of acts as referred to in Article 1F of the 1951 Refugee Convention: a crime against peace, a war crime, a crime against humanity, a serious non-political crime (for example murder or terrorism), or acts contrary to the purposes and principles of the United Nations (for example terrorist acts); and
• I am aware of the fact that a sentence for committing a crime may result in a refusal or termination of the right of residence.
• I have not submitted any incorrect data during earlier residence procedures;
• I did not reside in the Netherlands illegally in the past;
• I am not subject to any entry ban.

☐ I am unable to certify the above for the following reasons:

__________________________________________________________

2 Signing (by the foreign national)

I have completed this form truthfully.

2.1 Name

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2.2 Date of birth and V-number

Place

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2.3 Place and date

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2.4 Signature

__________________________________________________________

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Appendix
Fingerprints, passport photo and signature

Applying for a first residence permit in the Netherlands or changing the purpose of residence

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must go the Immigration and Naturalisation Service (IND) desk within 2 weeks after receiving a confirmation letter in order to have his/her fingerprints and passport photo taken. Please check www.ind.nl to make an online appointment. There, you will also find addresses and opening hours of the IND desks. If the application form notes that the foreign national will collect the residence permit at an expat centre, then he/she can also have a passport photograph and his/her fingerprints taken there. Please check www.ind.nl for how to make an online appointment. There, you will also find addresses and opening hours of the IND desks. The addresses and opening hours of the Expat Centres can be found at www.ind.nl.

- The foreign national must submit the application immediately at the counter. A passport photo and the fingerprints will be taken at the counter. The foreign national will also be required to sign the document. Submitting an application to an Immigration and Naturalisation Service (IND) counter is by appointment only. Information about making appointments can be found on the website www.ind.nl.

Application for extension of a residence permit, a permanent residence permit or an application for renewal or replacement of a residence document

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must go the Immigration and Naturalisation Service (IND) desk within 2 weeks after receiving a confirmation letter in order to have his/her fingerprints and passport photo taken. You will have to make an online appointment first. The addresses and opening hours of the IND desks. The addresses and opening hours of the Expat Centres can be found at www.ind.nl.

N.B. From 1 March 2014, if the foreign national (e.g. in the context of a previous application) has had biometric features (10 fingerprints and a passport photo) taken, the foreign national does not need to provide these details (at an IND desk) again. This does not apply if the foreign national has reached the age of 6, 12 or 18 in the intervening period. The IND could invite the foreign national for gaining biometric details again, if the previously used passport photo is an insufficient similarity of the foreign national or if the photo and/or fingerprints taken previously are of an insufficiently high quality.

When abroad, application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) counter immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to sign the document. You have to make an online appointment via the website www.ind.nl.

This can be done while still abroad, by means of the Entry and Residence procedure

- The sponsor (in the Netherlands) will have submitted the application for Regular Provisional Residence Permit for the foreign national (who is still abroad).
- If a positive decision is given, then the foreign national can collect the Regular Provisional Residence Permit from the Dutch Embassy or Consulate in his/her country of origin or long-term residence. When collecting the Regular Provisional Residence Permit, the foreign national must take a new (and not previously used) passport photo with him/her. This passport photo must comply with the requirements which also apply for Dutch passports. The Embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
- The employee at the Dutch Embassy or the Consulate will take fingerprints and the foreign national will also be required to sign the document.
- The foreign national has submitted the Regular Provisional Residence Permit to the Dutch Embassy or the Consulate in the country of origin or long-term residence.
- When submitting the application, the foreign national must take a new (and not previously used) passport photo with him/her. The employee at the Dutch Embassy or the Consulate will also take the fingerprints and the foreign national will be required to sign the document.

Do not enclose this appendix with the form!

The foreign national must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the foreign national.

How can the foreign national submit these?
In all cases, the foreign national must bring a valid passport (this can also be a foreign national passport or a refugee passport) or ID card of the EU, EEA or Switzerland.

N.B. If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) counter immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to sign the document. You have to make an online appointment via the website www.ind.nl.
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Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit.

Please note! If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit www.ind.nl for the ways you can contact the IND.

Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit

You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

Application for an economic purpose of residence (work, study, for example)
Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel

Application for a social purpose of residence (family formation or family reunification, for example)
Immigratie- en Naturalisatiedienst
Postbus 16
9560 AA Ter Apel

Appendix
Submitting and paying for the application by the sponsor

How do you pay?
An application is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay (unless you use a direct debit collection) (direct debit collection is not available for private persons, non-recognised sponsors, recognised sponsors relating to 'exchange' established in another Member State of the EU, EEA or Switzerland and applications for recognition as sponsor).

Here, you can find no information about the costs or any exemption from having to pay fees. Please visit www.ind.nl if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

What happens with your application?
If you have submitted your application to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application.

If you fail to make a payment or timely payment or submit an incomplete application, the handling of your application will be delayed. You will be informed in writing once your application has been handled. If your application is granted, you will also receive a letter with information about the follow-up procedure.

Providing correct information
Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.

V-number
A V-number is a unique number, which is used for identification of a foreign national by the IND and cooperating organisations (such as the Aliens Police). The number is listed in the correspondence which the foreign national or sponsor receives from the IND and other organisations and is also printed on the residence document itself.

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.
Appendix

Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately. (Direct debit is only available for recognised sponsors and their authorised representatives. This paying method is not available for applications for recognition as sponsor.) IND debits your account for legal fees to be paid within three months stating the ID and reference of the collecting officer.

Please note! If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions. The IND does not accept a form that is not filled out completely or illegibly. (Version 2018b)

1. Details of collecting officer

| 1.1 Name | Immigration and Naturalisation Service |
| 1.2 Postal address | PO Box: 5, Postcode: 9560 AA, Town: Ter Apel, Country: Netherlands |
| 1.3 ID Collecting Officer | NL77ZZSZ07204570001 |
| 1.4 Authorisation Reference | (future) invoice number of the application |

2. Details of the bank account from which the fees are debited

> The IND only accepts authorisations for Euro accounts (SEPA).

Fill in the details of the paying party and not the details of the bank.

<table>
<thead>
<tr>
<th>2.1 Name account holder</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal address</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td>Town</td>
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<td></td>
<td></td>
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<tr>
<td>IBAN</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>BIC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Details of the foreign national

Surname as stated in the passport

<table>
<thead>
<tr>
<th>3.1 Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First names</td>
<td></td>
</tr>
</tbody>
</table>
| Date of birth | }

Please note! If assessment of the application shows that the foreign national does not qualify for the requested residence permit, you will not be reimbursed. See for current fees: www.ind.nl/fees
4 Signing

By signing this form, you authorise IND to send a once only direct debit collection order to your bank to debit your account for the legal fees to be paid. By signing this form you also authorise the bank to debit your account once only according to the order by IND.

4.1 Name

Place                  Day   Month  Year

Signature account holder          Stamp (optional)

4.2 Place and date

4.3 Signature account holder (by a person authorised for this purpose) and company/organisation stamp

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