

3.3 Correspondence address

Street _____ Number _____

Postcode _____ Town _____

3.4 Telephone number of contact person _____

3.5 E-mail of contact person _____

4 Details of the highly skilled migrant

4.1 V-number (if known) _____

4.2 Citizen Service Number (if known) _____

4.3 Name

Surname as stated in the passport _____

First names _____

4.4 Sex and Date of birth

> Please tick the applicable situation

Male Female

Day _____ Month _____ Year _____

4.5 Place of birth _____

4.6 Country of birth _____

4.7 Nationality _____

4.8 Civil status

> Please tick the applicable situation

unmarried married registered partnership divorced widow/widower

4.9 Details passport

Number _____ Country _____

Valid from (date) _____ to (date) _____

4.10 Address outside the Netherlands, or, if the highly skilled migrant already resides in the Netherlands, the address in the Netherlands

Street _____ Number _____

Postcode _____ Town _____

Country _____

4.11 Telephone number _____

4.12 E-mail _____

4.13 It concerns a

> Please tick the applicable situation

highly skilled migrant 30 years of age or older (396/397);*

highly skilled migrant under 30 years of age (396/397);*

highly skilled migrant subsequent to graduation or after orientation year for highly educated persons (396);*

scientific researcher (396/397);

guest lecturer (396/397); of

trainee doctor (396/397).

4.14.1 * Position of the highly skilled migrant _____

4.14.2 Gross monthly salary highly skilled migrant (Excluding vacation pay) € _____

4.14.3 UFO code (if applicable) _____

Application

for the purpose of residence of 'highly skilled migrant' (recognised sponsor)
Immigration and Naturalisation Service
Ministry of Security and Justice

5 Statement on conditions

> Please tick

I state the following:

- By completing this form, the company/institution will present itself as sponsor for the above highly skilled migrant, as referred to in Article 2a of the Aliens Act. Yes No
- The highly skilled migrant meets the income requirement and the income is competitive. Yes No
- The highly skilled migrant has signed the antecedents certificate. Yes No
> Please enclose the antecedents certificate with the application.
- The highly skilled migrant has his principal residence in the Netherlands or will establish his principal residence in the Netherlands. Yes No
- The highly skilled migrant does not fall within the scope of the directive Intra-corporate transferees (ICTs). Yes No
- The highly skilled migrant intends to undergo (if necessary) a TB test within 3 months after having arrived in the Netherlands (only applicable in case of first admission). Yes No

6 Term of employment contract

The sponsor has an employment contract, statement on a transfer within a group of companies, hosting agreement or appointment decision with the highly skilled migrant showing that the latter will perform labour for the duration of:

> Please tick the applicable situation and fill in

Temporary employment contract

> From

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

> Until

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

A permanent employment contract

7 Entry date (if a regular provisional residence permit is required)

The entry date will be the start date of the residence permit. If the entry date is unknown the residence permit starts the day after issuing the regular provisional residence permit. Please note! Issuing of the residence document may take longer if no entry date has been provided.

> Please tick the applicable situation and fill in

Entry date

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

Entry date unknown

8 Place of collection of regular provisional residence permit

(if a regular provisional residence permit is required)

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 Place

8.2 Country

9 Location where the residence permit is collected

Please indicate below the IND Desk where the highly skilled migrant will collect the residence permit

> Please tick the applicable situation

- Amsterdam Den Bosch Eindhoven Den Haag
 Rotterdam Utrecht Zwolle

The highly skilled migrant can also collect his residence permit at an Expatcenter
(NB. Some Expatcenters charge a fee for this service. To collect the residence permit you must make an appointment)

- Amsterdam Den Haag Eindhoven Enschede
 Groningen Rotterdam Utrecht Wageningen

10 Signing by the recognised sponsor

10.1	Name											
10.2	Place and date	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 10%; text-align: center; border-bottom: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="font-size: 8px; border-bottom: 1px solid black; height: 10px;"></td> <td style="font-size: 8px; text-align: center; border-bottom: 1px solid black; height: 10px;">Day</td> <td style="font-size: 8px; text-align: center; border-bottom: 1px solid black; height: 10px;">Month</td> <td style="font-size: 8px; text-align: center; border-bottom: 1px solid black; height: 10px;">Year</td> <td style="font-size: 8px; text-align: center; border-bottom: 1px solid black; height: 10px;"></td> </tr> </table>							Day	Month	Year	
	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 highly skilled migrant's passport (only the identity details and stamped pages).
- The completed appendix antecedents certificate
- 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

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 highly skilled migrant 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 highly skilled migrant. 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)".



This certificate only needs to be completed if the foreign national is 12 years of age or older.

Appendix Antecedents Certificate

1 Certificate

> Please tick the applicable situation

- 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 1 F 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

2.2 Place and date

Place		Day		Month		Year			
<hr/>									

2.3 Signature

Please note!

Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.



Do not enclose this appendix with the form!

In order to be able to make a residence document, the Immigration and Naturalisation Service (IND) need the fingerprints, passport photo and 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.

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.

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. No appointment needs to be made for this. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl.

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. No appointment is necessary for this purpose. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl. 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. This must happen within 2 weeks after receiving a confirmation letter. An appointment is necessary for this purpose. 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 then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. No appointment is necessary for this purpose. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website 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.



Do not enclose this appendix with the form!

Appendix

Submitting and paying for the application by the sponsor

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. Please provide color copies of official (foreign) documents and your passport. 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

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 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.

Personal Data Protection Act

Under the Personal Data Protection Act, the IND is obliged to inform you that the IND is the organisation that processes the data of your request or application. The IND does so in order to handle your request or application. You can ask any questions about this data processing by sending a letter to the IND, Postbus 17, 9560 AA Ter Apel. 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.



Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately.
(Direct debit is not available for private persons, non-recognised sponsors and 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.

Debit collection takes place per foreign national and per procedure. 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

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	NL77ZZZ507204570001
1.4	Authorisation Reference	(future) invoice number of the application

2 Details of company/organisation

2.1	Name company/organisation		
2.2	Registration number Chamber of Commerce		
2.3	Name of the contact person or authorised representative		
2.4	Postal address	Street	Number
		Postcode	Town
2.5	Telephone number		
2.6	E-mail		

3 Bank details of the account from which the fees are debited

The IND only accepts authorisations for Dutch bank account numbers.

3.1	Name		
		Street	Number
3.2	Postal address		
		Postcode	Town
3.3	IBAN-number		
3.4	BIC-number		

4 Details of the foreign national

4.1	Name	Surname as stated in the passport _____ First names _____
4.2	Date of birth	Day Month Year

5 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.

5.1	Name	_____
5.2	Place and date	Place _____ Day Month Year
5.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	Signature account holder _____ Stamp (optional) _____

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.