



It is also possible to submit and manage this application online. Start the online application on [www.ind.nl/en](http://www.ind.nl/en). Choose the button 'Login Business Portal' and login with eHerkenning.

# Application for the purpose of residence of 'researcher' (recognised sponsor)

(498 - 527)

## 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. It concerns an application for the following procedure:
- Procedure for Entry and Residence: the researcher still resides abroad and is obliged to apply for a regular provisional residence permit;
  - Procedure for a regular residence permit: the researcher 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; or
  - Changing the residence permit (together with extending the validity of the residence permit): the researcher already has a residence permit and wants to change his residence permit into the purpose of residence of 'researcher' within the meaning of Directive (EU) 2016/801.

*Make sure that the application is received by the IND before the residence permit for the researcher expires. This is important to prevent the researcher encountering a residence gap. A residence gap is an interruption in the residence. This has consequences for any subsequent procedures. Do not submit an application for extension of the validity if the residence permit is still valid for more than 3 months. The IND will disregard an application for extension which is submitted earlier than 3 months before the expiration date of the residence permit.*

## 2 Details of the research institution

2.1	Company name	<input type="text"/>								
2.2	IND client number	<input type="text" value="K 1-"/>								
2.3	Name of contact person	<input type="text"/>								
2.4	Correspondence address	<table><tr><td>Street</td><td>Number</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Postcode</td><td>Town</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Street	Number	<input type="text"/>	<input type="text"/>	Postcode	Town	<input type="text"/>	<input type="text"/>
Street	Number									
<input type="text"/>	<input type="text"/>									
Postcode	Town									
<input type="text"/>	<input type="text"/>									
2.5	Telephone number of contact person	<input type="text"/>								
2.6	E-mail of contact person	<input type="text"/>								
2.7	Chamber of Commerce number	<input type="text"/>								

## 3 Details of the authorised representative (if applicable)

3.1	Company name	<input type="text"/>								
3.2	Name of contact person	<input type="text"/>								
3.3	Correspondence address	<table><tr><td>Street</td><td>Number</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Postcode</td><td>Town</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Street	Number	<input type="text"/>	<input type="text"/>	Postcode	Town	<input type="text"/>	<input type="text"/>
Street	Number									
<input type="text"/>	<input type="text"/>									
Postcode	Town									
<input type="text"/>	<input type="text"/>									

- 3.4 Telephone number of contact person
- 3.5 E-mail of contact person

## 4 Details of the researcher

- 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)   
Street  Number   
Postcode  Town   
Country
- 4.10 Address outside the Netherlands, or, if the researcher already resides in the Netherlands: address in the Netherlands  
Street  Number   
Postcode  Town   
Country
- 4.11 Telephone number
- 4.12 E-mail

## 5 Statement on conditions

> Please tick

I state the following:

- By completing this form, the research institution will present itself as sponsor for the above researcher, as referred to in Article 2a of the Aliens Act.  Yes  No
- The research institution has a hosting agreement or appointment decision showing the duration and nature of the employment and the agreed income.  Yes  No
- The research institution has a copy of the suitable higher education diploma granting access to graduation programmes.  Yes  No
- The researcher has lasting and sufficient means of support.  Yes  No
- The researcher has filled out and signed the antecedents certificate.  Yes  No
- In the antecedents certificate the researcher has stated that he or she has no antecedents.  Yes  No
  - > If the antecedents certificate is not signed and / or if the researcher has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.
- The researcher has his principal residence in the Netherlands or will establish his principal residence in the Netherlands  Yes  No
- The researcher 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
- The researcher meets all conditions for the admission of long-term mobility researchers (only in case of inbound long-term mobility).  Yes  No

# Application

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

## 6 Duration of hosting agreement or appointment decision

The research institution has a hosting agreement or appointment decision with the researcher showing that the latter will conduct research within the meaning of Directive (EU) 2016/801

> Fill in

	Day	Month	Year		Day	Month	Year			
From										
	to									

> Please tick the applicable situation

Do you apply for the residence permit because of inbound long-term mobility?  Yes  No

## 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

	Day	Month	Year
<input type="checkbox"/> Entry date			
<input type="checkbox"/> 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

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8.2 Country

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## 9 Location where the residence permit is collected

Please indicate below the IND Desk where the researcher will collect the residence permit

> Please tick the applicable situation

<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	

The researcher 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)

<input type="checkbox"/> Amsterdam	<input type="checkbox"/> Den Haag	<input type="checkbox"/> Eindhoven	<input type="checkbox"/> Enschede
<input type="checkbox"/> Groningen	<input type="checkbox"/> Rotterdam	<input type="checkbox"/> Utrecht	<input type="checkbox"/> Wageningen

## 10 Signing by recognised sponsor

10.1 Name

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10.2 Place and date

Place						
	Day	Month	Year			

10.3 Signature (by a person authorised for this purpose)

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## 11 Means of evidence and documents

Please enclose the following documents with this form:

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

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

- The antecedents certificate.

*Please also enclose the following document in case of inbound long-term mobility for researchers:*

- A copy of the valid research residence permit as issued by the first Member State.

## 12 Biometric information (fingerprints, passport photo) and signature

The researcher 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 researcher. 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](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.*



This certificate only needs to be completed if the foreign national is 12 years of age or older. Please note! Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.

## 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 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:

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### 2 Signing (by the foreign national)

I have completed this form truthfully.

2.1	Name																		
		Day	Month	Year	V-number														
2.2	Date of birth and V-number																		
		Place							Day	Month	Year								
2.3	Place and date																		
2.4	Signature																		

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Do not enclose this appendix with the form!

## Appendix

### Fingerprints, passport photo and signature

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.

#### **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. You have to make an online appointment via the website [www.ind.nl](http://www.ind.nl).

#### **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](http://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](http://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](http://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](http://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 Immigration and Naturalisation Service (IND) counters can be found on the website [www.ind.nl](http://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.

**Processing of personal data**

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Please note! Not completing this employer's declaration truthfully may be considered a crime (such as forgery) and may lead to filing a police report.

## Appendix Employer's declaration

One copy must be completed and signed for each employer.  
The application form states when and of which person(s) you must enclose the employer's declaration with your application.

Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

### 1 Details of employee

1.1 V-number (if known)

1.2 Name  
Surname as stated in the passport  
First names  
> Please tick the applicable situation

1.3 Sex and Date of birth  Male  Female Day Month Year

1.4 Place of birth

1.5 Country of birth

1.6 Nationality

1.7 Home address  
Street Number  
Postcode Town

### 2 Details of company/institution

2.1 Name company/institution

2.2 Withholding tax number

2.3 Visiting address  
Street Number  
Postcode Town

### 3 Employment details

3.1 Position of employee \_\_\_\_\_

3.2 Date of employment  
 Day Month Year  
 \_\_\_\_\_  
 > Please tick the applicable situation

3.3 Nature of the employment  
 Fixed employment    Temporary contract    On-call contract    Ongoing temporary work  
 > Please tick the applicable situation

3.4 Employment period  
 Indefinite period    Definite employment > Enter the period (from (date), to (date) below  
 Day Month Year Day Month Year  
 \_\_\_\_\_  
 > Please tick the applicable situation

3.5 Is there a provision for continued payment of wage during the term of the contract if there is no work?  
 No    Yes

3.6 Is there a trial period?  
 No    Yes, until Day Month Year  
 \_\_\_\_\_

3.7 Working hours per week  
 Hours per week by contract   Hours per week actually  
 \_\_\_\_\_

3.8 Gross salary (excluding holiday allowance)  
 Per month, or    Per 4 weeks   € \_\_\_\_\_  
 All amounts rounded to the nearest full euro

3.9 Wage for social security purposes (excluding holiday allowance)  
 Per month, or    Per 4 weeks   € \_\_\_\_\_  
 All amounts rounded to the nearest full euro

3.10 Net salary (excluding holiday allowance)  
 Per month, or    Per 4 weeks   € \_\_\_\_\_  
 All amounts rounded to the nearest full euro

3.11 Holiday allowance  
 \_\_\_\_\_ %

> You only have to complete 3.12 for the International Trade Regulation

3.12 Period of residence in the Netherlands (maximum of 3 years)  
 From Day Month Year \_\_\_\_\_ (= date of entry)  
 To Day Month Year \_\_\_\_\_

### 4 Signing by employer

I declare that the above employee is employed by the above company/institution.  
 I have completed this form truthfully.

4.1 Name \_\_\_\_\_

4.2 Position \_\_\_\_\_

4.3 Telephone number \_\_\_\_\_

4.4 Place and date  
 Place Day Month Year  
 \_\_\_\_\_  
 Signature Stamp

4.5 Signature and stamp of company/institution  
 \_\_\_\_\_

#### Processing of personal data

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**Do not enclose this appendix with the form!**

## Appendix Proof of income

This list shows the proof of income the IND needs in order to assess the application. The application form shows the person(s) of whom you must enclose proof of income with your application. This usually concerns you (the sponsor) and your (registered) partner. The proof of income must be enclosed as a copy.

*Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).*

**You have or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or You (the foreign national) will work as an employee (in the context of an EU action programme or an International Agreement to which the Netherlands is party)**

- Your current employment contract(s) and/or appointment approval(s)
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Payslips over the past 3 months

*Only if you regularly earn more money than evidenced by your employment contract (for example due to overtime)*

- Payslips over the past 12 months

*If you are paid by a third party from a Personal Budget*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

**Please note: only if you apply for a residence permit to stay with a family member or relative**

**1. You have or your (registered) partner has an employment contract that is valid for at least 6 months but less than 1 year at the time the IND receives the application; and**

**2. You or your (registered) partner received income from paid employment and no income from benefits in the 12 months prior to the application.**

- Your current employment contract(s) and/or appointment approval(s), showing that you have work;
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months);

*Over the past 12 months:*

- all salary slips; and
- the annual income statement; and
- the (temporary) employment contract(s) and/or appointment approval(s).

**You have or your (registered) partner has an employment contract that is valid for less than 1 year at the date the IND receives the application**

- Your current employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**You or your (registered) partner work(s) as a temporary agency worker or under an on-call contract, seasonal work contract, zero hours contract or other contract with a deferred duty of performance**

- Your current (temporary) employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**You are or your partner is a researcher pursuant to Directive (EU) 2016/801, it concerns the following proof**

- if you receive sponsor funds: a sponsor agreement showing the amount of the sponsor funds and the duration of the sponsor agreement; or
- if you receive periodic payments in order to pay for the stay in the Netherlands: a proof of these payments; or
- if you receive a grant or stipend: proof showing the amount and the start and end date of the grant or stipend; or
- if you have paid work abroad: a copy of an employment contract with the current employer abroad; or
- if you become employed by the research institution: a copy of the employment contract that must be signed by both you and the research institution.

**You have or your (registered) partner has a (supplementary) benefit**

*Do you or your (registered) partner have a (supplementary) benefit (for example, an unemployment benefit, sickness benefit, old-age pension, surviving dependants' benefit or a benefit under the Disability (Reintegration) Act)*

- The letter from your benefits agency granting your benefit
- The most recent specification of benefits received

*Do you or your (registered) partner have an invalidity benefit, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work)
- The most recent specification of benefits received (of at least one year after the confirmation of benefits awarded)
- A letter from the benefits agency stating the date of re-examination

*Do you or your (registered) partner have an occupational disability benefit under the Work and Income (Capacity for Work) Act or the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received
- The most recent reassessment

*Are you or your (registered) partner permanently incapacitated for work and do not receive an invalidity benefit, benefit under the Work and Income (Capacity for Work) Act, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act.*

**Please note! This does not apply if you submitted an application for a permanent residence permit.**

- A statement from the Municipal Health Service, company doctor or medical examiner, showing that you are fully incapacitated for work, for how long you have been incapacitated for work and the expected duration of the incapacity for work

*Do you or your (registered) partner receive social assistance, and is it permanently impossible for you or your partner to work again. **Please note! This does not apply if you submitted an application for a permanent residence permit.***

- All confirmations of benefits awarded over the past 5 years and any correspondence with the Municipal Executive about the exemption of you and your (registered) partner from all obligations involving workforce integration and proof showing that integration into the workforce within a year cannot be expected.

**You are or your (registered) partner is self-employed**

- The Appendix declaration of income of self-employed person with the requested appendices, completed and signed by you and (for example) a registered accountant, accountant, accounting consultant, a tax consultant from the Tax Consultants Federation, a tax consultant from the Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration.

**You are or your (registered) partner is director-major shareholder of a company**

- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs);
- An original and completed Appendix employer's declaration, bearing a date, signature of the employer and company stamp (not older than 3 months);
- Details over the three months preceding the date of your application, showing that a monthly salary was paid (payslips, bank statements);
- Proof that the withheld wage tax was transferred by the company to the Tax and Customs Administration (bank statements).

**You have or your (registered) partner has an income from own funds**

- A tax statement of the year preceding this application for residence permit.

**Processing of personal data**

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Do not enclose this appendix with the form!

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](http://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 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](http://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](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.



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)

## 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.

(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](http://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 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.

2.1	Name account holder	
	Street	
	Number	
2.2	Postal address	
	Postcode	
	Town	
2.3	IBAN	
2.4	BIC	

### 3 Details of the foreign national

	Surname as stated in the passport	
3.1	Name	
	First names	
3.2	Date of birth	
	Day	
	Month	
	Year	

## 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
4.2	Place and date	_____			
		Signature account holder		Stamp (optional)	
4.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	_____			

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