



## Application for a residence permit for a 'long-term third country national from outside the EU' (sponsor)

### *Please note!*

Please print the form in **A4 format** and in **actual size**. You must send this cover page with the application. This prevents delays in processing your application!

*Please read the explanation before you start to fill out the form.*

### Filling-in instructions

In order to be able to assess your application quickly and carefully in terms of content, the Immigration and Naturalisation Service uses scanning software with which your application is recorded in the immigration administration system. To support this, this form is equipped with a number of features, including a barcode and so-called "adjustment fields" in the corners of each page. The following is important for a good scan of your application:

1. When filling out this form, use only an HB pencil or pen with black or blue ink.
2. Write only in the space provided behind or below each question. Do you need more space? Then add a separate page on which you state your personal data and indicate to which question the added text belongs.
3. When you are presented with a choice where you have to choose between different answer options, keep the following instruction.

Check the box of your choice (as with "b")

☐ a... ☒ b... ☐ c... ☐ d...

You want to change your choice? Then make the box of your first choice completely black and then tick the desired box.

☐ a... ☒ b... ☐ c... ☒ d...

This form comprises different appendices. Which appendices you need to fill out depends on your own situation. Only submit your application once you have completed filling out this form, signed and you have gathered together all the requested documents and evidence. If your application is incomplete, the IND will be unable to assess your application properly.



### For whom is this form intended?

You can only use this form if you or the foreigner for whom you are the referent:

- have a status as a long-term resident in another EU country and now want to apply for a residence permit in the Netherlands; or
- are a family member of a long-term resident and have already been admitted as a family member of the long-term resident in another EU country.

*Please note!* Do you have a status as an EU long-term resident and do you want to bring your married or registered partner over? Then use the application form '[Application for a residence permit: residence with a married or registered partner. Application by referent](#)'. Do you want to bring your unmarried partner over? Then use the application form '[Application for a residence permit: residence with an unmarried partner. Application by referent](#)'.

You can use this form to submit an application for a residence permit with one of the following residence purposes:

- residence for paid employment;
- intra-company transfer;
- carrying out work as a spiritual counsellor (spiritual leader or teacher);
- cross-border service provision;
- seasonal labour;
- working experience (trainee or apprentice); or
- minor child (younger than 18 years)

### 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.

### Would you like more information?

Then visit the IND website at [www.ind.nl](http://www.ind.nl). You can also contact the IND by telephone via 088 043 04 30 (normal charges apply). From abroad you can call +31 88 043 04 30.

## 1 Means of evidence

### Requirements of foreign means of evidence

You must gather together the means of evidence before submitting your application. You may be required to submit foreign means of evidence together with this application, for example a foreign marriage certificate. Your personal situation and the purpose of residence determine which foreign means of evidence you will need to include.

### Language

All foreign means of evidence must be compiled in Dutch, English, French or German. Is this not the case? Then you must have the means of evidence translated by a translator who has been sworn in by a District Court. Submit (a copy of) the translation and (a copy of) the means of evidence together with the application form. If you have the means of evidence translated in a foreign country and therefore not by a translator who has been sworn in by a District Court, then you are required to have the translation legalised or to have an apostille stamp provided by the competent authorities in the country of issue.

### 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 legalized 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.rijksoverheid.nl](http://www.rijksoverheid.nl).

### Special facts and circumstances

If you think special facts and circumstances may apply, that have to be considered when assessing your application, you have to provide a written declaration. You have to substantiate this declaration with as many (official) means of evidence as possible.

If you submit special circumstances in the context of Article 3.6ba, first paragraph, of the Aliens Decree, you must only submit these circumstances if this concerns your first application submitted in the Netherlands.

**Choose the purpose of residence.** You can only choose one purpose of residence. If you choose more than one purpose then (possibly) your application will be no longer valid. If you are in doubt about the purpose of residence then contact the IND. Do not submit your application if you are not sure whether you and the foreign national comply with the conditions. Visit the website [www.ind.nl](http://www.ind.nl) for more information about your purpose of residence.

### ☐ Paid employment (370)

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term residents issued to the foreign national by the other Member State;
- a copy of the foreign national's employment contract showing that he will be carrying out paid employment;
- a copy of the Employer's declaration (see appendix);
- the completed and signed appendix Declaration by sponsor (employment); and
- a copy of (the application for) the Work Permit (twv) of the foreign national.

*Foreign nationals with a residence permit for long-term EU residents may work in the Netherlands with a twv. This twv is required for the first 12 months. The employer applies for the twv at the [UWV](http://www.uvwv.nl). Here you will also find more information about the twv requirement (including the exceptions).*

#### ❑ Intra-company transfer (519)

Please enclose the following means of evidence with your application:

- a copy of the employment contract showing that the foreign national will be carrying out paid employment;
- a copy of the Employer's declaration (see appendix); and
- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the (application) Work Permit.

*Foreign nationals with a residence permit for long-term EU residents may work in the Netherlands with a twv.*

*This twv is required for the first 12 months. The employer applies for the twv at the [UWV](#). Here you will also find more information about the twv requirement (including the exceptions).*

#### ❑ Carrying out work as a spiritual counsellor (spiritual leader or teacher) (642)

Please take into account that once the foreign national has received the residence permit, the foreign national will be obliged to follow a [civic integration course](#) in the Netherlands.

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term residents issued to the foreign national by the other Member State;
- a copy of the foreign national's employment contract showing that he will be carrying out paid employment;
- the completed and signed appendix 'Gegevens geestelijk bedienaar' (only available in Dutch);
- if the institution is not registered in the Commercial Register because this is not mandatory. Please enclose with your application: the surname, first names, date of birth, place of birth, nationality, citizenservice number and the position of all company directors or legal person;
- if the organisation is a religious organisation that forms part of an umbrella organization. Please enclose details indicating the legal form and articles of association with your application;
- an employer's declaration containing a description of the nature of the work showing the religious or ideological nature of the activities;
- the completed and signed appendix Declaration by sponsor (employment);
- a copy of the Employer's declaration (see appendix); and
- a copy of (the application for) the Work Permit (TWV) of the foreign national;

*Foreign nationals with a residence permit for long-term EU residents may work in the Netherlands with a twv.*

*This twv is required for the first 12 months. The employer applies for the twv at the [UWV](#). Here you will also find more information about the twv requirement (including the exceptions).*

- a declaration of compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscale verplichtingen). This declaration is issued by the Netherlands' Tax and Customs Administration (Belastingdienst); and
- financial statements of the closed financial year approved by an accountant; or
- a report of findings from an accountant about the continuity and solvency of the organization; or
- a bank statement showing that the continuity and solvency of the religious or philosophical organization in the Netherlands are sufficiently guaranteed.

#### ❑ Seasonal labour (644)

Please enclose the following means of evidence with your application:

- a copy of the employment contract; and
- a copy of the employer's Declaration (see appendix).

*A work permit (TWV) is obligatory for seasonal labour. As the employer, you must apply for a work permit from the Employee Insurance Agency (UWV) ([www.werk.nl](http://www.werk.nl)).*

- the filled out and signed appendix 'Declaration by sponsor (employment)'

**Work experience within the framework of an EU action programme:**

- ☐ **within the context of a studies on hbo/wo level (523)**
- ☐ **after graduation at hbo/wo level (523)**
- ☐ **within the context of a studies on mbo level (643)**

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued to the foreign national by the other Member State;
- the completed and signed appendix 'Gegevens (over noodzaak) van lerend werken in het kader van studie (stagiair)' (only available in Dutch), completed with a trainee agreement;
- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the (application) Work Permit (TWV) of the foreign national.

*Foreign nationals with a residence permit for long-term EU residents may work in the Netherlands with a twv. This twv is required for the first 12 months. The employer applies for the twv at the [UWV](https://www.uvwv.nl). Here you will also find more information about the twv requirement (including the exceptions).*

☐ **work experience for employment purposes (apprentice) (643)**

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued to the foreign national by the other Member State;
- the appendix 'Gegevens (over noodzaak) van lerend werken in het kader van arbeid (praktikant)' (only available in Dutch), completed and signed by the employer, completed with a trainee agreement and a return statement;
- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the (application) Work Permit (TWV) of the foreign national.

*Foreign nationals with a residence permit for long-term EU residents may work in the Netherlands with a twv. This twv is required for the first 12 months. The employer applies for the twv at the [UWV](https://www.uwv.nl). Here you will also find more information about the twv requirement (including the exceptions).*

☐ **Cross-border service provision (500)**

Choose this option if the foreign national does not have an EU/EEA nationality, but does live and work in an EU/EEA country and will be carrying out temporary services under your assignment for a Dutch company.

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term residents issued to the foreign national by the other Member State;
- a copy of the residence permit and of the work permit of the foreign national showing that he has a right of residence in the country of his employer and that he is allowed to perform work there as an employee of his employer;
- a copy of the employment contract with the foreign national who will be performing temporary services for you in the Netherlands; and
- the completed and signed appendix Declaration by sponsor (employment).

*Please note!* For cross-border service provision, the employer must register work online at [www.postedworkers.nl](https://www.postedworkers.nl). The IND checks whether the registration has taken place.

Please enter the registration number of the registration at [www.postedworkers.nl](https://www.postedworkers.nl):

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Minor child

☐ **The foreign national is a minor child (younger than 18 years of age) of you or your spouse or (registered) partner. You live in the Netherlands (326)**

Please enclose the following means of evidence with your application:

- a copy of the residence permit of the foreign national showing that he has been admitted to a member state other than your family member; and
- proof that you, whether or not together with the foreign national, have lasting and sufficient means of support, see the appendix 'Proof of income'; and
- the filled out and signed appendix 'Declaration by sponsor (family and relatives)'

## 2 Biometric information, signature, and Antecedents certificate

- ☐ 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. See the appendix Fingerprints, passport photo and signature.  
NB. No fingerprints are taken from children younger than 6 years of age, only a passport photo is required.
- ☐ Fill out the Antecedents certificate appendix and submit this appendix together with your application (only if the foreign national is 12 years of age or older).

## 3 Your personal details (the sponsor)

*Write in block letters*

3.1	Citizen Service Number (if known)	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
3.2	Name (as stated in the passport)	<div><i>Surname</i> <hr/></div> <div><i>First names</i> <hr/></div>										
3.3	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female										
3.4	Date of birth	<table border="1" style="display: inline-table;"><tr><td><i>Day</i></td><td><i>Month</i></td><td><i>Year</i></td></tr><tr><td></td><td></td><td></td></tr></table>	<i>Day</i>	<i>Month</i>	<i>Year</i>							
<i>Day</i>	<i>Month</i>	<i>Year</i>										
3.5	Place of birth	<hr/>										
3.6	Country of birth (as stated in the passport)	<hr/>										
3.7	Nationality	<hr/>										
3.8	Civil status	<input type="checkbox"/> unmarried (single or living together) <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower										
3.9	Home address	<div><i>Street</i> <hr/></div> <div><i>Number</i> <hr/></div> <div><i>Postcode</i> <hr/></div> <div><table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <i>Town</i></div> <div><i>Country</i> <hr/></div>										
3.10	Telephone number	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

3.11 E-mail

3.12 Residence status

- ☐ Dutch nationality  
☐ Privileged  
☐ Residence Permit  
☐ Waiting for the application for a residence permit to be dealt with  
None

## 4 Details of the foreign national

*Write in block letters*

4.1 Name  
(as stated in the passport)

*Surname*

*First names*

4.2 Sex

- ☐ Male  
☐ Female

4.3 Date of birth

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

4.4 Place of birth

4.5 Country of birth  
(as stated in the passport)

4.6 Nationality

4.7 Civil status

- ☐ unmarried (single or living together)  
☐ married  
☐ registered partnership  
☐ divorced  
☐ widow/widower

4.8 Home address

*Street*

*Number*

*Postcode*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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*Plaats*

*Country*

4.9 Telephone number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 5 Identification

Submit the following copies:

*Of the sponsor:*

- A copy of the page in the passport or the identity card of the sponsor showing the identity details. Make copies of all the pages with travel stamps as well. Do not copy any empty pages; or
- A copy of the front and reverse sides of a valid Dutch residence permit.

*Of the foreign national:*

- A copy of the passport. Make copies of all the pages with travel stamps as well. Do not copy any empty pages.

## 6 Signing

Signing this form will bring you rights and obligations. If you do not know what these rights and obligations are, then visit the website [www.ind.nl](http://www.ind.nl).

- ✓ I declare I have completed this form truthfully.
- ✓ I know that the personal details supplied will be processed in connection with the Aliens Act 2000 and will be passed on to authorities that need these personal details for that purpose.
- ✓ I will pass on any changes to my situation which will affect the right of residence of the foreign national, without delay to the IND. I am aware that if I do not do this, it may affect my position as sponsor or the position of right of residence of the foreign national. I know that I may incur an [administrative fine](#).
- ✓ I know what my rights and obligations are.
- ✓ I have enclosed the signed appendix 'Declaration by sponsor'.

I submit this form and \_\_\_\_\_ (number) of appendices/documents in evidence.

6.1 Name

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6.2 Place en date

Place

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Day		Month		Year		
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

6.3 Signature

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## 7 Submitting the application and payment

You have gathered together all the means of evidence necessary for the application. Proceed to the appendix: "Submitting and paying for the application (by the sponsor)".





## Appendix Antecedents Certificate

### Who should complete this appendix?

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

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

### 1 Declaration of the foreign national

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

> *Please tick the applicable situation*

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

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

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

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

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

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

Have you ever stayed illegally in the Netherlands? ☐ Yes ☐ No

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



## 2 Signature of the foreign national

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

2.1 V-number (if known) 

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2.2 Name 

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2.3 Date of birth

Day		Month		Year		

2.4 **Place and date**

*Place*

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Day		Month		Year		

2.5 **Signature** 

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### 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.



## Appendix Fingerprints, passport photo and signature

***Please do not enclose this appendix with the form!***

For every new application you submit, the IND needs your photo, signature and fingerprints. The IND uses these biometric details to establish your identity and make your residence document. We do not need new biometrics in the following situations:

- Your biometrics have been taken at an IND desk or embassy abroad less than 6 months ago.
- You apply for a Foreign Nationals Identity Document (Type W and Type W2). Your biometrics have been taken at an IND desk or embassy abroad less than 5 years and 3 months ago. With a Foreign Nationals Identity Document you show that you are allowed to be in the Netherlands because you are waiting for a decision on your application. The IND then reuses old biometric details.

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.

### **Situation: application starts when the foreign national is abroad**

#### **1. Entry and Residence procedure**

- The sponsor (in the Netherlands) will have submitted the application for a residence permit for the foreign national (who is still abroad).
  - When taking the basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he 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.
  - If the foreign national does not have to take a basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints when collecting the Regular Provisional Residence Permit (mvv). The foreign national must place his signature. The 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.

#### **2. Application for a Regular Provisional Residence Permit (mvv) by the foreign national**

- The foreign national has submitted the application for a 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 employee of the Dutch embassy or consulate makes a scan of the passport photo and takes the fingerprints. The foreign national must place his signature. The 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.

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



### **Situation: application starts when the foreign national is in the Netherlands**

#### **1. The application is submitted by post**

- The foreign national or sponsor sends the application by post to the IND. He will then receive a letter from the IND. This letter states whether the foreign national must have his fingerprints taken and that he must have a passport photo taken and place his signature. For this, the foreign national makes an appointment online at an IND desk. The addresses and opening times of the IND desks can also be found on [www.ind.nl](http://www.ind.nl). If the application form notes that the foreign national will collect the residence permit at an expat centre, then he can also have a passport photo and his fingerprints taken there. Please check [www.ind.nl](http://www.ind.nl) for how to make an online appointment. The addresses and opening hours of the Expat Centres can be found at [www.ind.nl](http://www.ind.nl).

#### **2. The foreign national submits the application in person**

- The foreign national submits the application personally at the IND desk. A passport photo is made at the desk and fingerprints are taken if necessary. The foreign national must also place his signature there. The application can only be submitted to the IND desk by appointment. To make an appointment, visit [www.ind.nl](http://www.ind.nl).

#### **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.



## Appendix Employer's declaration

*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.*

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

**Write in block letters**

1.1 V-number (if known)

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1.2 Name  
(as stated in the passport)

Surname

First names

1.3 Sex

- ☐ Male  
☐ Female

1.4 Date of birth

Day	Month	Year

1.5 Place of birth

1.6 Country of birth  
(as stated in the passport)

1.7 Nationality

1.8 Home address

Street

Number

Postcode

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Town



## 2 Details of company/institution

Write in block letters

2.1	Name company/institution										
2.2	Chamber of Commerce number										
2.3	Withholding tax number										
2.4	Visiting address	Street									
		Number									
		Postcode									
		Town									

## 3 Employment details

Write in block letters

3.1	Position of employee										
3.2	Date of employment	Day		Month		Year					
3.3	Nature of the employment	<div><input type="checkbox"/> Permanent employment contract</div> <div><input type="checkbox"/> Temporary employment contract</div> <div><input type="checkbox"/> On-call contract<div><input type="checkbox"/> Zero hours contract</div><div><input type="checkbox"/> Contract with minimum-maximum hours</div><div><input type="checkbox"/> On-call contract with preliminary agreement</div></div> <div><input type="checkbox"/> Contract with an employment agency</div> <div><div>ABU</div><div><input type="checkbox"/> Fase A</div><div><input type="checkbox"/> Fase B</div><div><input type="checkbox"/> Fase C</div></div> <div><div>NBBU</div><div><input type="checkbox"/> Fase 1</div><div><input type="checkbox"/> Fase 2</div><div><input type="checkbox"/> Fase 3</div><div><input type="checkbox"/> Fase 4</div></div>									
3.4	Is there a provision in the employment contract that wages do not have to continue to be paid if there is no work?	<div><input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes</div>									

### 3.5 Employment period

> Please tick the applicable situation and fill in

- 3.5.1 ☐ Temporary employment contract

from

Day	Month	Year

up to and including  
(last day of employment contract)

Day	Month	Year

- 3.5.2 ☐ Permanent employment contract

from

Day	Month	Year

- 3.6 Is there a trial period?

☐ No

☐ Yes, up to and including:

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 whole euros

€						
---	--	--	--	--	--	--

- 3.9 Wage for social security purposes (excluding holiday allowance)

☐ Per month, or

☐ Per 4 weeks

All amounts rounded to whole euros

€						
---	--	--	--	--	--	--

- 3.10 Net salary (excluding holiday allowance)

☐ Per month, or

☐ Per 4 weeks

All amounts rounded to whole euros

€						
---	--	--	--	--	--	--

- 3.11 Holiday allowance

		%
--	--	---

- 3.12 Period of residence in the Netherlands (maximum of 3 years)

Date of entry

Day	Month	Year

**Only for the International Trade Regulation**

up to and including

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*

<i>Day</i>			<i>Month</i>			<i>Year</i>				
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4.5 Signature and stamp of company/institution *Signature*

*Stamp of company/institution*

### Processing of personal data

The [IND privacy statement](#) explains how the IND handles your data.





## Appendix Proof of income

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

This list shows indicates which means of proof of income are needed to assess the application. The application form indicates the person of whom you must enclose proof of income with your application. The proof of income must be enclosed as a copy.

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

**1. 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 which must not be older than 3 months;
- Payslips over the past 3 months.

*Please note: If you regularly earn more than evidenced by your employment contract due to irregular income (e.g. overtime), attach your pay slips for 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).

**2. You are applying for a residence permit for residence as a family member or relative, a residence permit for long-term residents EC, or a permanent regular residence permit.**

**Both conditions under A and B must apply to your situation. If this is not the case, you must enclose the evidence as indicated under one of the other categories.**

You or your (registered) partner

- A. have/ has, at the time of the application, income from paid employment at least 6 months, but less than 1 year; or will receive a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW) for at least 6 months, but less than 1 year; and
- B. have/has in the 12 months prior to the application only received income from paid employment or a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW).
- At least 1 of the following means of proof:
  - Your current employment contract(s) and/or appointment approval(s), showing that you have work; or
  - A statement from the employer (for example the employment agency) showing that the income from paid employment will be available for another six months;
- The completed and signed Appendix/Appendices employer's declaration which must not be 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); or
  - all specifications of unemployment and sickness benefits.



**3. 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 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.

**4. 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 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.

**5. You or your partner have a residence permit for the employment as an essential start-up employee**

- an employment contract indicating the nature of the work and the salary;
- a contract signed by both parties (company and essential staff member) indicating the form, the percentage, and the conditions of the employee participation and the associated participation scheme.

**6. 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.

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

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

**8. 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). Please note: if you are a sponsor and you do not have an employment contract with the B.V., you are regarded as a self-employed person and you must enclose the supporting documents belonging to a self-employed person;
- 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).

**9. 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.

*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)

*If you are self-employed under the Dutch-American Friendship Treaty or the Dutch-Japanese Trade Treaty:*

- Documentary evidence that you have invested a substantial capital in your company/enterprise. For a sole proprietorship, general partnership (VOF), limited partnership (CV) or private limited liability company (BV) a minimum capital of € 4,500 applies. For a public limited company (NV) a capital investment of at least €11,250 applies.

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

- A tax statement of the year preceding this application for residence permit.
- the most recent final assessment income tax as issued to you by the Tax and Customs Administration;
- the most recent provisional assessment income tax, only if you have applied for it and have received it from the Tax and Customs Administration; and/or
- documentary evidence showing the own funds at the time of submitting the application.

#### **Exemption from the means requirement**

In the situations below, the IND assesses whether you qualify for exemption from the means requirement.

#### **1. You submit an application for the purpose of residence as a family member or relative. The sponsor has reached the state pension age (AOW).**

When processing your application, the IND will assess whether the sponsor has reached the state pension age.

#### **2. You submit an application for the purpose of residence as a family member or relative. The sponsor is permanently and fully unable to work**

*The sponsor receives a WAO, WAZ or Wajong benefit*

- 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);
- The most recent reassessment;
- A letter from the benefits agency stating the date of reassessment.

*The sponsor receives benefit under the WIA or the Wet Wajong*

- 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.

*The sponsor is permanently incapacitated for work but does not receive a WAO, WIA, WAZ, Wet Wajong or Wajong benefit.*

- 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.

*The sponsor has a wsw indication*

- Proof of a valid wsw indication.

*The sponsor has an indication of a job agreement (indicatie banenafspraak) for at least 2 years on the basis of the act 'Wet banenafspraken en quotum arbeidsbeperkten'*

- An indication job agreement (banenafspraken) issued by the UWV.

#### **3. You submit an application for the purpose of residence as a family member or relative. The sponsor receives social assistance benefit and is permanently exempted from the obligation to accept work**

- All decisions over the past 5 years and any correspondence with the municipality showing that the sponsor is exempted from all obligations to work
- Proof showing that a labor integration is not to be expected within one year.

#### **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.





## Appendix Declaration on income of self-employed person

This declaration is used to determine whether the self-employed person has long-term and independent, sufficient of support in the meaning of the Aliens Act 2000. Fill in this declaration if you are applying for a residence permit or a short stay visa and you, as a foreign national or sponsor, have an income as a self-employed person. Include, as a part of this declaration (under 5) a signed compilation report from an administrator/accountant. Enclose the completed and signed declaration, including the compilation report, with your application.

*Please note! The IND may check the contents of this declaration with another government agency (the Netherlands Employee Insurance Agency or the Tax and Customs Administration, for example).*

### 1 Details of self-employed person

*Write in block letters*

1.1	V-number (if known)	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>														
1.2	Name (as stated in the passport)	<div>Surname</div> <div>First names</div>														
1.3	Date of birth	<table><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td><table><tr><td></td><td></td></tr></table></td><td><table><tr><td></td><td></td></tr></table></td><td><table><tr><td></td><td></td><td></td><td></td></tr></table></td></tr></table>	Day	Month	Year	<table><tr><td></td><td></td></tr></table>			<table><tr><td></td><td></td></tr></table>			<table><tr><td></td><td></td><td></td><td></td></tr></table>				
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1.4	Place of birth															
1.5	Country of birth (as stated in the passport)															
1.6	Nationality															
1.7	Home address	<div>Street</div> <div>Number</div> <div>Postcode</div> <div><table><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>Town</div>														
1.8	Name of the company															



1.9 Visiting address

Street

Number

Postcode

--	--	--	--	--	--	--	--

Town

1.10 Chamber of Commerce  
registration number

--	--	--	--	--	--	--	--	--	--

## 2 Details of the administrator/accountant

*Write in block letters*

2.1 Name accountant

2.2 Professional title

- ☐ Advisor from the Netherlands Association of Accounting and Tax Experts (Accounting +Tax Expert)
- ☐ Registered accountant
- ☐ Tax consultants from the Tax Consultants Register
- ☐ Accounting consultant
- ☐ Other, namely:

2.3 BECON number of Tax and  
Customs Administration

--	--	--	--	--	--	--	--

2.4 Telephone number Accountant

--	--	--	--	--	--	--	--	--	--	--	--

2.5 Visiting address

Street

Number

Postcode

--	--	--	--	--	--	--	--

Town

### 3 Income from business activities

Write in block letters

#### Explanation of the calculation of profits or share in the profits

A company's profits for the closed financial year or the current financial year are calculated by deducting the total operating expenses from the total operating income. The income and the expenses must be calculated according to generally accepted commercial standards. With respect to this, the following is noted. If there is no closed financial year, the calculation of the monthly profits must be based on permanence. This means that both the operating income and the operating expenses must be attributable to the relevant period. If the company has the form of a private partnership, general partnership or limited partnership, the profits will then be divided among the partners or associates.

*Please note!* This explanation goes with 3.2, 3.5 and 3.12

#### Current financial year, immediately preceding the time at which the application was submitted

> Enter the period (from (date), to (date) below

3.1 The data included at 3.2 and 3.3 relate to the period (from/to)

from	Day	Month	Year

to	Day	Month	Year

3.2 Profits or share in the profits from business activities over the above period (see explanation)

€

3.3 Annual income mentioned at 3.2 gross profits divided by the number of months stated

€

#### Most recently closed financial year, immediately preceding the time at which the application was submitted

3.4 Financial year (from/to)

from	Day	Month	Year

to	Day	Month	Year

3.5 Profits or share in the profits from business activities in accordance with the financial statements (see explanation)

€

3.6 Amount stated at 3.5, divided by the number of months in the most recently closed financial year

€

3.7 Corrections of the above (share in the) profits from business activities for taxable profit\*

€

3.8	Taxable profit*	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>	€																			
€																						
3.9	Status of processing of tax return by the Tax and Customs Administration	<p>Please enclose from the last completed financial year and the current financial year a copy of:</p> <ul style="list-style-type: none"> <li>the profit and loss account;</li> <li>the income tax return;</li> <li>the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).</li> </ul>																				
3.10	If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </div> <div> <p>&gt; Please enclose an explanation in a separate appendix</p> </div> </div>																				
<b>Next-to-last closed financial year</b>																						
3.11	Financial year (from/to)	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">from</div> <div style="margin-right: 10px;">Day</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> <div style="margin-right: 10px;">Month</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> <div style="margin-right: 10px;">Year</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> </div> <div style="margin-top: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">To</div> <div style="margin-right: 10px;">Day</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> <div style="margin-right: 10px;">Month</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> <div style="margin-right: 10px;">Year</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> </div> </div>																				
3.12	Profits or share in the profits from business activities in accordance with the financial statements (see explanation)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>	€																			
€																						
3.13	Amount stated at 3.12, divided by the number of months in the most recently closed financial year	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>	€																			
€																						
3.14	Corrections of the above (share in the) profits from business activities for taxable profit*	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>	€																			
€																						
3.15	Taxable profit*	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>	€																			
€																						
3.16	Status of processing of tax return by the Tax and Customs Administration	<p>Please enclose from the next-to-last closed financial year a copy of:</p> <ul style="list-style-type: none"> <li>the profit and loss account;</li> <li>the income tax return;</li> <li>the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).</li> </ul>																				
3.17	If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Yes  <input type="checkbox"/> No         </div> <div> <p>&gt; Please enclose an explanation in a separate appendix</p> </div> </div>																				

(\*only for any inspection by the IND)



## 4 Signing by the self-employed person

I, the undersigned, hereby truthfully declare, as a self-employed person, to have acquired income from my own business in accordance with the above information.

4.1 Place and date *Place*

<i>Day</i>		<i>Month</i>		<i>Year</i>		

4.2 Signature

## 5 Compilation report administrator/accountant

Our client for this compilation report is the self-employed person mentioned under 1. of this declaration, and also signatory of this form under 4, namely:

5.1 Name *Surname*  
(as stated in the passport)

*First names*

5.2 Name of the company

5.3 Chamber of Commerce  
registration number

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further referred to as: client

This compilation report is part of the declaration on income of self-employed person. Our client has this declaration on income of self-employed person filled in and signed for the purpose of an application procedure at the IND. This report is compiled by us for our client on behalf of the IND, with the aim of assessing whether the resource requirement has been satisfied for compliance with the applicable standard<sup>1</sup>. As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

This compilation report, in accordance with the applicable regulations<sup>2</sup>, refers to the information under section 3 Income from business activities. This information is compiled by us based on the information provided by our client.

This compilation engagement has been performed by us in accordance with Dutch law, including the Dutch Standard 4410H, 'Compilation engagements', which is applicable to accountants<sup>3</sup>. The standard requires us to assist the client in the preparation and presentation of section 3 Income from business activities of the declaration on income of self-employed person. To this end we have applied our professional expertise in accounting and financial reporting.

In a compilation engagement, the client is responsible for providing us with all relevant information and the client is also responsible for ensuring the information is correct. Therefore, we have conducted our work, in accordance with the applicable regulations<sup>4</sup>, on the assumption that the client has fulfilled his responsibility. To conclude our work, we have read section 3 of the declaration to consider whether the statement as presented correspond with our understanding of the client. We have not performed any audit or review procedures which would enable us to express an opinion or a conclusion on section 3 of the declaration.

During this engagement we have complied with the relevant ethical requirements prescribed by the 'Verordening Gedrags- en Beroepsregels Accountants' (VGBA, Dutch Code of Ethics)<sup>5</sup>. You and other users of

this statement may therefore assume that we have conducted the engagement in a professional, competent and objective manner and with due care and integrity and that we will treat all information provided to us as confidential.

### Signing

5.4	Name of administration/ accountants office	<hr/>							
5.5	Place and date	Place	<hr/>						
			Day		Month		Year		
5.6	Signature of administrator/ accountant	<hr/>							

<sup>1</sup> See article 16 paragraph 1 (c) of the Aliens Act.

<sup>2</sup> For members of the NBA (The Royal Netherlands Institute of Chartered Accountants), the NOAB (Netherlands Association of Financial and Tax Experts) and RB (Register of Tax Advisers).

<sup>3</sup> And/or other applicable regulations, for example, if the administrator is a member of NOAB, RB or another body.

<sup>4</sup> For members of the NBA, the NOAB and RB.

<sup>5</sup> And/or other applicable provisions, for example, if the administrator is a member of NOAB, RB or another body.

### 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.



## Appendix Submitting and paying for the application by the sponsor

***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**

### **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](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.



## Appendix Declaration by sponsor (employment)

*Please read the explanation on page 3*

### 1 Details of sponsor

*Write in block letters*

1.1 Name of company/institution  
(if applicable)

---

1.2 Chamber of Commerce  
registration number

--	--	--	--	--	--	--	--	--	--

1.3 Name  
(as stated in the passport)

*Surname*

---

*First names*

1.4 Sex

- ☐ Male  
☐ Female

1.5 Where you keep the records of  
the foreign national?

*Street*

---

*Number*

---

*Postcode*

--	--	--	--	--	--	--	--	--	--

*Town*

---

#### Processing of personal data

The [IND privacy statement](#) explains how the IND handles your data.



### Statement due to European sanctions against Russia and Belarus

- 1.6 Is your company a subsidiary of a parent company? ☐ Yes Skip to question 1.7  
*If the company is a sole trader, then tick 'No'* ☐ No Continue with section 2
- 1.7 Is the parent company Russian or Belarussian? ☐ Yes Skip to question 1.8  
☐ No Continue with section 2
- 1.8 Is the parent company in Russia or Belarus on the European sanctions list? (see [www.sanctionsmap.eu](http://www.sanctionsmap.eu)) ☐ Yes Skip to question 1.9  
☐ No Continue with section 2
- 1.9 Is your company under control or owned by the parent company in Russia or Belarus? ☐ Yes  
*Please see the text below for a more detailed explanation of control or ownership.* ☐ No

### When does ownership or control exist?

This follows from the European Sanctions Guidelines ([pdf \(europa.eu\)](http://pdf.europa.eu)) under 55a and 55b:

**Ownership:** The criterion to be taken into account when assessing whether a legal person or entity is owned by another person or entity is possession of more than 50% of the proprietary rights of an entity or having a majority interest in it.

**Control:** The criteria to be taken into account when assessing whether a legal person or entity is controlled by another person or entity, alone or pursuant to an agreement with another shareholder or other third party, could include, inter alia):

- a. having the right or exercising the power to appoint or remove a majority of the members of the administrative, management or supervisory body of such legal person or entity;
- b. having appointed solely as a result of the exercise of one's voting rights a majority of the members of the administrative, management or supervisory bodies of a legal person or entity who have held office during the present and previous financial year;
- c. controlling alone, pursuant to an agreement with other shareholders in or members of a legal person or entity, a majority of shareholders' or members' voting rights in that legal person or entity;
- d. having the right to exercise a dominant influence over a legal person or entity, pursuant to an agreement entered into with that legal person or entity, or to a provision in its Memorandum or Articles of Association, where the law governing that legal person or entity permits its being subject to such agreement or provision;
- e. having the power to exercise the right to exercise a dominant influence referred to in point (d), without being the holder of that right;
- f. having the right to use all or part of the assets of a legal person or entity;
- g. managing the business of a legal person or entity on a unified basis, while publishing consolidated annual accounts;
- h. sharing jointly and severally the financial liabilities of a legal person or entity or guaranteeing them.

If any of these criteria are satisfied, it is considered that the legal person or entity is controlled by another person or entity.

## 2 Details of foreign national

Write in block letters

2.1 Name  
(as stated in the passport)

Surname

First names

2.2 Sex

- ☐ Male  
☐ Female

2.3 Date of birth

Day	Month	Year

2.4 Place of birth

2.5 Country of birth  
(as stated in the passport)

## 3 Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1 Place and date

Place

Day	Month	Year

3.2 Signature

### Explanation

If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

### Obligation to provide information

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the 'Notification form for labour-related residence purposes', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report to the IND.

### Duty to keep records

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.







## Appendix Declaration by sponsor (family and relatives)

### Explanation

If you apply for residence for a family member to stay with you in the Netherlands, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that your family member meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. Is your family member no longer entitled to reside in the Netherlands? Then you must ensure that your family member leaves the Netherlands.

*Please note!* You only complete this statement for your own family members. Are you applying for a child that is not your own child, but that of your spouse/partner? In that case, your spouse/partner must complete this statement for the child.

### Report changes

Are there any changes in your situation, which could have any effect on the residence permit? If so, you are obliged to report these changes to the IND within 4 weeks. The IND refers to this as the obligation to provide information. Please use the 'Notification form for family members and relatives', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report.

### Retain records

You are obliged to collect and store any relevant information about your family member. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence for 5 years after you are no longer the sponsor of the foreign national. The IND refers to this as the duty to keep and retain records. The IND can request data from you at any time. In this way the IND checks whether you comply with this obligation.

### 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.

## 1 Details of sponsor

**Write in block letters**

1.1 Name  
(as stated in the passport)

*Surname*

*First names*

1.2 Sex

- ☐ Male  
☐ Female

1.3 Date of birth

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



1.4	Place of birth	<hr/>								
1.5	Country of birth (as stated in the passport)	<hr/>								
1.6	Address where you keep the records of the foreign national	<i>Street</i> <hr/> <i>Number</i> <hr/> <i>Postcode</i> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table> <i>Town</i> <hr/>								

## 2 Details of the foreign national

*Write in block letters*

2.1	Name (as stated in the passport)	<i>Surname</i> <hr/> <i>First names</i> <hr/>						
2.2	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female						
2.3	Date of birth	<table border="0"> <tr> <td style="text-align: center;"><i>Day</i></td> <td style="text-align: center;"><i>Month</i></td> <td style="text-align: center;"><i>Year</i></td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 30px;"></td> <td style="border: 1px solid black; width: 30px; height: 30px;"></td> <td style="border: 1px solid black; width: 100px; height: 30px;"></td> </tr> </table>	<i>Day</i>	<i>Month</i>	<i>Year</i>			
<i>Day</i>	<i>Month</i>	<i>Year</i>						
2.4	Place of birth	<hr/>						
2.5	Country of birth (as stated in the passport)	<hr/>						

## 3 Signing by sponsor

✓ I declare that I present myself as sponsor for the foreign national mentioned under 2 for whom I am applying for a residence permit.

3.1	Place and date	<i>Place</i> <hr/> <table border="0"> <tr> <td style="text-align: center;"><i>Day</i></td> <td style="text-align: center;"><i>Month</i></td> <td style="text-align: center;"><i>Year</i></td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 30px;"></td> <td style="border: 1px solid black; width: 30px; height: 30px;"></td> <td style="border: 1px solid black; width: 100px; height: 30px;"></td> </tr> </table>	<i>Day</i>	<i>Month</i>	<i>Year</i>			
<i>Day</i>	<i>Month</i>	<i>Year</i>						
3.2	Signature	<hr/>						



## Bijlage Gegevens (over noodzaak) lerend werken in het kader van arbeid (praktikant)

*This appendix is only available in Dutch*

### 1 Gegevens huidige werkgever van de vreemdeling

*Invullen in blokletters*

- 1.1 Is de vreemdeling in dienst bij een buitenlandse werkgever

☐ Ja, sinds:

> Voeg het cv van de vreemdeling toe

Dag	Maand	Jaar

☐ Nee

Naam buitenlandse werkgever

---

- 1.2 Is er een overeenkomst tussen het Nederlandse en buitenlandse bedrijf

☐ Ja

☐ Nee

*Toelichting*

> Kopie overeenkomst of toelichting bijvoegen

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- 1.3 Neemt de vreemdeling een reguliere arbeidsplaats in bij het Nederlandse bedrijf

☐ Ja

☐ Nee

*Toelichting*

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- 1.4 Zal de vreemdeling na terugkeer direct weer bij de buitenlandse werkgever in dienst komen

☐ Ja

☐ Nee

*Toelichting*

> Voeg een getekende verklaring van de buitenlandse werkgever toe

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1.5 Wat is het doel van de tewerkstelling als praktikant?

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1.6 Is het leertraject van belang voor de ontwikkeling van de bedrijfsvoering van de buitenlandse onderneming

☐ Ja  
☐ Nee  
*Toelichting*

*> Kopie van het in (bij voorkeur per maand) gefaseerd leerplan bijvoegen, met daarin uitleg over het werk dat de vreemdeling zal verrichten, wat de leerdoelen zijn en de begeleiding die de vreemdeling krijgt*

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1.7 Aantal praktikanten dat gelijktijdig tewerkgesteld wordt

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1.8 Wat is nu het aantal personeelsleden in vaste dienst?

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#### Overzicht bij te voegen bewijsstukken praktikant

- Door de werkgever getekende conceptarbeidsovereenkomst of een [Werkgeversverklaring](#) met daarin:
  - a. naam, adres en vestigingsplaats van de werkgever;
  - b. de naam van de functie;
  - c. de personalia van de vreemdeling;
  - d. het geboden brutoloon per maand; gedurende de tewerkstelling in Nederland
  - e. het aantal uren per week;
  - f. de duur van het uitzending (begin en einddatum);
  - g. de handtekening van de werkgever.
- Een cv van de vreemdeling.
- Overeenkomst tussen Nederlands en buitenlands bedrijf;
- Verklaring over terugkeer naar buitenlandse werkgever;
- Het (bij voorkeur per maand) gefaseerde leerplan met daarin vermeld: het werk dat de vreemdeling doet (geef aan welke taken hij in welke periode doet); de leerdoelen; de toegevoegde waarde van de werkervaring van de vreemdeling voor de buitenlandse werkgever.

#### Verwerking van persoonsgegevens

De Immigratie- en Naturalisatiedienst (IND) verwerkt persoonsgegevens tijdens de behandeling van uw aanvraag, melding of verzoek. Dit betekent dat de IND gegevens opvraagt bij uzelf en bij andere organisaties of personen als dat nodig is. Ook gebruikt en bewaart de IND gegevens en geeft deze door aan andere organisaties. De IND houdt zich daarbij aan de regels die in de privacywetgeving staan. Zo moet de IND zorgvuldig en veilig met gegevens omgaan. De wet geeft ook rechten. Als u dat vraagt, mag u bijvoorbeeld zien welke gegevens de IND over u verwerkt. Ook kunt u informatie krijgen over waarom de IND deze gegevens verwerkt en aan wie deze zijn doorgegeven. Op [www.ind.nl](http://www.ind.nl) leest u hoe de IND met uw gegevens omgaat en welke rechten u hebt. Ook leest u hoe u gebruik kunt maken van uw rechten.



## Bijlage Gegevens (over noodzaak) van lerend werken (stagiair)

*This appendix is only available in Dutch*

Bij stage als onderdeel van de opleiding (stagiair)

> Ga naar 1

Bij stage na afronding HBO/WO-studie als werkervaringsplaats

> Ga naar 2

### 1 Gegevens huidige opleiding van de vreemdeling

*Invullen in blokletters*

1.1 Naam onderwijsinstelling

\_\_\_\_\_

1.2 Adres onderwijsinstelling

*Straat*

\_\_\_\_\_

*Huisnummer en toevoeging*

\_\_\_\_\_

*Postcode*

\_\_\_\_\_

--	--	--	--	--	--	--	--

*Plaats*

\_\_\_\_\_

1.3 Website onderwijsinstelling

\_\_\_\_\_

1.4 Naam opleiding(srichting)

\_\_\_\_\_

1.5 Totale duur van de opleiding  
(in jaren)

--	--

1.6 In welk studiejaar zit de vreemdeling

--	--

1.7 Naam stagebegeleider

*Vanuit de opleiding:*

\_\_\_\_\_

*Op de stageplaats:*

\_\_\_\_\_

\_\_\_\_\_

1.8 Niveau van de opleiding naar  
Nederlandse maatstaven

- ☐ MBO  
☐ HBO  
☐ Universitair  
☐ Anders:

\_\_\_\_\_

\_\_\_\_\_



- 1.9 Is de stage noodzakelijk voor het afronden van de studie
- ☐ Ja  
> Voeg verklaring onderwijsinstelling toe waaruit blijkt dat stage noodzakelijk is  
Toelichting
- 
- ☐ Nee  
> Voeg een verklaring van de onderwijsinstelling toe waaruit blijkt dat betrokkene gedurende de stage staat ingeschreven bij de onderwijsinstelling of een verklaring dat de stage relevant is voor de opleiding.  
Toelichting
- 
- 1.10 Zijn de leerdoelen van de stage in overeenstemming met het niveau en de studierichting van de opleiding
- ☐ Ja  
☐ Nee  
Toelichting
- 
- 1.11 Aantal stagiairs met een gecombineerde vergunning of met twv dat gelijktijdig stage loopt
- 1.12 Stagevergoeding per maand (afgerond in hele euro's)
- > Kopie van een door stagiair en stagebieder getekende stageovereenkomst met vermelding van de stagevergoeding bijvoegen
- 1.13 Heeft de vreemdeling nog andere inkomsten (beurs/eigen middelen)
- ☐ Ja  
☐ Nee  
Toelichting
- 
- > Stuur bewijsstukken van deze inkomsten mee (bijv. beursverklaring, bankafschriften van een bankrekening op naam van de vreemdeling, verklaring van ouders, etc.)
- Let op: het totale inkomen van de stagiair bij 1.12 en 1.13 moet minimaal 50% van het wettelijk minimum (jeugd)loon zijn.

#### Overzicht bij te voegen bewijsstukken bij stage gedurende de opleiding

- Het in tijd gefaseerde stageplan, met vermelding van de leerdoelen en educatieve componenten;
- De stageovereenkomst die is ondertekend door de werkgever die de stage aanbiedt en de vreemdeling (in de overeenkomst is de stagevergoeding vermeld).

*Bij stage als onderdeel van de HBO/WO-studie voeg dan ook toe:*

- Een door de onderwijsinstelling ondertekende verklaring waaruit blijkt dat de stage onderdeel is van de opleiding; of
- Een door de onderwijsinstelling ondertekende verklaring waaruit blijkt dat de vreemdeling gedurende de stage staat ingeschreven bij de onderwijsinstelling.

*Bij stage als onderdeel van de MBO- (of andere) studie voeg dan ook toe:*

- Een door de onderwijsinstelling ondertekende verklaring waaruit blijkt dat de stage noodzakelijk is.

## 2 Gegevens afgeronde opleiding van de vreemdeling

Invullen in blokletters

- 2.1 De HBO/WO-studie is maximaal 2 jaar geleden afgerond
- ☐ Ja  
> (kopie diploma bijvoegen vertaald naar het Nederlands of Engels. Indien de waarde niet uit het diploma blijkt, laat het dan naar Nederlandse maatstaven waarden (zie [www.idw.nl](http://www.idw.nl)). Dit diploma is afgegeven door een buitenlandse of Nederlandse onderwijsinstelling.
- ☐ Nee

- 2.2 Wat is het doel van de stage?
- 

- 2.3 De werkervaringsplaats sluit aan bij de afgeronde opleiding
- ☐ Ja  
☐ Nee

Toelichting

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- 2.4 Zijn de leerdoelen van de werkervaringsplaats in overeenstemming met het niveau van de afgeronde opleiding?
- ☐ Ja  
☐ Nee

Toelichting

---

- 2.5 De werkgever verklaart dat tijdens de stage het accent ligt op de leercomponenten en educatieve doelstellingen zoals opgenomen in het stageprogramma
- ☐ Ja  
☐ Nee

- 2.6 Verklaring (kruis aan)
- ☐ Ik verklaar dat de stagiair geen reguliere arbeidsplaats inneemt

- 2.7 Stagevergoeding per maand (afgerond in hele euro's)

> Kopie van een door stagiair en stagebieder getekende stageovereenkomst met vermelding van stagevergoeding bijvoegen.  
In deze overeenkomst dient ook het stageprogramma (bij voorkeur gefaseerd per maand) te zijn opgenomen met vermelding van de leercomponenten en educatieve doelstellingen.

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- 2.8 Heeft de vreemdeling nog andere inkomsten? (Bijvoorbeeld nog eigen middelen)?
- ☐ Ja  
☐ Nee

Toelichting

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> Stuur bewijsstukken van deze inkomsten mee (bijv. beursverklaring, bankafschriften van een bankrekening op naam van de vreemdeling, verklaring van ouders, etc.)

Let op: het totale inkomen van de stagiair bij 2.7 en 2.8 moet minimaal 50% van het wettelijk minimum (jeugd)loon zijn.

#### **Overzicht bij te voegen bewijsstukken werkervaringsplaats (stage na afronding opleiding)**

- Kopieën van diploma's en getuigschriften (vertaald in het Nederlands of het Engels door een beëdigd vertaler);
- Waardering van het diploma van de vreemdeling door een erkende instantie als uit het diploma niet blijkt wat het niveau is (meer informatie daarover vindt u op [www.idw.nl](http://www.idw.nl));
- De stageovereenkomst die is ondertekend door de werkgever die de stage aanbiedt en de vreemdeling (in de overeenkomst is de stagevergoeding vermeld); In de stageovereenkomst dient, naast de stagevergoeding, het stageprogramma met vermelding van de educatieve doelstellingen en leercomponenten te zijn opgenomen.
- Indien eigen middelen: Bewijsstukken andere inkomsten (beurs / eigen middelen).

#### **Verwerking van persoonsgegevens**

De Immigratie- en Naturalisatiedienst (IND) verwerkt persoonsgegevens tijdens de behandeling van uw aanvraag, melding of verzoek. Dit betekent dat de IND gegevens opvraagt bij uzelf en bij andere organisaties of personen als dat nodig is. Ook gebruikt en bewaart de IND gegevens en geeft deze door aan andere organisaties. De IND houdt zich daarbij aan de regels die in de privacywetgeving staan. Zo moet de IND zorgvuldig en veilig met gegevens omgaan. De wet geeft ook rechten. Als u dat vraagt, mag u bijvoorbeeld zien welke gegevens de IND over u verwerkt. Ook kunt u informatie krijgen over waarom de IND deze gegevens verwerkt en aan wie deze zijn doorgegeven. Op [www.ind.nl](http://www.ind.nl) leest u hoe de IND met uw gegevens omgaat en welke rechten u hebt. Ook leest u hoe u gebruik kunt maken van uw rechten.