



Application for the purpose of residence of 'exchange' within the context of the Working Holiday Program or Working Holiday Scheme

Read the explanation before you start to fill out the form.

For whom is this form intended?

You can only use this form if you are a foreign national staying in the Netherlands. You want to apply for a residence permit with the purpose of residence being 'exchange' within the context of the Working Holiday Program or Working Holiday Scheme or you want to change your (valid) residence permit. If you are abroad then you should go to the Dutch Embassy or Consulate there.

With this form you can submit an application for a residence permit with the purpose of residence being: exchange. You only use this form if you want to be introduced to Dutch society and culture through the Working Holiday Scheme or Working Holiday Program.

You cannot use this form if you have the Argentinian nationality or if you are a citizen of Hong Kong. You must submit an application at the Dutch embassy in Buenos Aires or Hong Kong.

How do you fill out this form?

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.

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

Would you like more information?

Then visit the IND website at 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 What is your situation

> Please tick the applicable situation and follow the instructions

1. **You have a valid residence permit in the Netherlands and you want to change the residence permit (as well as renewing the period of validity of the residence permit) into the purpose of residence of exchange.**
 - You want to submit an application for changing the purpose of residence of your residence permit.
2. **You are in your country of origin, where you want to submit an application for Entry and Residence (TEV) with the Dutch representation.**
 - You cannot use this form. You will need to approach the Dutch Embassy or Consulate in your country of origin or the country in which you are staying.
3. **You are in the Netherlands and you want a residence permit with the purpose of residence being exchange.**
 - You want to submit an application for a regular residence permit.

2 Tuberculosis

You want to apply for a residence permit in the Netherlands. You may need to undergo an examination and treatment for tuberculosis (TB). This depends on the situation

> Please tick the applicable situation

- You do not need to undergo a TB test because you have a valid residence permit in the Netherlands.
 - You do not need to undergo a TB test because you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.
 - You do not need to undergo a TB test because you were born in the Netherlands and you have not changed the location of your principal place of residence to outside the Netherlands since your birth.
- You have a different nationality and:
- have already undergone a TB test in the Netherlands. Enclose an original and recent 'TB test referral form' with the application. This form is the proof that you have undergone a TB test in the Netherlands. The form may not be more than 6 months old.
 - have not yet undergone a TB test in the Netherlands. Then you should complete the Appendix Declaration of intent to undergo a TB test' and send this together with the application. You must sign this appendix yourself.

If you are in the Netherlands, then you should make an appointment for the test with the Municipal Health Service (GGD) in the region where you live or where you will be living (for further information, visit the website www.ggd.nl). Take the appendix 'TB test referral form' with you to the Municipal Health Service (GGD). The Municipal Health Service (GGD) will then send the form to the IND.

3 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.

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.

> *Please tick*

Exchange' within the context of the Working Holiday Program or Working Holiday Scheme (402)

Please enclose the following means of evidence with your application::

- A copy of your return ticket; or
- Means of evidence showing that you have sufficient means of your own to purchase a return ticket.

If you have South Korean nationality, please also enclose:

- Valid proof of pre-registration for participation in the WHP issued by the Dutch embassy in Seoul. This proof must have a sequence number.

4 Declarations

I declare:

- I have not been a holder of a residence permit under a restriction connected with an exchange before.

5 Biometric information (fingerprints, passport photo) and signature

- You have to have your 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 your signature. See the appendix Fingerprints, passport photo and signature.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

6 Your personal details

Write in block letters

6.1 V-nummer (if known)

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

6.2 Citizen Service Number (if known)

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

Surname

6.3 Name
(as stated in the passport) _____
First names _____

6.4 Sex Male
 Female

6.5 Date of birth

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

Day

Month

Year

6.6 Place of birth _____

6.7 Country of birth _____

6.8 Nationality _____

Street

6.9 Home address _____
Number _____

Postcode

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

Town

Country

6.10 Telephone number

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

6.11 E-mail _____

7 Identification

Enclose a copy of your passport with your identity details together with your application. Also make copies of all the pages with travel stamps and enclose them. Do not copy any empty pages.

8 Location where the residence permit is collected

Please indicate below the IND Desk where the applicant 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 | |

9 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.

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 my right of residence, without delay to the IND. I am aware that if I do not do this, it may affect my right of residence as foreign national.

I know that I may incur an administrative fine. I know what my rights and obligations are.

9.1 I submit this form and _____ (number) of appendices/documents in evidence.

9.2 Name

Place

9.3 Place and date

Day *Month* *Year*

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9.4 Signature

10 Submitting the application and payment

You have gathered together all the means of evidence necessary for the application. Go to the appendix 'Submitting and paying for the application (by the foreign national)'.



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:

2 Signing (by the foreign national)

I have completed this form truthfully.

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

Processing of personal data

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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.

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

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

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

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

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

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Do not enclose this appendix with the form!

Below, you can read how you can submit and pay for the application for a residence permit or a change to the restriction on the residence permit.

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

Submitting an application for a residence permit or a change to the residence permit

You send the application form, the appendices and the evidence to the IND by post. Make copies of all documents and supplementary evidence and send with the application form. Never send any original evidence. You must make clearly readable and full copies of the original evidence on A4 size paper. Do not use other paper size, any staples or paperclips. Write down your V-number or client number on each copy. If you do not know these numbers, then please write your name and date of birth on each copy. Do not send any USB sticks, CDs, DVDs, photo albums, receipts 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, wealthy foreign national, study, for example)

Immigratie- en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel

Application for a social purpose of residence (family members and relatives)

Immigratie- en Naturalisatiedienst
Postbus 16
9560 AA Ter Apel

Application for medical circumstances

Immigratie- en Naturalisatiedienst
Postbus 1
9560 AA Ter Apel

You can also visit the IND Desk in person in order to submit your application for a residence permit. You need to make an appointment. Please visit www.ind.nl for the ways you can contact the IND. You must bring the original copies of all requested documents and evidence. The IND verifies and copies these documents, after which all original documents are returned to you. The copies must be enclosed with your application. You must also bring your valid border-crossing document (passport, for example) with you.

Appendix

Submitting and paying for the application by the foreign national

How do you pay?

An application is not free of charge. The costs depend on the purpose of the residence applied by you.

- If you submit the application by post, you will receive a letter containing the amount of fees and information on how to pay, after the IND has received your application,
- If you submit the application at the IND Desk, you can pay the fees due at the IND Desk. You can pay with a bank card or in cash.

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

What happens with your application?

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

Providing correct information

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

V-number

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

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Appendix Exemption from the obligation to undergo a tuberculosis (TB) test

Do not enclose this appendix with the form!

If you have the nationality of one of the countries on this list, you do not have to undergo a tuberculosis (TB) test.

Albania	Grenada	Paraguay
Algeria	Guatemala	Poland
Andorra	Guyana	Portugal
Antigua and Barbuda	Honduras	Qatar
Argentina	Hong Kong (SAR)	Romania
Armenia	Hungary	Russia
Australia	Iceland	Rwanda
Austria	Iran	Samoa
Azerbaijan	Iraq	San Marino
Bahamas	Ireland	Saudi Arabia
Bahrain	Israel	Serbia
Barbados	Italy	Seychelles
Belarus	Jamaica	Singapore
Belgium	Japan	Slovakia
Belize	Yemen	Slovenia
Benin	Jordan	Solomon Islands
Bosnia and Herzegovina	Kazakhstan	South-Korea
Brazil	Kosovo	Spain
Brunei	Kuwait	Sri Lanka
Bulgaria	Latvia	St Kitts & Nevis
Burkina Faso	Lebanon	St Lucia
Canada	Libya	St Vincent and the Grenadines
Chile	Liechtenstein	Suriname
China	Lithuania	Sweden
Colombia	Luxembourg	Switzerland
Comoros	Macau (SAR)	Syria
Costa Rica	Malaysia	Tadjikistan
Croatia	Maldives	Taiwan
Cuba	Mali	Togo
Cyprus	Malta	Tonga
Czech Republic	Mauritius	Trinidad and Tobago
Denmark	Mexico	Tunisia
Dominica	Monaco	Turkey
Dominican Republic	Montenegro	Turkmenistan
Ecuador	Netherlands	United Arab Emirates
Egypt	New Hebrides	United Kingdom
El Salvador	New Zealand	United States of America
Estonia	Nicaragua	Uruguay
Fiji	Niger	Uzbekistan
Finland	Niue	Vanuatu
France	North-Macedonia	Venezuela
Galapagos Islands	Norway	
Georgia	Oman	
Germany	Panama	
Greece		

