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

6.1 V-nummer (if known)

6.2 Citizen Service Number (if known)

6.3 Name (as stated in the passport)

Surname

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

6.9 Home address

Street

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 location where the applicant will collect the residence permit.

> *Please tick the applicable situation*

- [ ] Amsterdam
- [ ] Den Bosch
- [ ] Eindhoven
- [ ] Den Haag
- [ ] Maastricht (MIC)*
- [ ] Rotterdam
- [ ] Utrecht
- [ ] Zwolle

*MIC – Maastricht International Centre

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

______________________________

9.3 Place and date

Place

______________________________

Day | Month | Year
--- | --- | ---

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)'.

7520-2020/1
Appendix Antecedents Certificate

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.

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 V-number (if known)

2.2 Name

2.3 Date of birth

2.4 Place and date

2.5 Signature

Processing of personal data

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

Please do not enclose this appendix with the form!

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

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.
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. 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 Declaration of intent to undergo a TB test

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1 Details of foreign national to be tested (the applicant)

1.1 Application for a permit for the purpose of work, wealthy foreign national, learning while working or study?

☐ Yes
☐ No

1.2 V-number (if known)

1.3 Name
(as stated in the passport)

Surname

First names

1.4 Sex

☐ Male
☐ Female

1.5 Date of birth

Day Month Year

1.6 Place of birth


1.7 Country of birth


1.8 Nationality

1.9 Civil status
- unmarried
- married
- registered partnership
- divorced
- widow/widower

1.10 Home address
- Street
- Number
- Postcode
- Town

1.11 Details passport
- Number
- Country
- Valid from (date)
- To (date)

1.12.1 Do you have a spouse or (registered) partner?
- No
  > Go to 2 ‘Signing’
- Spouse
  > Please complete the requested details below
- Registered partner
  > Please complete the requested details below

1.12.2 Name
- (as stated in the passport)
- Surname
- First names

1.12.3 Sex
- Male
- Female

1.12.4 Nationality
I hereby declare that I am prepared to cooperate in a tuberculosis test and any treatment. I am aware of the fact that I must undergo a TB test within three months after the residence permit has been received. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1 Name of foreign national

2.2 Place and date

2.3 Signature of foreign national

2.4 Name in case of legal representative

2.5 Place and date

2.6 Signature of legal representative

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

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

In order to undergo the TB test, you must make an appointment with the Municipal Health Service. For this appointment, you must complete the referral form as much as possible (part 1) and take it with you.

Please complete the referral form before you make an appointment with the Municipal Health Service. See also www.ggd.nl for information about the Municipal Health Service. The completed form signed by the Municipal Health Service, showing that you underwent a TB test, must have been received by the IND from the Municipal Health Service within three months after having received your residence permit.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EC residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.
1 **Details of foreign national to be tested (the applicant)**

The State Secretary for Justice and Security asks the director of the Municipal Health Service to test the below-mentioned person for tuberculosis (in the respiratory organs), as referred to in the Aliens Act Implementation Guidelines.

*Write in block letters*

> The foreign national (the applicant) completes this section (part 1)

<table>
<thead>
<tr>
<th>1.1</th>
<th>V-number (if known)</th>
<th>_____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>Name (as stated in the passport)</td>
<td>Surname _____________________________</td>
</tr>
<tr>
<td></td>
<td>First names _____________________________</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Sex</td>
<td>☐ Male</td>
</tr>
<tr>
<td>1.4</td>
<td>Date of birth</td>
<td>Day</td>
</tr>
<tr>
<td></td>
<td>_____________________________</td>
<td>_____________________________</td>
</tr>
<tr>
<td>1.5</td>
<td>Place of birth</td>
<td>_____________________________</td>
</tr>
<tr>
<td>1.6</td>
<td>Country of birth</td>
<td>_____________________________</td>
</tr>
<tr>
<td>1.7</td>
<td>Nationality</td>
<td>_____________________________</td>
</tr>
<tr>
<td>1.8</td>
<td>Civil status</td>
<td>☐ unmarried</td>
</tr>
<tr>
<td>1.9</td>
<td>Home address (in the Netherlands)</td>
<td>Street _____________________________</td>
</tr>
<tr>
<td></td>
<td>Number</td>
<td>_____________________________</td>
</tr>
<tr>
<td></td>
<td>Postcode</td>
<td>_____________________________</td>
</tr>
<tr>
<td></td>
<td>Town</td>
<td>_____________________________</td>
</tr>
</tbody>
</table>
1.10 Details passport

Number

Country

Valid from (date)

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

To (date)

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

1.11.1 Do you have a spouse or (registered) partner?

☐ No

☐ Spouse
  > Please complete the requested details below

☐ (Registered) partner
  > Please complete the requested details below

1.11.2 Name
(as stated in the passport)

Surname

First names

1.11.3 Sex

☐ Male

☐ Female

1.12.4 Nationality

1.12.5 Home address

Street

Number

Postcode

| | | | | |

Town

| | | | | |
2 Statement by physician from the Municipal Health Service

The undersigned, employed by the Municipal Health Service as a physician, states that he/she has, for the State Secretary for Justice and Security, tested the foreign national referred to in this form for tuberculosis (in the respiratory organs) under the below number.

> The physician from the Municipal Health Service completes this section (part 2)

2.1 Name of Municipal Health Service

2.2 Name of physician

2.3 Test number and date

Test number

Day | Month | Year
--- | --- | ---

2.4 Place and date

Place

Day | Month | Year
--- | --- | ---

2.5 Signature of physician

> The Municipal Health Service sends this completed and signed statement to the Immigration and Naturalisation Service. Use the address that applies to the situation of the foreign national.

2.6 Submit form

Did the foreign national submit an application for the residence purpose of work, scientific researcher, highly skilled migrant, wealthy foreign national, work experience, seasonal labour or study?

Yes
Immigratie-en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel

No
Immigratie-en Naturalisatiedienst
Postbus 17
9560 AA Ter Apel

Processing of personal data

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

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.

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.

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

<table>
<thead>
<tr>
<th>Albania</th>
<th>Grenada</th>
<th>Paraguay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algeria</td>
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