



Immigration and Naturalisation  
Service  
*Ministry of Asylum and Migration*

## Application for extension residence permit for study at secondary school or vocational education (393) (foreign national)

### **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.



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**For whom is this form intended?**

You can use this form if you are a foreign national who was issued with a residence permit under the restriction (or condition) 'Study at an institution for secondary or senior secondary vocational education' before the Modern Migration Policy came into force and you want to extend the period of validity of this residence permit.

You can not use this form if your school is a recognised sponsor. In that case, the school must use the special form for recognised sponsors.

**Why use this form?**

In principle, the Immigration and Naturalisation Service (IND) sends all foreign nationals a letter of extension in good time (approximately 3 months before the validity of your residence permit expires). The foreign national receives a form showing the personal details together with this letter of extension, with questions that are only relevant to the foreign national. If you have not received this letter, then use this form.

Make sure that the IND receives this application in time. Therefore, submit the application before the validity of your current residence permit expires. *Please note!* Do not submit the application later than 4 weeks after the expiry date of the residence permit. This is important to prevent you encountering a residence gap. A residence gap is an interruption in your residence. This has consequences for any subsequent procedures. Do not submit an application if the residence permit is still valid for more than 3 months. The IND will disregard an application which is submitted earlier than 3 months before the expiration date of the residence permit.

The IND assesses the application and decides whether you are eligible for extension of the period of validity of your residence permit. Whether and for how long the period of validity of the residence permit is extended depends on the situation. You will only be eligible for extension of the period of validity of the residence permit if:

- you have a valid temporary Dutch residence permit at the moment; and
- you want to extend the residence permit for the same purpose of residence; and
- there are no changes to the situation that would affect the right of residence.

**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.

**Gewijzigde veldcode****Gewijzigde veldcode**

## 1 Declarations

### 1.1 Declaration of Circumstances

> Please tick the applicable situation(s). This relates to changes that may affect the right of residence. Always enclose means of evidence together with your application.

- Since the current residence permit was issued, there have been no changed facts or circumstances that might affect the right of residence.
- Since the current residence permit was issued, there have been changes to the facts and circumstances that might affect the right of residence, namely:
  - I am studying at a different school.
  - other, namely:

### 1.2 Declaration of Passport requirement

> Please tick the applicable situation and fill in the details requested.

- I declare that I have a valid passport.

Details of the passport

Number

Country

Valid from (date)

Day	Month	Year			
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to (date)

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

- If I am issued with a new residence permit, then I will take this passport with me when I go to collect my new residence pass. Without a valid passport your residence document will not be issued to you, unless you are exempted from the passport requirement.
- If you were exempted from the requirement of having a valid passport at the time of issue of the current permit, or you were temporarily exempted from this requirement, then you must hand over a copy of your valid passport (if you have taken possession of this passport in the meantime), or enclose a declaration showing that there are no changed circumstances and that you still cannot receive a valid passport from the authorities.

### **1.3 Main residence**

> Please tick the applicable situation and fill in the details requested, if applicable.

- Since the start date of my current residence permit, I have been outside the Netherlands for a period of more than 6 months consecutively. Please enter the country and period below.
- Since my stay in the Netherlands, for 3 years in a row, I have been outside the Netherlands for a period of more than 4 months consecutively. Please enter the countries and periods below.
- Neither of the above situations.

Country \_\_\_\_\_

Period from      Day      Month      Year  

to      Day      Month      Year  

Country \_\_\_\_\_

Period from      Day      Month      Year  

to      Day      Month      Year  

Country \_\_\_\_\_

Period from      Day      Month      Year  

to      Day      Month      Year  

## **2 Means of evidence**

Enclose proof of income. Look in the proof of income appendix to find out which documents you must submit. Also enclose a copy of your registration at the educational institution where you are registered.

## **3 Biometric information, signature and Antecedents certificate**

- You must have your fingerprints and facial image (passport photo) taken to determine your 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.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

#### **4 Your personal details (the foreign national)**

*Write in block letters*

4.1 V-number (if known)

4.2 Citizen Service Number (if known)

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

*First names*

4.4 Seks  Male  
 Female

4.5 Date of birth *Day* *Month* *Year*

4.6 Place of birth

4.7 Country of birth  
(as stated in the passport)

4.8 Nationality

4.9 Civil status  unmarried (single or living together)  
 married  
 registered partnership  
 divorced  
 widow/widower

4.10 Home address *Street*

*Number*

*Postcode*

*Town*

4.11 Telephone number

4.12 E-mail

## 5 Details of the sponsor

*Write in block letters*

5.1 Company name	<hr/>	
5.2 Name of contact person	<hr/>	
5.3 Correspondence address	<i>Street</i>	<i>Number</i>
	<hr/>	
	<hr/>	
	<i>P.O. box (if applicable)</i>	
	<hr/>	
	<i>Postcode</i>	
	<hr/> <i>Town</i>	
5.4 Telephone number	<hr/>	
5.5 E-mail	<hr/>	
5.6 Chamber of Commerce number	<hr/>	

## 6 Signing

I am requesting the Immigration and Naturalisation Service (IND) to extend the period of validity of the residence permit. 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 the situation, which will affect the right of residence, without delay to the IND. I am aware that if I do not do this, it may affect the right of residence of the foreign national or that an [administrative fine](#) might be incurred.

6.1 I submit this form and 

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 (number) of appendices/documents in evidence.

6.2 Name 

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6.3 Place and date *Place* 

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*Day* 

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 *Month* 

---

 *Year* 

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6.4 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 for extension'.

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## 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

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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

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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

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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.

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

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Have you ever stayed illegally in the Netherlands?  Yes  No

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

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## 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)

2.2 Name

2.3 Date of birth  Day  Month  Year

2.4 Place and date  Place

Day  Month  Year

2.5 Signature

### Processing of personal data

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## 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**

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## Appendix Foreign national's own statement: income within the context of a study

Please complete this statement for your educational institution Your educational institution will record this statement.

### 1 Details of foreign national

*Write in block letters*

1.1 V-number (if known) \_\_\_\_\_

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 Home address *Street*

*Number*

*Postcode*

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
*Town*

1.6 The undersigned hereby states  
that he/she has sufficient  
means of support for the study  
year:  
from **2** | **0** | \_\_\_\_\_ to **2** | **0** | \_\_\_\_\_

1.7 I have an income through  
 a grant  
 a monthly contribution  
 a sufficient amount in my bank account  
 other, namely:



## 2 Signing

I have completed this form truthfully.

2.1 Place and date      Place

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<i>Day</i>	<i>Month</i>	<i>Year</i>			
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2.2 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 Submitting and paying for the application for an extension

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

### **Submitting the application for an extension**

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 extension for an economic purpose of residence (work, study, for example)*

**Immigratie- en Naturalisatiedienst**

**Postbus 5**

**9560 AA Ter Apel**

**Immigratie- en Naturalisatiedienst**

**Postbus 9**

**9560 AA Ter Apel**

**Immigratie- en Naturalisatiedienst**

**Postbus 1**

**9560 AA Ter Apel**

*Application for an extension for a social purpose of residence (family formation or family reunification, for example)*

*Application for medical circumstances*

### **How do you pay?**

Applying for an extension of the validity of a residence permit 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. This form contains 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 for an extension 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**

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