



Application for extension of residence permit for study at institution for secondary or senior vocational education (foreign national) (393)

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

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 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.

You must ensure that this application is received by the IND before the residence permit expires. This is important to prevent the foreign national encounters 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.

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 Declarations

- > 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.

1.1 Declaration of Circumstances

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

1.2 Antecedents Certificate

- > Indicate below the situation which applies since your current residence permit was issued.

- I declare 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 1 F 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 am unable to certify the above for the following reasons:

1.3 Declaration of Passport requirement

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

- I declare that I have a valid passport.

Number	Country
<hr/>	<hr/>
Valid from (date)	to (date)
<hr/>	<hr/>

- 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.

1.4 Main residence

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

- Since the commencement date of the existing residence permit, the foreign national has not been away from the Netherlands for more than 3 months continuously
- The foreign national was not in the Netherlands for a period of more than 3 months continuously. The foreign national was then in:

Country

Period from (date) to (date)

1.5 Duration of remaining study

- > Fill in

I must still complete (number) _____ years of study at this educational institution in order to complete the educational programme.

Application

for extension of residence permit for study at institution for secondary or senior vocational education (foreign national)

Immigration and Naturalisation Service

Ministry of Justice and Security

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 (fingerprints, passport photo) and signature

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.

4 Your personal details (the foreign national)

WRITE IN BLOCK LETTERS

4.1	V-number	
4.2	Citizen Service Number (if known)	
4.3	Name	Surname as stated in the passport
	Name	First names
4.4	Sex and Date of birth	<p>> Please tick the applicable situation</p> <input type="checkbox"/> Male <input type="checkbox"/> Female Day Month Year
4.5	Place of birth	
4.6	Country of birth	
4.7	Nationality	
4.8	Civil status	<p>> Please tick the applicable situation</p> <input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower
4.9	Home address	Street Number
		Postcode Town
		Country
4.10	Telephone number	
4.11	E-mail	

5 Details of the sponsor

WRITE IN BLOCK LETTERS

5.1	Name of educational institution	_____			
5.2	Name of contact person	_____			
5.3	Correspondence address	Street		Number	
		_____		_____	
		Postcode	Town		

5.4	Telephone number				
5.5	E-mail	_____			
5.6	Chamber of Commerce number				

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.

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

6.1	Name	_____			
6.2	Place and date	Place	Day	Month	Year

6.3	Signature	_____			

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'.



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.

Processing of personal data

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

Appendix

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

1 Details of foreign national

1.1 V-number (if known)

1.2 Name
Surname as stated in the passport

1.3 Sex and Date of birth
First names
> Please tick the applicable situation Male Female Day Month Year

1.4 Home address
Street Number
Postcode Town

1.5 Date
The undersigned hereby states that he/she has sufficient means of support for the study year:
[2] [0] [] [] tot [2] [0] [] []

1.6 I have an income trough 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 Day Month Year

2.2 Signature

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Appendix

Submitting and paying for the application for an extension

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

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

Immigratie- en Naturalisatiedienst
Postbus 9
9560 AA Ter Apel

Application for medical circumstances

Immigratie- en Naturalisatiedienst
Postbus 1
9560 AA Ter Apel

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 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.

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