



Appendix

Civic integration requirement

You must have passed the civic integration examination referred to in Article 7(2)(a) of the Civic Integration Act, if you are at least 18 years old. If you are of statutory pensionable age or older, you need not sit the civic integration examination. You may be exempt in some cases, for example based on diplomas or other evidence. Please indicate the situation that applies to you below. Enclose the evidence requested with your application. You must also enclose a list of marks in some cases. You only need to do this if you must have passed the subject of Dutch.

Enclose means of evidence

If you send the application, you should enclose a certified copy (and not the original copies) of the requested diplomas, certificates and/or lists of marks. A copy of civic integration examination does not have to be

certified. A certified copy contains a statement that the contents of the copy correspond with the original. This statement must have been signed by a person who is authorised to do so. The statement must also contain: the name of this person, a date and a stamp of the school (or the municipality, the notary's office). A copy of a diploma may only be certified by the relevant educational institution. If it concerns a diploma that has not been issued in the Netherlands, the diploma or certificate must bear an apostille stamp.

If you submit the application to the desk in person, you may also bring the original diplomas, certificates and/or lists of marks with you. The IND staff member will make copies hereof to be put in your file. You keep the original copies yourself.

> Please tick the applicable situation

You have obtained the civic integration diploma

Submit a copy of the civic integration diploma of the Civic Integration Act.

You have Belgian or Luxembourg nationality

You have Turkish nationality or you are a family member of a person having Turkish nationality. Please note! The non-registered (unmarried) partner is not considered a family member.

You are under 18 years of age or you are of statutory pensionable age or older.

You lived in the Netherlands for at least eight years during your school age (from the age of five until the end of the school year in which you reached the age of sixteen)

You must have been registered in the municipal personal records database during the above period. This period of eight years does not have to be uninterrupted.

You have one of the below documents, diplomas or certificates to which an exemption from the civic integration requirement applies

- a diploma or certificate of for example a Dutch university degree, higher professional education (HBO) degree, senior secondary vocational education (MBO) (at least level 2), pre-university education (VWO), senior general secondary education (HAVO), junior general secondary education (MAVO) or pre-vocational secondary education (VMBO), after having attended the education in Dutch. You have such a diploma if the diploma states, for example: Higher Education and Research Act, Secondary Education Act, Adult and Vocational Education Act or Part-Time Vocational Education Act.
- a school diploma or a certificate obtained in Belgium or Suriname. However, the education must have been in Dutch. Furthermore, you must have passed the subject of Dutch. Also enclose the list of marks. The level of the training course must be higher than primary education and the diploma or certificate must be based on an act of parliament. The act of parliament need not be an education act;
- a diploma, certificate or other document from Aruba, Curacao, or Sint Maarten, obtained in Dutch-language education, with a passing mark for the subject of Dutch. Also enclose the list of marks. It concerns the following diplomas: MAVO, HAVO, VWO, LBO, MBO, HBO, WO (university);
- a diploma, certificate or other document from the public bodies of Bonaire, Sint Eustatius or Saba, obtained in Dutch-language education, with a passing mark for the subject of Dutch. Also enclose the list of marks. It concerns the following diplomas: MAVO, HAVO, VWO, LBO, MBO, HBO, WO (university);

- a diploma from the European school of the European Baccalaureate 'as referred to in the Statute of the European School'. You must have finished the subject of Dutch as a first or second language. You must also have passed the subject of Dutch. Also enclose the list of marks;
- an International Baccalaureate Middle Years Certificate or an International General Certificate of Secondary Education or an International Baccalaureate. In that case, you must have passed the subject of Dutch. Also enclose the list of marks;
- the Naturalisation Test Certificate as it was called before 1 April 2007 showing that you passed the following five parts: knowledge of politics and society, speaking, listening, writing and reading skills. Also enclose the list of marks;
- a civic integration certificate within the context of the Civic Integration (Newcomers) Act (Wet inburgering nieuwkomers or WIN), if the WIN programme was finished by 31 December 2006, and the pertaining statement from the Regional Training Centre (ROC) showing that a profile test for the 'listening' and 'speaking' parts was passed at level NT2-2, for the 'reading' and 'writing' parts at level NT2-1 and for the Social Orientation part at level 2 or 80% if this test was done after 31 August 2001 or 85% if the test was done before 1 September 2001;
- a civic integration certificate within the context of the Civic Integration (Newcomers) Act (Wet inburgering nieuwkomers or WIN) and the pertaining statement from the Regional Training Centre (ROC) showing that the 'listening', 'speaking', 'reading' and 'writing' parts were finished at at least level NT2-2 and the Social Orientation part at 80% if this test was done after 31 August 2001 or 85% if the test was done before 1 September 2001;
- a Civic Integration Certificate for settled immigrants with at least level NT2-2 for the parts 'listening', 'speaking', 'reading' and 'writing'.
- a copy of the document 'Short Exemption Test' referred to in Article 2.7(2) of the Civic Integration Decree as it read until 1 January 2013, issued by the Education Executive Agency (Dienst Uitvoering Onderwijs or DUO), showing that you obtained B1 level of the European Framework for Modern Languages;
- the civic integration diploma referred to in Article 14 (2) of the Civic Integration Act (WIN) as it reads before the entry into force of the Act of 13 september 2012 to change the WIN and other Acts towards the reinforcement of the own responsibility of the participant. (Stb. 2012, 430);
- a copy of the decision from the municipal executive stating that no civic integration programme is determined pursuant to Article 5(2) of the Civic Integration (Newcomers) Act (WIN) because the foreign national will gain the sufficient knowledge, insight and competence by other means;
- a copy of a decision stating that no civic integration programme is determined, because the foreign national passed the test as referred to in Article 5(4) of the Civic Integration (Newcomers) Act (WIN);

- a copy of the document used to demonstrate that you do/did not have to sit the naturalisation test pursuant to Article 4 of the Naturalisation Test Decree (medical circumstances/efforts made);
- a copy of a letter from the municipal executive stating that because of demonstrable efforts on your part, the municipal executive comes to the conclusion that it is not reasonably possible for you to pass the civic integration examination (you can submit this if you became obliged to participate in a civic integration programme before 1 January 2013); or
- a copy of a letter from the Education Executive Agency (Dienst Uitvoering Onderwijs or DUO) stating that because of demonstrable efforts on your part, DUO comes to the conclusion that it is not reasonably possible for you to pass the civic integration examination (you can submit this if you became obliged to participate in a civic integration programme in the period from 1 January 2013 to 30 September 2017).
- a copy of a letter from the Education Executive Agency (Dienst Uitvoering Onderwijs or DUO) stating that because of demonstrable efforts on your part, DUO comes to the conclusion that it is not reasonably possible for you to pass the parts of the civic integration examination as referred to in Artikel 7 (2b and c) of the Civic Integration Act (WIN) (you can submit this if you became obliged to participate in a civic integration programme in the period after 30 September 2017).

Please note! A letter from the municipal executive or Education Executive Agency (Dienst Uitvoering Onderwijs or DUO) stating that you do not need to sit the civic integration examination because you are sufficiently integrated does not apply as a dispensation for the IND. If you have a MBO diploma (level 1) or a NT2 diploma, please be aware of the fact that these diploma's do not apply as exemption from the civic integration requirement. You must still satisfy the integration requirements.

You are permanently unable to sit the civic integration examination on medical grounds

- a copy of the letter from the municipal executive showing that, due to a psychological or physical impairment, or a mental handicap, you are permanently unable to pass the civic integration examination (you can submit this if you became obliged to participate in a civic integration programme before 1 January 2013);
- a letter from DUO showing that, due to a psychological or physical impairment, or a mental handicap, you are permanently unable to pass the civic integration examination (you can submit this if you became obliged to participate in a civic integration programme after 31 December 2012);
- a medical advice issued by a designated doctor selected by the municipal executive of your place of residence. Or if you have moved: an advice issued by a designated doctor from your previous place of residence. The advice must not be older than six months. Based on this advice, the State Secretary for Justice and Security will assess whether you are permanently unable to pass the civic integration examination due to a psychological or physical impairment or a mental handicap (you can submit this if you became obliged to participate in a civic integration programme before 1 January 2013); or
- a medical advice (not older than six months) from an independent medical adviser appointed by the Minister of Social Affairs and Employment. Based on this advice, the State Secretary for Justice and Security will assess whether you are permanently unable to pass the civic integration examination due to a psychological or physical impairment or a mental handicap.

Despite sufficient efforts you cannot pass the civic integration examination

Despite sufficient efforts you did not pass the civic integration examination and you do not qualify for one of the above-mentioned exemption grounds. Please submit one of the following additional pieces of evidence and documents with the application:

- Despite efforts made, you cannot reasonably be expected to obtain the civic integration examination because you:
 - a. have participated at least 600 hours in a civic integration course, a course Dutch as a second language I or II (NT2) or a combination of those courses at an institution with the "Blik op Werk" quality mark and you have not passed parts of the civic integration exam at least four times, of which a maximum of two times are related to the course Dutch as a second language.
 - b. have participated at least 600 hours in an (adult) literacy course at an institution with the 'Blik op Werk' quality mark and you have demonstrated with a learning ability test taken by DUO that you do not have the learning ability to pass the civic integration examination.
 - c. have participated at least 600 hours in an (adult) literacy course and a subsequent civic integration course, both at an institution with the 'Blik op Werk' quality mark and you have spent at least 300 hours in the (adult) literacy course and you have demonstrated with a learning ability test taken by DUO that you do not have the learning ability to pass the civic integration examination.

DUO will give an advice if a person meets the criteria mentioned under a, b and c. The IND includes this advice from DUO to examine this exemption ground. If you wish to be considered for this release you need to apply for this test yourself at DUO. After the test, DUO will give the advice.

For the application form and more information on this procedure, please consult the DUO website: www.inburgeren.nl.

- Until 1 July 2013, it was possible to submit a request at the Amsterdam Regional Training Centre (ROC) for an advice in which is stated that due to your illiteracy - possibly in combination with limited educational skills - you are unable to pass the civic integration examination, a so-called 'feasibility study'. Do you still have an advice from the ROC Amsterdam then you can get exempted from the civic integration examination if this advice is not older than five years on the date of submission of the application. You must also submit a document showing that you passed the Spoken Dutch Test at level A2, in order to demonstrate that you can speak and understand Dutch at level A2.

Due to special individual circumstances you cannot pass the civic integration examination

You want to qualify for a residence permit "non-temporary humanitarian" or "permanent residence (regular or asylum)" without having passed the civic integration examination. Due to special individual circumstances and despite sufficient efforts you cannot pass the civic integration examination. Please submit with the application pieces of evidence and documents showing:

- that you have the will to take the civic integration examination and that you have made efforts which could reasonably be required to pass the civic integration examination; and
- that due to special individual circumstances you are unable to participate in or to pass the civic integration examination.

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.