



Immigration and Naturalisation  
Service  
*Ministry of Justice and Security*

# Coming to work in the Netherlands



# 1. Why have we written this publication?

Would you like to work in the Netherlands? For a stay of over 90 days, you must apply for a residence permit unless:

- you come from a country that belongs to the European Union (EU), the European Economic Area or Switzerland, or
- possess a residence permit for research within the meaning of Directive (EU) 2016/801 issued by another Member State of the European Union and are going to carry out part of the research in the Netherlands for a maximum of 180 days in a period of 360 days. (inbound short-term mobility). This brochure does not deal with short-term mobility for researchers. See [www.ind.nl](http://www.ind.nl) for more information.

In this publication you can find out:

- which types of residence permits there are;
- the conditions for the various residence permits;
- how the application procedure works;
- what rights correspond to the residence permit;
- which rules you must abide by;
- what you have to do if your situation changes;
- where you can obtain further information.

Are you self-employed and would you like to offer your services in the Netherlands? There are other conditions for this situation. See [www.ind.nl](http://www.ind.nl) for further information.

Would you like to reside in the Netherlands as an au pair? There is a separate admissions procedure for au pairs. For this, please see the publication 'Coming to the Netherlands for a cultural exchange (au pair)' on [www.ind.nl](http://www.ind.nl).

## When is a residence permit not required?

You do not need a residence permit if you have the nationality of one of the following countries:

Belgium	Bulgaria	Croatia
Cyprus	Denmark	Germany
Estonia	Finland	France
Greece	Hungary	Ireland
Iceland	Italy	Latvia
Liechtenstein	Lithuania	Luxemburg
Malta	Norway	Austria
Poland	Portugal	Romania
Slovenia	Slovakia	Spain
The Czech Republic	United Kingdom	Sweden
Switzerland		

## 2. Which residence permits are available for work?

If you have found work, your employer will apply for a residence permit for you. There are various types of residence permit. You can be admitted for regular paid work, for seasonal labour or work experience, intra corporate transfer, as a highly skilled migrant, as a holder of a European blue card, as a (guest) lecturer, a trainee doctor or as a researcher. Sometimes, you may apply for a range of residence permits. In this case, the employer can make a choice.

Would like to work in the Netherlands but you have not yet found an employer? If you are highly educated, you could be eligible for a residence permit for an orientation year for highly educated persons. This residence permit allows you to stay in the Netherlands for a maximum of 1 year to seek employment as a highly skilled migrant. During the orientation year you may accept every job or internship.

### **Work permit and Single Permit (combined permit for residence and work)**

If you want to carry out work in the Netherlands, then you will normally need to apply for a work permit or a Single Permit (combined permit for residence and work). Both applications test whether 'essential interests of the Netherlands' are served thereby. This means that your employer was unable to find suitable personnel in the Netherlands or elsewhere in Europe. Depending on the purpose of residence, your employer needs to apply for a work permit or a Single Permit.

Your employer can apply for a work permit from the Netherlands Employees Insurance Agency (UWV). Your employer can submit the applications for the work permit and the residence permit at the same time. The applications for a Single Permit (combined permit for residence and work) should be submitted to the Immigration and Naturalisation Service (IND). The IND then requests advice from the Netherlands Employees Insurance Agency (UWV). This means that your employer does not need to submit an application to the UWV. If a residence permit is granted to you, then you will receive a Single Permit (combined permit for residence and work). This comprises a residence document and an additional document. Your employer will receive a copy of the additional document. It is stated on the additional document for which employer and under which conditions you are permitted to work.

In order to be allowed to work during the orientation year for highly educated persons, a potential employer is not required to apply for a work permit (TWV).

### **Your employer: non-recognised versus recognised sponsors**

When applying for the residence permit, your employer will function as your sponsor. The sponsor must ensure that the employee fulfils the conditions for a residence permit. The IND will distinguish between non-recognised sponsors and recognised sponsors. If an employer has been recognised as a sponsor by the IND, the application procedure will be quicker. Would you like to work as a highly skilled migrant? Then your employer must be a recognised sponsor, unless you have the nationality of Turkey. Would you like to know which companies are recognised as sponsors? Then check the register on [www.ind.nl](http://www.ind.nl).

### **Work experience or seasonal labour**

'Work experience' refers to gaining working experience in the Netherlands that is relevant for your training or job abroad, via a work placement. Seasonal labour, e.g. seasonal work in the agricultural sector corresponds to a maximum period of 24 weeks. A Single Permit for seasonal labour or work experience can be requested by any employer with a base in the Netherlands or who is represented in the Netherlands by an authorised trading agent. Your organisation must be registered in the Chamber of Commerce's trading register as required by the Company Trade Register act 2007. The employer does not have to be a recognised sponsor.

### **Regular paid work**

Regular paid work refers to a paid job which is not seasonal labour or work experience. A residence permit for regular labour can be requested by any employer with a base in the Netherlands or who is represented in the Netherlands by an authorised trading agent. Your organisation must be registered in the Chamber of Commerce's trading register as required by the Company Trade Register act 2007. The employer does not have to be a recognised sponsor.

### **International Trade Regulation**

The International Trade Regulation provides a flexible procedure enabling enterprises to have foreign employees come to the Netherlands on a temporary basis. The work of these employees must not result in displacement in the Dutch labour market. In order to be eligible for the regulation, the organisation must first submit an application to the Employee Insurance Agency (UWV). If an arrangement is admitted to the regulation, the organisation no longer has to apply for a work permit for employees for that arrangement. The organisation can then suffice by registering the employees with the UWV. The organisation does not have to be a recognised sponsor.

### **Intra corporate transfer**

Employees who are temporarily being transferred to a branch in the Netherlands may rely on the directive Intra Corporate Transferees 2014/66/EU. The employee remains employed by the foreign employer who must be established outside the European Union (EU). The employee is a manager, specialist or trainee. To be eligible for this residence permit, the employee must meet qualification and wage requirements. It is not mandatory for an employer to be recognised as a sponsor in the Netherlands. However, the procedure will progress more quickly if it involves a recognised sponsor.

### **Highly skilled migrants, guest lecturers and trainee doctors**

There are certain wage requirements for admission as a highly skilled migrant. In order to apply for a residence permit for a highly skilled migrant, (guest) lecturer or trainee doctor, the employer must be recognised by the IND as a sponsor. If you have the nationality of Turkey, a recognised sponsor not mandatory. However, the procedure will progress more quickly if it involves a recognised sponsor.

### **European blue card**

The European blue card is intended to facilitate the residence of employees who carry out highly qualified tasks within the EU. In this context, the national conditions for the provision of the European blue card, however, must be fulfilled. In order to be eligible for a European blue card, employees must fulfil wage and training requirements. The employer you wish to work for in the Netherlands does not have to be recognised as a sponsor. However, the procedure will progress more quickly if he is.

### **Researchers under Directive (EU) 2016/801**

Researchers may be admitted on the basis of Directive (EU) 2016/801. An organisation must be recognised by the IND as a sponsor in order to use this opportunity. If you have the nationality of Turkey, a recognised sponsor not mandatory. However, the procedure will progress more quickly if it involves a recognised sponsor.

### **Orientation year for highly educated persons**

The orientation year for highly educated persons is meant for highly educated persons who seek employment in the Netherlands as a highly skilled migrant. A residence permit for the purpose of residency, being 'the seeking and undertaking of work, whether in employment or not' applies for a maximum of 1 year and must be applied for personally, without the intervention of a sponsor.

### 3.

## Which conditions must your organisation fulfil?

In order to obtain a residence permit for work in the Netherlands, you must fulfil a range of conditions. The conditions vary per residence permit.

### General conditions

The following applies to all cases:

- You have a valid passport.
- You do not pose a risk to public order or national safety. You have not been found guilty of a criminal offence and have not been involved in war crimes, terrorism or crimes against humanity.
- You take out healthcare insurance in the Netherlands.
- You must undergo a test for tuberculosis in the Netherlands. This test must be carried out within 3 months of the residence permit being issued. If necessary, you must be treated for TB. Do you have the nationality of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'? Then the TB test is not required.

### Admission for seasonal labour or work experience

- You must have an employment contract with an employer in the Netherlands.
- You need a Single Permit (combined permit for residence en work) for paid work or work experience (except for work experience within the framework of an EU action programme). Send the application form and the requested evidence to the IND. The IND then requests advice from the Netherlands Employees Insurance Agency (UWV) if your attendance serves 'essential interests of the Netherlands'.
- You must earn the minimum wage or a percentage thereof. For more information, see [www.ind.nl](http://www.ind.nl).
- In the case of seasonal labour: you will be working for an uninterrupted period of a maximum of 24 weeks.
- In case of work experience: you must have graduated from university or hbo 2 years ago at most, you must be engaged in education at an educational institution or be working for a employer outside the Netherland.

**Please note!** Do you have Canadian nationality and are you taking part in the Young Workers Exchange Program? Then take a look at the admissions conditions on [www.ind.nl](http://www.ind.nl).

### Admission for regular paid work

- You must have an employment contract with an employer in the Netherlands.
- You must earn the minimum wage or a percentage thereof. For more information, see [www.ind.nl](http://www.ind.nl).
- You need a Single Permit (combined permit for residence en work).

**Please note!** Are you coming to the Netherlands to carry out a role as a contemplative, internal officer or board member for a religious or philosophical organisation but will also carry out other work? Then you must undergo the civic integration process abroad. You must take the basic civic integration exam at the Dutch embassy or consulate. Only if you pass this exam, will your employer be able to submit an application for an mvv. Once in the Netherlands, you must then follow the further civic integration process. For more information about civic integration in the Netherlands, see [www.inburgeren.nl](http://www.inburgeren.nl).

### International Trade Regulation

- The employer must be admitted to the International Trade Regulation.
- You must be registered with the Employee Insurance Agency (UWV).
- You must earn the minimum wage or a percentage thereof, see [www.ind.nl](http://www.ind.nl).

### Intra corporate transfer (Directive Intra Corporate Transferees 2014/66/EU)

- You are being transferred from a company outside the EU, to a branch in the Netherlands.
- You have an employment contract with the company outside the European Union, as demonstrated by an engagement letter.
- You are a manager, specialist or trainee.
- You have main residence outside the Netherlands at the time of the application.
- Before the transfer taking place, you have already been working for the company from outside the EU for at least 3 months.
- You have the qualifications and experience required by the Dutch employer. When you have a regulated profession, you have a recognition of the professional qualifications.
- Working conditions and labor relations are at least at the level required by law and is common in the industry. The wage must be in line with market conditions.
- The branch in the Netherlands is not set up to simplify admission of transferees.
- During the transfer, you will stay the longest in the Netherlands.

### Admission as a highly skilled migrant, (guest) lecturer or trainee doctor

- You must have an employment contract, hosting agreement or appointment decision with an employer in the Netherlands. A work permit is not required. Are you being transferred to a branch in the Netherlands? Then the (parent) company must draw up a report in the foreign country and there must be an employer's testimonial for the relevant centre in the Netherlands.
- You must fulfil the wage requirement set. Are you still under the age of 30? Then there is a lower wage requirement. Do you have a residence permit for a search year and have found a job as a highly skilled migrant? Then there is an extra low wage requirement. Guest lecturers and trainee doctors must earn at least 70% of the legal minimum wage. The amounts are indexed each year. For a summary, go to [www.ind.nl](http://www.ind.nl).

### Admission as a holder of a European blue card

- You must have an employment contract for a highly qualified job for at least 1 year.
- You must fulfil the wage requirement set. The wage requirement is indexed each year. For a current summary of wage requirements, see [www.ind.nl](http://www.ind.nl).
- You must hand over a qualification which demonstrates that you have completed a course at a higher education level that lasted at least 3 years. Foreign higher education certificates will be evaluated by Nuffic (Dutch organisation for international cooperation in higher education - see [www.nuffic.nl](http://www.nuffic.nl)). This evaluation should be sent with your application. Any Dutch qualifications must be proven with an authenticated copy of the diploma.
- If you will be carrying out a (regulated) profession, e.g. lawyer or doctor, you must submit sufficient evidence to show that you fulfil the legal requirements to carry out this profession.
- Over a period of 5 years, your employer may not have been subject to a fine for breaching article 2 of the Foreign Nationals Employment Act (Wav), or for not or insufficiently deducting wage taxes or premiums for employees or national insurance.

### Admission of researchers under Directive (EU) 2016/801

- You must have a qualification from higher education that permits you entry into a doctorate programme.
- You must have been selected by a recognised research institution to carry out a research project for which a diploma is required.
- You have an employment or hosting agreement with the research institution.
- You have sufficient money to support yourself. Each month, you earn at least the minimum wage or a percentage thereof. For more information, see [www.ind.nl](http://www.ind.nl).

If you are in possession of a valid residence permit issued by another Member State for research within the meaning of Directive (EU) 2016/801, it will be possible to carry out part of the research programme in the Netherlands as the second Member State. If this period within which you are going to carry out part of the research in the Netherlands is short (not exceeding 180 days), this is covered by short-term mobility for researchers. In that case you do not have to apply for a residence permit. See [www.ind.nl](http://www.ind.nl) for more information on short-term mobility for researchers. If you are going to carry out research in the Netherlands for more than 180 days (long-term mobility), however, the recognised sponsor in the Netherlands will have to apply for a residence permit. The following conditions must be met in any case.

- You have a valid residence permit issued by another Member State of the European Union for research within the meaning of Directive (EU) 2016/801;
- You have a host agreement with the Dutch research institute;
- Your mobility is for the duration of more than 180 days and fits within the validity period of the residence permit issued by the first Member State;
- You are going to carry out research at a research institute recognised as a sponsor;
- The research programme comprises mobility measures in the context of which you are going to carry out research in the Netherlands.

**Please note!** Would you like to work as a carer? Then check to ensure whether you have to be enrolled in the BIG register. BIG stands for professions within individual healthcare. You may work in the Netherlands as a carer once registered. Your employer must have proof of this registration in his administration. See [www.bigregister.nl](http://www.bigregister.nl) for further information.

### **Admission for an orientation year for highly educated persons**

You could be eligible for a residence permit for an orientation year for highly educated persons, if within the previous three years preceding the submission of the application, you:

- have completed an accredited Bachelor's or Master's programme or a postdoctoral programme in the Netherlands; or
- have completed a Master's or post-doctoral programme or have obtained a PhD at a designated educational institution abroad\*<sup>\*</sup>; or
- have had a residence permit in the Netherlands for the purpose of research or a residence permit for the purpose of working as a knowledge migrant to undertake research; or
- have obtained a Master's degree on the basis of an Erasmus Mundus Masters Course; or
- have completed a study in relation to the Cultural Policy Act (for more information, see: [www.ind.nl](http://www.ind.nl)); or
- have completed a study that is provided in relation to the development cooperation policy of the Dutch Ministry of Foreign Affairs (for more information, see: [www.ind.nl](http://www.ind.nl)); or
- have completed a higher education programme designated by ministerial order.

\*A designated educational institution is listed in the top 200 of one of the general ranking lists or in the top 200 of one of the available ranking lists by faculty or by subject field of the:

- Times Higher Education World University Rankings
- QS World University Rankings
- Academic Ranking of World Universities

## 4. Which documents do you need?

Before your employer submits an application for a residence permit, the necessary documents and paperwork must have been collated. Foreign documents must have been legalised and translated too. Bear in mind that this can take some time. It also costs money.

Which documents and evidence are required depends on the purpose of residence. The application form for a residence permit indicates which documents and evidence are required. This form can be found on [www.ind.nl](http://www.ind.nl).

Examples of the necessary documents and evidence include:

- the employer's testimonial, employment contract, the appointment decision, engagement letter or the hosting agreement;
- the work permit or an application for this;
- a copy of your passport;
- in the case of work experience: a work placement or work experience agreement;
- in the event of mandatory civic integration abroad: evidence that the civic integration exam has been passed;
- antecedents certificate. This indicates whether or not you have been committed of a criminal offence.
- in the event of an orientation year for highly educated persons: a copy of your qualification. If you have a foreign diploma, this must be evaluated by EP-Nuffic. You must add a copy of the credential evaluation from EP-nuffic with your application; this credential evaluation must authenticate the level of the education and the authenticity of the foreign diploma.

For more information see [www.idw.nl](http://www.idw.nl).

Your employer will indicate which documents and paperwork are required. Are you applying for an orientation year for highly educated persons?

The application form for a residence permit indicates which documents and evidence are required. This form can be found on [www.ind.nl](http://www.ind.nl). In order to register in the Municipal Personal Records Database in the Netherlands, a legalised and translated birth certificate is required.

Would you like to bring your family to the Netherlands? Then documents that prove the family ties will also be required. Examples include passports, birth certificates and marriage certificates.

### 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 legalised 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.government.nl](http://www.government.nl).

### Legalisation

A document that is legal in one country is not necessarily legal in another. That is why you must have official foreign documents legalised for use in the Netherlands. This means that the authorities that issued the document must declare that it is official. This confirms the authenticity of the signature on the document and the capacity of the signatory. The Dutch embassy or consulate then legalises the document. The embassy or the consulate then checks to ensure that the signature is genuine.

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.

Sometimes a so-called apostille stamp on the document will suffice. The Ministers of Justice or Foreign Affairs can issue this type of stamp abroad. The document does not then need to be legalised by the Dutch embassy or consulate. An apostille stamp is only an option if the document comes from a country that is affiliated to the Netherlands via the Apostille treaty. You can ask the Consular Services Centre within the Foreign Office whether the country is affiliated via the Apostille treaty. Look at [www.government.nl](http://www.government.nl) for more information.



You can contact the local authorities yourself for legalisation or an apostille stamp.

Legalisation costs money. You must always pay these costs, even if you do not receive the document or it does not arrive on time. The amount you have to pay for legalisation varies per country. You must ask the authorities in your country of origin about these costs. The Dutch embassy or consulate in the country of origin may also impose additional charges (e.g. fax costs).

### **Translation**

All of the documents that you submit with the application must be drawn up in Dutch, English, French or German.

If this is not the case, you must have them translated by a translator who has been certified by a court.

Certified translators are listed in the Register of certified translators and interpreters (Rbtv). See [www.bureaubtv.nl](http://www.bureaubtv.nl) for further information.

Are you having the document translated abroad? Then the translation must be legalised.

You can thus demonstrate that a certified translator has been used.

## 5. How does the application procedure work?

Once you have collated all of the necessary documents and evidence, you can submit your application for a residence permit. In the event of an orientation year for highly educated persons, you can do this yourself.

In many cases, you will need a special visa in order to travel to the Netherlands for a stay of over 90 days. This is called a Regular Provisional Residence Permit (mvv). The procedure is then slightly different to a case which does not require an mvv.

### Residence permit without mvv

If you do not need an mvv, your employer can submit an application for a residence permit. He is advised to do this while you are still abroad. Once the IND has indicated it will issue a residence permit, you can come to the Netherlands. Then you can be sure that you are not travelling to the Netherlands unnecessarily.

The employer can also submit an application while you are in the Netherlands. The problem with this is that you do not know, at that moment, whether you will be issued with a residence permit. It can also be difficult to obtain all of the necessary documents in the Netherlands.

You can submit your own application for a residence permit for an orientation year for highly educated persons in order to find a job as a highly skilled migrant. It is, however, still advisable to only travel to the Netherlands if the IND has let you know that you will be issued with a residence permit.

### Access and residence

If you need an mvv, the employer must submit an application for a residence permit. This is the 'Access to Residence' procedure.

The employer will let you know if you will be issued with an mvv. You can then collect the mvv within 3 months from the Dutch embassy or consulate. You then have 90 days to travel to the Netherlands. Upon arrival in the Netherlands, you can collect your residence permit within two weeks. Your employer will tell you where and when you can collect your residence permit.

If you are submitting an application for an orientation year for highly educated persons, you can submit the applications for the mvv and the residence permit in one go.

**Please note!** Would you like to come to the Netherlands with a family-member or relative? If they would like to travel with you to the Netherlands, it is handy if your employer submits their application at the same time as yours. See the publication 'Enabling a family-member or relative to come to the Netherlands' on [www.ind.nl](http://www.ind.nl).

### The cost of the procedure

Applying for an mvv and a residence permit costs money. These costs are referred to as 'fees'. The fees must be paid when submitting the application. If you do not pay the fees, the IND will not process your application. You will not be refunded your money if the application is turned down. There is a summary of fees on [www.ind.nl](http://www.ind.nl).

### Duration of the procedure

- Is your employer a recognised sponsor? If the application is complete, the IND will usually decide within 2 weeks. If a work permit or a Single Permit (combined permit for residence en work) is required, the IND will need about 7 weeks.
- Is your employer a non-recognised sponsor? Then the IND will decide within 90 days. Your employer will receive a letter explaining the IND's decision. The IND may well also require further details in order to make its decision. Your employer will then receive a letter about this.
- Are you applying for an orientation year for highly educated persons? Then you will receive a message about the decision. If the application is complete, the IND will usually decide within 2 weeks. The procedure can last up to a maximum of 90 days. If the application is granted, you will be issued with an mvv and/or residence permit. From that moment, you can work for your employer. If the application is rejected, the letter will provide details of why. If your employer is not in agreement with the IND's decision, he can submit an appeal. Details of how to proceed with this are given in the letter.

In the appendix, you can find a detailed summary of all steps in the procedure and the parties that are involved.

## 6. What rights correspond to the residence permit?

Here you can find the rights that correspond to a residence permit for regular paid work, seasonal labour or work experience, intra corporate transfer, as a highly skilled migrant, (guest) lecturer or trainee doctor, a holder of a European blue card or researcher under Directive (EU) 2016/801. The rights that arise as a result of the residence permit for a jobseeking year are set out separately. If you have a Single Permit (combined permit for residence and work) it is stated on the additional document for which employer and under which conditions you are permitted to work.

### Validity

The residence permit for paid employment or the Single Permit (combined permit for residence and work) entitles you to reside in the Netherlands for the duration of the employment contract or the appointment. If a work permit is issued, the residence permit is valid for the same period as the work permit.

The period of validity of a Single Permit (combined permit for residence and work) is in accordance with the advice of the Netherlands Employees Insurance Agency.

The Single Permit for work experience is valid up to one year. The Single permit for seasonal labour is valid for up to 24 weeks.

The residence permit or the Single Permit remains valid as long as you fulfil the conditions. If you take on another role for your employer or change employers then in case of a:

- Single Permit: you or your employer must submit a new application to the IND. If the resident permit is still valid, and the application has been granted, you will only receive a new additional document. The residence permit will not be replaced.
- Residence permit and a work permit: your employer must apply for a new work permit at the UWV. If the resident permit is still valid, and the application has been granted, the UWV will only issue a new work permit. The residence permit will not be replaced. This is because the data on the additional document or work permit are no longer up to date in these two situations.
- Residence permit for which no work permit or additional document is required to carry out paid employment: nothing needs to be changed as long as the residence permit is valid.

### Family-members or relatives

You can apply for a residence permit for family-members or relatives. This is not the case if you have a residence permit for seasonal labour or work experience. You function as the sponsor for the family-member or relative. This is not necessary if you have Turkish nationality. The employer functions, in all cases, as the sponsor for you. For the conditions, see the publication 'Bringing a family member or relative to the Netherlands'. Do you need a Single Permit (combined permit for residence and work) or work permit to work in the Netherlands? Then family-members or relatives need a permit to work (except if you have a residence permit for the purpose of stay 'Intra corporate transfer' or 'work as a highly skilled migrant' or if the employee is a holder of an EU Blue Card). If you do not need a work permit or Single Permit (combined permit for residence and work), family-members or relatives do not require a permit to work.

### Your rights during an orientation year for highly educated persons

A residence permit for a job-seeking year in order to find a job as a highly skilled migrant, (guest) lecturer or trainee doctor, enables you to remain in the Netherlands for 1 year. The permit is issued once for a maximum period of 1 year. The residence permit can only be granted again if you apply for an orientation year for highly educated persons on the grounds of completing another training or the undertaking of other research. During the orientation year you may work without a work permit. If you want family-members and relatives to stay with you, you could apply for a residence permit for them. Then all conditions have to be complied with.

**Please note!** If you apply for benefits in the Netherlands, this could impact upon the residence permit. It could be withdrawn.

## 7. Which rules must you abide by?

If your employer applies for a residence permit, he functions as your sponsor. The sponsor is responsible for ensuring that you stay in the Netherlands on a legal basis.

The employer must ensure that you fulfil the conditions for a residence permit. Not only when the application for the residence permit is made but also thereafter. Your employer must abide by the rules. That is why it is important that you are aware of the rules that apply to your employer. You also have your own responsibilities.

### The employer's obligations

#### Information obligation

Your employer must notify the IND of any changes that could impact upon the employee's right to reside. For example:

- if the employee no longer fulfils the wage requirement;
- if the contract has been terminated;
- if you obtain another position;
- if you go back to your country of origin;
- if he is no longer able to monitor you.

#### Administration obligation

Your employer must collate and retain relevant information about you. For example:

- the employment contract, the appointment decision or the hosting/work placement agreement;
- the work permit or additional document;
- if an employee is being transferred, the (parent) company must draw up a report in the foreign country and there must be a statement from the business unit in the Netherlands.
- for a (regulated) profession such as doctor, proof of registration in the BIG register
- a copy of your passport.

If he is no longer functioning as your sponsor, the employer must still retain the relevant details and documents for 5 years. The IND can request these details at any moment in order to check whether he is fulfilling his obligations.

#### *Duty of care for recognised sponsors of highly skilled migrants, (guest) lecturers, trainee doctors and spiritual ministers*

Are you a highly skilled migrant, (guest) lecturer or trainee doctor and is your employer a recognised sponsor? Then he has a duty of care. This means that he should have recruited and selected you carefully. He must also inform you of the admission and residence conditions that he and you must fulfil.

### Your sponsor

Your employer is your sponsor until:

- you no longer work for the organisation and the employer has notified the IND;
- you have left the Netherlands and will no longer be returning and the employer has notified the IND;
- you have obtained a permanent residence permit or a residence permit for another residence purpose;
- your residence permit has been withdrawn;
- your employer can no longer function as a (recognised) sponsor;
- you have taken Dutch nationality.

Are you a spiritual minister and is your employer a recognised sponsor? Then your employer has a duty of care. Your employer must register any employee subject to the civic integration process with the Executive Agency for Education. He must do so within 4 weeks of your residence permit being issued.

### Your obligations

As an employee, you are always subject to an information obligation. You are also, therefore, obliged to pass on details of any changes to the IND. You must, in any case, notify them if you are changing employer.

If you submit an application for a residence permit for family-members or relatives, you function as their sponsor. In this regard, you also have an information, administration and retention obligation. See the publication 'Allowing a family-member or relative to come to the Netherlands' on [www.ind.nl](http://www.ind.nl).

## 8.

# What happens if your situation changes?

Your employer and you must notify the IND of any changes that could impact upon the residence permit. The IND will then investigate whether there is good reason to withdraw or amend the residence permit.

### Changing employer or position

The residence permit continues as long as you fulfil the conditions, even if you change employer or obtain another position.

If you no longer work for the employer or change your position, your employer must pass this information onto the IND. Have you found another job? Then you must inform the IND yourself of your new employer. You must do so within 4 weeks. The IND will then review whether the conditions are still being fulfilled.

If you have a residence permit for regular paid work and find another job, you or your employer must apply for a new Single Permit (combined permit for residence and work) if this is necessary.

### Changes to the residence permit

Do you have a residence permit for regular paid work but fulfil the criteria for residence as a highly skilled migrant? Then your employer can submit an application to change the residence permit. The same goes if you have a residence permit as a highly skilled migrant but are carrying out regular paid work.

Would you like to apply for residence for a family-member or relative in the Netherlands? Then you must submit an application to change the residence permit.

Changing the residence permit costs money.

### Extension

If the employment contract or appointment is extended, your employer must apply in good time for an extension to the residence permit. If applicable, he must also apply for a new Single Permit. A Single Permit for seasonal labour, work experience or intra corporate transfer will not be extended if you exceed the maximum period of residence as a result.

Do you have a residence permit for regular work, as a highly skilled migrant, guest lecturer or trainee doctor, as a holder of a European blue card or as a researcher?

Then you can apply for a permanent residence permit after 5 years.

A residence permit for the orientation year for highly educated persons is valid for a maximum of 1 year and cannot be extended.

### Withdrawal of the residence permit

If you and the employer no longer fulfil the conditions for the residence permit, the IND will withdraw the permit.

This also applies if the employment contract is terminated, e.g. in the case of summary dismissal. In this case, you will have to leave the Netherlands unless you have other legal grounds to reside in the country.

If you cannot be blamed for the dismissal, you will be given 3 months to find another job.

## 9. What happens if you do not abide by the rules?

The IND can check whether you and the employee are abiding by the rules as and when they see fit. If this is not the case, the IND may take a range of measures.

### **Withdrawal of the residence permit**

Have you or your employer provided incorrect details on the application for a residence permit? Then the residence permit may be withdrawn. This also applies if you no longer fulfil the conditions for residence. If the employer has broken the rules on numerous occasions, the IND could decide that the institution may no longer function as a sponsor. In this instance, your residence permit will be withdrawn. If this was not your fault, you will be given 3 months to find another employer that can function as a sponsor.

### **Reporting a criminal act**

The IND has a duty to report any reasonable suspicions of a criminal act. For example, if you have deliberately supplied incorrect details. The Public Prosecution Service will assess whether your organisation will have to face criminal proceedings. If this is the case, you could be sentenced to a prison term or receive a fine. The residence permit may also be withdrawn.

### **Departure from the Netherlands**

If you no longer fulfil the conditions of residence, the IND will check to ensure that you leave the Netherlands. If you do not leave of your own accord, the government may deport you. The costs incurred by the government can be recuperated from your sponsor.

## 10. What can you do if your employer does not abide by the rules?

If your employer is not abiding by the rules set by IND, or the employer is not conducting itself as a good employer, e.g. the work and rest times are not being applied correctly or because you are receiving less than the minimum wage, you can contact the IND. The IND will, if necessary, refer you to another institution where you can take your complaint or will pass on your complaint to the Social Affairs and Employment Inspectorate.

# 11.

## More information

Do you have further questions? Then please consult your employer. He is your primary point of contact.

If you have specific questions about your admission to the Netherlands, then please contact the IND directly. There are a range of options for contacting the IND.

### Internet

You can find the information that you need to prepare your application on [www.ind.nl](http://www.ind.nl).

### Twitter

You can ask general questions on Twitter via @IND\_NL. The IND responds on working days from 09:00 to 17:00 hours. Because of privacy reasons do not mention your V-number and other personal information. The IND does not respond to file-specific questions and remarks.

### Letter or e-mail

*General questions*

Immigratie- en Naturalisatiedienst  
Postbus 17  
9560 AA Ter Apel

E-mail: [klantinformatiecentrum@ind.minvenj.nl](mailto:klantinformatiecentrum@ind.minvenj.nl)  
Or use the e-mail form on [www.ind.nl](http://www.ind.nl).

### Telephone

The IND is available on 088 043 04 30 (normal charges apply). From abroad, please call +31 88 043 04 30.

Do you have a question about the progress of an ongoing application? Please have the following details to hand:

- V-number, if known
- Surname and first name (and maiden name if applicable)
- Place of birth and date of birth
- Nationality

### Visit

In the Netherlands, you can also go to an IND desk. Find your closest branch on [www.ind.nl](http://www.ind.nl).

### Complaints

If you want to make a complaint about the way the IND treated you, you can use the complaint form on [www.ind.nl](http://www.ind.nl)

For complaints you can also call +31 88 043 04 70.

### Questions about legalisation?

For information about the legalisation of documents (birth certificate, marriage certificate), you can call number 1400 (Central government Information). Via internet: [www.government.nl](http://www.government.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

# Overview of the application procedure for a residence permit

The table below indicates what you, your employer and the IND must do in order to obtain a residence permit.

### Application for residence permit to work: who does what?

What do you do?	What does your employer do?	What does the IND do?
1 Read the conditions for obtaining a residence permit in the publication and check that you fulfil them. Check to see what paperwork and documents are needed and whether you need an mvv on <a href="http://www.ind.nl">www.ind.nl</a> . A summary of recognised sponsors can be found on <a href="http://www.ind.nl">www.ind.nl</a> . Are you subject to a civic integration process? Then you must first complete an exam. Consult the Dutch embassy or the Dutch consulate for more information.		
2 You must make sure your employer has all the paperwork and documents that he needs to submit an application.	Your employer must submit the application to the IND.	The IND will assess the application and then inform your employer whether you will be permitted entry to the Netherlands. If your employer is a recognised sponsor and the application is complete, the decision can be made in 2 weeks. If you need a work permit, it could take 7 weeks. If your employer is not a recognised sponsor, it could take up to 90 days.
3	Your employer will let you know about the IND's decision. The employer may submit an appeal if the decision is negative.	If an mvv is required, the IND will inform the embassy or the consulate of its positive decision. The IND will tell your employer where and when you can collect your residence permit in the Netherlands.
4 If the IND's decision is positive, you can collect the mvv from the Dutch embassy or the Dutch consulate. You can then travel to the Netherlands within 90 days. If you do not need an mvv, you can travel to the Netherlands immediately.	The IND will tell your employer where and when you can collect your residence permit.	
5 After arrival in the Netherlands, you must report to the IND within 2 weeks so that you can collect your residence permit. If necessary, you must have a TB test conducted by the Municipal Health Service. You must then take out healthcare insurance within 4 months. If you must undergo a civic integration process, you must continue this in the Netherlands.		The IND will check your identity and then issue your residence permit.



## APPENDIX

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

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

Albania	Kosovo	United States of America
Andorra	Kuwait	Uruguay
Antigua and Barbuda	Latvia	Venezuela
Argentina	Lebanon	
Armenia	Libya	
Australia	Liechtenstein	
Austria	Lithuania	
Bahamas	Luxembourg	
Bahrain	Macedonia	
Barbados	Maldives	
Belgium	Malta	
Belize	Mauritius	
Bosnia and Herzegovina	Mexico	
Brazil	Monaco	
Bulgaria	Montenegro	
Canada	Netherlands	
Chile	New Zealand	
Colombia	Niue	
Comoros	Norway	
Costa Rica	Oman	
Croatia	Paraguay	
Cuba	Poland	
Cyprus	Portugal	
Czech Republic	Qatar	
Denmark	Romania	
Dominica	Samoa	
Egypt	San Marino	
El Salvador	Saudi Arabia	
Estonia	Serbia	
Finland	Seychelles	
France	Singapore	
Germany	Slovakia	
Greece	Slovenia	
Grenada	Spain	
Guatemala	St Kitts & Nevis	
Honduras	St Lucia	
Hungary	St Vincent and the Grenadines	
Iceland	Suriname	
Iran	Sweden	
Iraq	Switzerland	
Ireland	Syria	
Israel	Tonga	
Italy	Trinidad and Tobago	
Jamaica	Tunisia	
Japan	Turkey	
Yemen	United Arab Emirates	
Jordan	United Kingdom	

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