



## Application for the purpose of 'study' (recognised sponsor) International Baccalaureate Diploma Programme (393)

### 1 Who can submit this application?

You can only use this form if you have been recognised as sponsor by the IND or are the authorised representative of the recognised sponsor.

> Please tick the applicable situation

It concerns an application for the following procedure:

- Procedure for Entry and Residence: the student still resides abroad and is obliged to apply for a regular provisional residence permit VVR-procedure:
- Procedure for a regular residence permit: the student is not obliged to apply for a regular provisional residence permit and resides in the Netherlands or still abroad
- Extension of the validity of the residence permit
- Changing the residence permit (together with extending the validity of the residence permit): the student already has a residence permit and wants to change his residence permit to the purpose of residence of 'Study' (IBDP).

Make sure that this application is received by the IND in time. Therefore, submit the application before the validity of the student's 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 the student encountering a residence gap. A residence gap is an interruption in the residence. This has consequences for any subsequent procedures. Do not submit an application for extension of the validity if the residence permit is still valid for more than 3 months. The IND will disregard an application for extension which is submitted earlier than 3 months before the expiration date of the residence permit.

### 2 Details of the educational institution

*Write in block letters*

2.1	Name educational institution	_____																				
2.2	IND Client number	<table border="1"><tr><td>1-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	1-																			
1-																						
2.3	Correspondence address	<p>Street _____</p> <p>Number _____</p> <p>Postcode _____</p> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Town _____</p> <p>Country _____</p>																				

- 2.4 Name of contact person \_\_\_\_\_
- 2.5 Telephone number contact person | | | | | | | | | | | |
- 2.6 E-mail contact person \_\_\_\_\_
- 2.7 Chamber of Commerce number | | | | | | | | | |

**3 Details of the authorised representative (if applicable) *Write in block letters***

- 3.1 Company name \_\_\_\_\_
- 3.2 Name authorised representative \_\_\_\_\_
- 3.3 Name of contact person \_\_\_\_\_
- 3.4 Correspondence address *Street* \_\_\_\_\_
- Number* \_\_\_\_\_
- Postcode* \_\_\_\_\_
- | | | | | | | | | |
- Town* \_\_\_\_\_
- 3.5 Telephone number | | | | | | | | | | | |
- 3.6 E-mail \_\_\_\_\_

**4 Details of the student *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 Sex  Male  Female

4.5 Date of birth

Day	Month	Year

4.6 Place of birth

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4.7 Country of birth  
(as stated in the passport)

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4.8 Nationality

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4.9 Civil status

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

4.10 Details passport

Number

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Country

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Valid from (date)

Day	Month	Year

To (date)

Day	Month	Year

4.11 Address outside the Netherlands,  
or, if the student already resides  
in the Netherlands: address in the  
Netherlands

Street

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Number

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Postcode

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Town

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Country

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4.12 Telephone number outside the  
Netherlands, or, if the student  
already resides in the Netherlands,  
the telephone  
number in the Netherlands

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4.13 E-mail

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## 5 Details of the training course

> Also applies to applications for extension of the validity of the residence permit

5.1 Name of training course

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5.2 Duration of training course

from	Day	Month	Year				
to	Day	Month	Year				

## 6 Statement on conditions

I state the following:

- By completing this form, the educational institution will present itself as sponsor for the above foreign national as referred to in Article 2a of the Aliens Act.  Yes  No
- The student has been enrolled on the International Baccalaureate Diploma Programme.  Yes  No
- The educational institution forms part of an international organisation and the student has been placed in the Netherlands by its national committee or the foreign national is placed in a boarding school.  Yes  No
- The student has lasting and sufficient means of support.  Yes  No
- The student has filled out and signed the antecedents certificate.  Yes  No
- In the antecedents certificate the student has stated that he or she has no antecedents.  Yes  No  
> If the antecedents certificate is not signed and / or if the student has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.
- The student has his principal residence in the Netherlands or will establish his principal residence in the Netherlands.  Yes  No
- The student intends to undergo (if necessary) a TB test within 3 months after having arrived in the Netherlands (only applicable in case of first admission).  Yes  No
- If needed official foreign means of evidence must be legalised or provided with an apostille stamp  Yes  No

## 7 Entry date (only applicable in case of first admission)

7.1 The expected entry date of the student

Day	Month	Year				

*This date will be the start date of the residence permit*

## 8 Place of collection of regular provisional residence permit

(only if the student enters with a regular provisional residence permit)

Dutch embassy or consulate in the country of origin (or country of continuous residence).

If no Dutch embassy or consulate is available, then you need to collect the regular provisional residence permit in the nearest country where a Dutch embassy or consulate is available.

8.1 Town

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8.2 Place

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## 9 Location where the residence permit is collected

Please indicate below the location where the student will collect the residence permit:

- Amsterdam       Den Bosch       Den Haag       Maastricht (MIC)\*  
 Zwolle

\*MIC – Maastricht International Centre

## 10 Signing by sponsor

10.1 Name

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10.2 Place and date

*Place*

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*Day*

*Month*

*Year*

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10.3 Signature (by a person authorised for this purpose)

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## 11 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the student's passport (only the identity details and stamped pages).
- The completed appendix direct debit collection.
- Procedure for a regular residence permit, the foreign national resides in the Netherlands and has a nationality whereby he will need a Regular Provisional Residence Permit.
- A copy of a valid residence permit issued by another Schengen member state.

If the antecedents certificate is not signed and / or if the student has not declared that he or she has no antecedents:

- The antecedents certificate.

*Schengen member state: Belgium, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Austria, Poland, Portugal, Slovenia, Slovakia, Spain, Czech republic, Iceland, Sweden, Switzerland.*

## 12 Biometric information (fingerprints, passport photo) and signature

The student 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 student. See the appendix Fingerprints, passport photo and signature.

## 13 Submitting the application and payment

You have collected, copied and enclosed all the means of evidence necessary for the application. Proceed to the appendix: "Submitting and paying for the application (by the sponsor)".

### 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 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

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

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

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.*

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

Have you ever stayed illegally in the Netherlands?  Yes  No

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

## 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) 

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2.2 Name 

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2.3 Date of birth 

<i>Day</i>	<i>Month</i>	<i>Year</i>

2.4 **Place and date** *Place* 

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<i>Day</i>	<i>Month</i>	<i>Year</i>

2.5 **Signature** 

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## Appendix Fingerprints, passport photo and signature

***Please do not enclose this appendix with the form!***

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

In all cases, the foreign national must bring a valid passport (this can also be a foreign national passport or a refugee passport) or ID card of the EU, EEA or Switzerland.

### **Situation: application starts when the foreign national is abroad**

#### **1. Entry and Residence procedure**

- The sponsor (in the Netherlands) will have submitted the application for a residence permit for the foreign national (who is still abroad).
  - When taking the basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
  - If the foreign national does not have to take a basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints when collecting the Regular Provisional Residence Permit (mvv). The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

#### **2. Application for a Regular Provisional Residence Permit (mvv) by the foreign national**

- The foreign national has submitted the application for a Regular Provisional Residence Permit to the Dutch embassy or the consulate in the country of origin or long-term residence.
  - When submitting the application, the employee of the Dutch embassy or consulate makes a scan of the passport photo and takes the fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.

#### **3. Application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit**

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) desk immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to place his signature. You have to make an online appointment via the website [www.ind.nl](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).

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## Appendix Submitting and paying for the application by the sponsor

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

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit. *Please note!* If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND.

### **Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit**

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

**Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel**

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

**Immigratie- en Naturalisatiedienst  
Postbus 16  
9560 AA Ter Apel**

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

An application 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 (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors, recognised sponsors relating to 'exchange' established in another Member State of the EU, EEA or Switzerland and applications for recognition as sponsor*). Here, you can find 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 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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Please note! If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions. The IND does not accept a form that is not filled out completely or illegibly. (Version 2018b)

## Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately. (Direct debit is only available for recognised sponsors and their authorised representatives. This paying method is not available for applications for recognition as sponsor.) IND debits your account for legal fees to be paid within three months stating the ID and reference of the collecting officer.

(Debit collection takes place per foreign national and per procedure). If assessment of the application shows that the foreign national does not qualify for the requested residence permit, you will not be reimbursed. See for current fees: [www.ind.nl/fees](http://www.ind.nl/fees)

### 1 Details of collecting officer

1.1	Name	<u>Immigration and Naturalisation Service</u>
1.2	Postal address	<u>PO Box: 5 Postcode: 9560 AA Town: Ter Apel Country: Netherlands</u>
1.3	ID Collecting Officer	<u>NL77ZZZ507204570001</u>
1.4	Authorisation Reference	<u>(future) invoice number of the application</u>

### 2 Details of the bank account from which the fees are debited

> The IND only accepts authorisations for Euro accounts (SEPA).  
Fill in the details of the paying party and not the details of the bank.

2.1	Name account holder	_____	
		Street	Number
2.2	Postal address	_____	
		Postcode	Town
		_____   _____	
2.3	IBAN		
2.4	BIC		

### 3 Details of the foreign national

		Surname as stated in the passport		
3.1	Name	_____		
		First names		
		_____		
		Day	Month	Year
3.2	Date of birth			

## 4 Signing

By signing this form, you authorise IND to send a once only direct debit collection order to your bank to debit your account for the legal fees to be paid. By signing this form you also authorise the bank to debit your account once only according to the order by IND.

4.1	Name	_____	
		Place	Day      Month      Year
4.2	Place and date	_____	
		Signature account holder	Stamp (optional)
4.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	_____	

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