



Application for the purpose of residence of 'paid employment' (recognised sponsor)

1 Who can submit this application?

> Please tick the applicable situation

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 and the foreign national does not need a Single Permit (combined permit for residence and work) for paid employment. You can use this form in order to submit an application for a residence permit for one of the following purposes of residence:

- paid employment (370)
- International Trade Regulation (425)
- cross-border service provision (500)
- intra-company transfer (519)
- work experience within the framework of an EU action programme (643)

For Intra-company transfers in the Netherlands a work permit is often required. You must apply for this through the Employee Insurance Agency (UWV) simultaneously with the application for a residence permit. In assessing the application for a residence permit, the IND checks with the Employee Insurance Agency whether a work permit has been issued.

> Please tick the applicable situation

It concerns an application for the following procedure:

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

Make sure that the application for extension or modification is submitted to and received by the IND before the residence permit for the employee expires. This is important to prevent the employee encountering a residence gap. A residence gap is an interruption in the residence. This has consequences for any subsequent procedures.

2 Details of the employer

2.1	Company name	
2.2	Name of contact person	
2.3	Telephone number	[] [] [] [] [] [] [] [] [] [] []
2.4	E-mail	
2.5	Chamber of Commerce number	[] [] [] [] [] [] [] [] [] [] []

3 Details of the authorised representative (if applicable)

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 employee

4.1 V-number (if known) _____

4.2 Citizen Service Number (if known) _____

4.3 Name

Surname as stated in the passport _____

First names _____

> Please tick the applicable situation

4.4 Sex and Date of birth Male Female Day _____ Month _____ Year _____

4.5 Place of birth _____

4.6 Country of birth _____

4.7 Nationality _____

> Please tick the applicable situation

4.8 Civil status unmarried married registered partnership divorced widow/widower

4.9 Details passport

Number _____ Country _____

Valid from (date) _____ to (date) _____

Street _____ Number _____

4.10 Address outside the Netherlands, or, if the employee already resides in the Netherlands: address in the Netherlands

Postcode _____ Town _____

Country _____

4.11 Telephone number _____

4.12 E-mail _____

Application

for the purpose of residence of 'paid employment' (recognised sponsor)
Immigration and Naturalisation Service
Ministry of Security and Justice

5 Statement on conditions

> Please tick

I state the following:

General

- By completing this form, the employer will present itself as sponsor for the above foreign national, as referred to in Article 2a of the Aliens Act. Yes No
- There is no ban on the foreign national carrying out work as meant in Section 2 of the Foreign Nationals Employment Act. Yes No
- The employee has lasting and sufficient means of support. Yes No
- The employee has signed the antecedents certificate. Yes No
- The employee has his principal residence in the Netherlands or will establish his principal residence in the Netherlands. Yes No
- The employee 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

By purpose of residence*International Trade Regulation*

- The employer has the decision of the Employee Insurance Agency showing that the activities comply with the terms of the regulation. Yes No
- The employer has registered the foreign national with the Employee Insurance Agency. Yes No

Cross-border service provision

- The employer has notified the Employee Insurance Agency about the labour. Yes No

Intra-company transfer

- The employer has the original work permit being issued for Intra-company transfer for the foreign national or has applied for one with the Employee Insurance Agency. Yes No

Work experience within the framework of an EU action programme, in case of work experience for study purposes (trainee):

- The employer has a statement of the educational institution that the traineeship will take place within the framework of an EU action programme. Yes No
- The employer has a scholarship statement. Yes No

Work experience within the framework of an EU action programme, in case of work experience for employment purposes (apprentice):

- The employer has means of evidence showing that the employment will take place within the framework of an EU action programme. Yes No
- The employer has a scholarship statement. Yes No

6 Term of employment contract

The employer has an employment contract with the employee showing that the latter will perform labour for the duration of:

Years and months

> Fill in

7 Entry date (if applicable)

Day Month Year

7.1 The expected entry date of the employee

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

This date will be the start date of the residence permit

8 Place of collection of regular provisional residence permit

(only if the employee 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 Place

8.2 Country

9 Location where the residence permit is collected

Please indicate below the IND Desk where the employee will collect the residence permit

> Please tick the applicable situation

- | | | | |
|------------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Amsterdam | <input type="checkbox"/> Den Bosch | <input type="checkbox"/> Eindhoven | <input type="checkbox"/> Den Haag |
| <input type="checkbox"/> Rotterdam | <input type="checkbox"/> Utrecht | <input type="checkbox"/> Zwolle | |

10 Signing by sponsor

10.1	Name													
10.2	Place and date	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; vertical-align: bottom;">Place</td> <td style="width: 5%;"></td> <td style="width: 10%; border-bottom: 1px solid black; vertical-align: bottom;">Day</td> <td style="width: 5%;"></td> <td style="width: 10%; border-bottom: 1px solid black; vertical-align: bottom;">Month</td> <td style="width: 5%;"></td> <td style="width: 10%; border-bottom: 1px solid black; vertical-align: bottom;">Year</td> <td style="width: 5%;"></td> <td style="width: 5%; border-bottom: 1px solid black;"></td> <td style="width: 5%; border-bottom: 1px solid black;"></td> <td style="width: 5%; border-bottom: 1px solid black;"></td> <td style="width: 5%; border-bottom: 1px solid black;"></td> </tr> </table>	Place		Day		Month		Year					
Place		Day		Month		Year								
10.3	Signature (by a person authorised for this purpose)													

11 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the employee's passport (only the identity details and stamped pages).
- The completed appendix antecedents certificate
- 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

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 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. 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)".



This certificate only needs to be completed if the foreign national is 12 years of age or older.

Appendix Antecedents Certificate

1 Certificate

> Please tick the applicable situation

- I certify 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 1F 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 have not submitted any incorrect data during earlier residence procedures;
 - I did not reside in the Netherlands illegally in the past;
 - I am not subject to any entry ban.

I am unable to certify the above for the following reasons:

2 Signing (by the foreign national)

I have completed this form truthfully.

2.1 Name

2.2 Place and date

Place		Day		Month		Year				
<hr/>										

2.3 Signature

Please note!

Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.



Do not enclose this appendix with the form!

In order to be able to make a residence document, the Immigration and Naturalisation Service (IND) need the fingerprints, passport photo and 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. No appointment needs to be made for this. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl.

Appendix

Fingerprints, passport photo and signature

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 then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. No appointment is necessary for this purpose. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl.
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. This must happen within 2 weeks after submission of the application. An appointment is necessary for this purpose. 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 then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. No appointment is necessary for this purpose. 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.



Appendix Employer's declaration

One copy must be completed and signed for each employer.
The application form states when and of which person(s) you must
enclose the employer's declaration with your application.

*Please note! The IND may check the correctness of your enclosed wage, work and
benefit details with another government agency (for example the Netherlands
Employees Insurance Agency or the Tax and Customs Administration).*

1 Details of employee

1.1	V-number (if known)	<table border="0" style="margin: 0 auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>																				
		Surname as stated in the passport																				
1.2	Name																					
		First names																				
1.3	Sex and Date of birth	<div style="font-size: x-small; margin-bottom: 5px;">> Please tick the applicable situation</div> <input type="checkbox"/> Male <input type="checkbox"/> Female																				
		Day Month Year																				
		<table border="0" style="margin: 0 auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>																				
1.4	Place of birth																					
1.5	Country of birth																					
1.6	Nationality																					
1.7	Home address	<div style="font-size: x-small; margin-bottom: 5px;">Street Number</div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="font-size: x-small; margin-bottom: 5px;">Postcode Town</div> <div style="border-bottom: 1px solid black; text-align: center;"> <table border="0" style="margin: 0 auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> </div>																				

2 Details of company/institution

2.1	Name company/institution																					
2.2	Withholding tax number	<table border="0" style="margin: 0 auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>																				
		Street Number																				
2.3	Visiting address	<div style="font-size: x-small; margin-bottom: 5px;">Postcode Town</div> <div style="border-bottom: 1px solid black; text-align: center;"> <table border="0" style="margin: 0 auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> </div>																				

3 Employment details

3.1 Position of employee _____

3.2 Date of employment
 Day Month Year

 > Please tick the applicable situation

3.3 Nature of the employment
 Fixed employment On-call contract Ongoing temporary work

 > Please tick the applicable situation

3.4 Employment period
 Indefinite period Definite employment > Enter the period (from (date), to (date) below
 Day Month Year Day Month Year

 > Please tick the applicable situation

3.5 Is there a provision for continued payment of wage during the term of the contract if there is no work?
 No Yes

3.6 Is there a trial period?
 No Yes, until Day Month Year

3.7 Working hours per week
 Hours per week by contract Hours per week actually

3.8 Gross salary (excluding holiday allowance)
 Per month, or Per 4 weeks € _____
 All amounts rounded to the nearest full euro

3.9 Wage for social security purposes (excluding holiday allowance)
 Per month, or Per 4 weeks € _____
 All amounts rounded to the nearest full euro

3.10 Net salary (excluding holiday allowance)
 Per month, or Per 4 weeks € _____
 All amounts rounded to the nearest full euro

3.11 Holiday allowance
 _____ %

> You only have to complete 3.12 for the International Trade Regulation

3.12 Period of residence in the Netherlands (maximum of 3 years)
 From Day Month Year _____ (= date of entry)
 To Day Month Year _____

4 Signing by employer

I declare that the above employee is employed by the above company/institution.
 I have completed this form truthfully.

4.1 Name _____

4.2 Position _____

4.3 Telephone number

4.4 Place and date
 Place Day Month Year

 Signature Stamp

4.5 Signature and stamp of company/institution



Do not enclose this appendix with the form!

Appendix

Submitting and paying for the application by the sponsor

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 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. Please provide color copies of official (foreign) documents and your passport. 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 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 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.

Personal Data Protection Act

Under the Personal Data Protection Act, the IND is obliged to inform you that the IND is the organisation that processes the data of your request or application. The IND does so in order to handle your request or application. You can ask any questions about this data processing by sending a letter to the IND, Postbus 17, 9560 AA Ter Apel. You can also ask for an overview of the data processed about you. Following this request, you can ask for your personal details to be changed, deleted or protected.



Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately.
(Direct debit is not available for private persons, non-recognised sponsors and 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

1 Details of collecting officer

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

2 Details of company/organisation

2.1	Name company/organisation	
2.2	Registration number Chamber of Commerce	
2.3	Name of the contact person or authorised representative	
2.4	Postal address	Street Number Postcode Town
2.5	Telephone number	
2.6	E-mail	

3 Bank details of the account from which the fees are debited

The IND only accepts authorisations for Dutch bank account numbers.

3.1	Name	
3.2	Postal address	Street Number Postcode Town
3.3	IBAN-number	
3.4	BIC-number	

4 Details of the foreign national

4.1 Name

Surname as stated in the passport

First names

4.2 Date of birth

Day Month Year

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5 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.

5.1 Name

5.2 Place and date

Place

Day Month Year

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Signature account holder

Stamp (optional)

5.3 Signature account holder (by a person authorised for this purpose) and company/organisation stamp

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.



This appendix is only available in Dutch

Bijlage

Gegevens (over noodzaak) lerend werken in het kader van arbeid (praktikant)

1 Gegevens van de vreemdeling

1.1 Burgerservicenummer (indien bekend)

1.2 V-nummer (indien bekend)

1.3 Naam
Achternaam (zoals in het paspoort)
Voornamen

1.4 Geslacht en geboortedatum
 Man Vrouw > *Kruis aan wat van toepassing is* Dag Maand Jaar

1.5 Nationaliteit

1.6 Paspoortnummer

1.7 (Voor)opleiding

2 Gegevens huidige werkgever van de vreemdeling

2.1 Is de vreemdeling in dienst bij een buitenlandse werkgever
 Ja, sinds Dag Maand Jaar Nee

2.2 Is er een overeenkomst tussen het Nederlandse en buitenlandse bedrijf
 Ja Nee > *Kopie overeenkomst of toelichting bijvoegen*
Toelichting

2.3 Neemt de vreemdeling een reguliere arbeidsplaats in bij het Nederlandse bedrijf
 Ja Nee
Toelichting

2.4 Zal de vreemdeling na terugkeer weer bij de buitenlandse werkgever in dienst komen
 Ja Nee
Toelichting

- 2.5 Is het leertraject van belang voor de bedrijfsontwikkeling van de buitenlandse onderneming Ja Nee > *Kopie van het in tijd gefaseerd leerplan bijvoegen*
 Toelichting

- 2.6 Aantal praktikanten dat gelijktijdig tewerkgesteld wordt (Maximaal 10% van het vaste personeelsbestand)
- 2.7 Wat is nu het aantal personeelsleden in vaste dienst

3 Ondertekening

Ik heb deze bijlage naar waarheid ingevuld

- 3.1 Naam _____
- 3.2 Functie _____
- 3.3 Plaats en datum
 Plaats _____ Dag _____ Maand _____ Jaar _____
 Handtekening _____ Stempel _____
- 3.4 Handtekening en stempel werkgever _____



This appendix is only available in Dutch

Bijlage

Gegevens (over noodzaak) van lerend werken in het kader van studie (stagiair)

1 Gegevens van de vreemdeling

1.1	Burgerservicenummer (indien bekend)	
1.2	V-nummer (indien bekend)	
1.3	Naam	Achternaam (zoals in het paspoort) Voornamen
1.4	Geslacht en geboortedatum	<input type="checkbox"/> Man <input type="checkbox"/> Vrouw > Kruis aan wat van toepassing is Dag Maand Jaar
1.5	Nationaliteit	
1.6	Geboorteplaats	
1.7	Geboorteland	
1.8	Paspoortnummer	
1.9	(Voor)opleiding	

2 Gegevens huidige opleiding van de vreemdeling

2.1	Naam onderwijsinstelling	
2.2	Adres onderwijsinstelling	Straat Nummer Postcode Plaats
2.3	Website onderwijsinstelling	
2.4	Naam opleiding(srichting)	
2.5	Totale duur van de opleiding (in jaren)	
2.6	In welk studiejaar zit de vreemdeling	 Vanuit de opleiding Op de stageplaats
2.7	Naam stagebegeleider	

> *Kruis aan en vul in wat van toepassing is*

- 2.8 Niveau van de opleiding naar Nederlandse maatstaven LBO MBO HBO Universitair Anders: _____
- 2.9 Is de stage noodzakelijk voor het voltooien van de opleiding Ja Nee > *Verklaring onderwijsinstelling bijvoegen waaruit blijkt dat stage noodzakelijk is*
Toelichting
|_____

- 2.10 Zijn de leerdoelen van de stage in overeenstemming met het niveau van de opleiding Ja Nee > *Een in tijd gefaseerd stageplan bijvoegen*
Toelichting
|_____

- 2.11 Aantal vreemdelingen met een gecombineerde vergunning of met twv dat gelijktijdig stage loopt _____ (Maximaal 10% van het vaste personeelsbestand)
Afgerond in hele euro's
- 2.12 Stagevergoeding per maand € _____ (Minimaal 50% van het wettelijk minimum(jeugd)loon)
> *Kopie van een door stagiair en stagebieder getekende stageovereenkomst met vermelding van de stagevergoeding bijvoegen*

3 Ondertekening

Ik heb deze bijlage naar waarheid ingevuld

- 3.1 Naam |_____
- 3.2 Functie |_____
Plaats Dag Maand Jaar
- 3.3 Plaats en datum |_____
Handtekening Stempel
- 3.4 Handtekening en stempel werkgever |_____