



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 is 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. Do not submit an application if the residence permit is still valid for more than 3 months. The IND will disregard an application which is submitted earlier than 3 months before the expiration date of the residence permit.

2 Details of the employer

2.1	Company name	<input style="width: 90%; border: none; border-bottom: 1px solid black;" type="text"/>
2.2	Name of contact person	<input style="width: 90%; border: none; border-bottom: 1px solid black;" type="text"/>
2.3	Telephone number	<input style="width: 90%; border: none; border-bottom: 1px solid black; text-align: center;" type="text"/>
2.4	E-mail	<input style="width: 90%; border: none; border-bottom: 1px solid black;" type="text"/>
2.5	Chamber of Commerce number	<input style="width: 90%; border: none; border-bottom: 1px solid black; text-align: center;" type="text"/>

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 _____

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; height: 20px;"></td> <td style="width: 5%; text-align: center; font-size: 8px;">Day</td> <td style="width: 5%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center; font-size: 8px;">Month</td> <td style="width: 5%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center; font-size: 8px;">Year</td> <td style="width: 5%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 5%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 5%; border-bottom: 1px solid black; height: 20px;"></td> <td style="width: 5%; border-bottom: 1px solid black; height: 20px;"></td> </tr> </table>		Day		Month		Year				
	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)".

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



This certificate only needs to be completed if the foreign national is 12 years of age or older. Please note! Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.

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

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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. You have to make an online appointment via 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 go the Immigration and Naturalisation Service (IND) desk within 2 weeks after receiving a confirmation letter in order to have his/her fingerprints and passport photo taken. Please check www.ind.nl to make an online appointment. There, you will also find addresses and opening hours of the IND desks. If the application form notes that the foreign national will collect the residence permit at an expat centre, then he/she can also have a passport photograph and his/her fingerprints taken there. Please check www.ind.nl for how to make an online appointment. There, you will also find addresses and opening hours of the IND desks. The addresses and opening hours of the Expat Centres can be found at www.ind.nl.
- The foreign national must submit the application immediately at the counter. A passport photo and the fingerprints will be taken at the counter. The foreign national will also be required to sign the document. Submitting an application to an Immigration and Naturalisation Service (IND) counter is by appointment only. Information about making appointments can be found on the website www.ind.nl.

Application for extension of a residence permit, a permanent residence permit or an application for renewal or replacement of a residence document

- The foreign national or sponsor submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. You will have to make an online appointment first. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl.

N.B. From 1 March 2014, if the foreign national (e.g. in the context of a previous application) has had biometric features (10 fingerprints and a passport photo) taken, the foreign national does not need to provide these details (at an IND desk) again. This does not apply if the foreign national has reached the age of 6, 12 or 18 in the intervening period. The IND could invite the foreign national for gaining biometric details again, if the previously used passport photo is an insufficient similarity of the foreign national or if the photo and/or fingerprints taken previously are of an insufficiently high quality.

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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 Temporary contract 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

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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 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**

Appendix

Submitting and paying for the application by the sponsor

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.

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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

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 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
3.2	Date of birth	
		Day
		Month
		Year

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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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

Verwerking van persoonsgegevens

De Immigratie- en Naturalisatiedienst (IND) verwerkt persoonsgegevens tijdens de behandeling van uw aanvraag, melding of verzoek. Dit betekent dat de IND gegevens opvraagt bij uzelf en bij andere organisaties of personen als dat nodig is. Ook gebruikt en bewaart de IND gegevens en geeft deze door aan andere organisaties. De IND houdt zich daarbij aan de regels die in de privacywetgeving staan. Zo moet de IND zorgvuldig en veilig met gegevens omgaan. De wet geeft ook rechten. Als u dat vraagt, mag u bijvoorbeeld zien welke gegevens de IND over u verwerkt. Ook kunt u informatie krijgen over waarom de IND deze gegevens verwerkt en aan wie deze zijn doorgegeven. Op www.ind.nl leest u hoe de IND met uw gegevens omgaat en welke rechten u hebt. Ook leest u hoe u gebruik kunt maken van uw rechten.



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

2 Gegevens huidige opleiding van de vreemdeling

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

> *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 |

- 3.3 Plaats en datum
Plaats _____ Dag _____ Maand _____ Jaar _____
Handtekening _____ Stempel _____
- 3.4 Handtekening en stempel werkgever |

Verwerking van persoonsgegevens

De Immigratie- en Naturalisatiedienst (IND) verwerkt persoonsgegevens tijdens de behandeling van uw aanvraag, melding of verzoek. Dit betekent dat de IND gegevens opvraagt bij uzelf en bij andere organisaties of personen als dat nodig is. Ook gebruikt en bewaart de IND gegevens en geeft deze door aan andere organisaties. De IND houdt zich daarbij aan de regels die in de privacywetgeving staan. Zo moet de IND zorgvuldig en veilig met gegevens omgaan. De wet geeft ook rechten. Als u dat vraagt, mag u bijvoorbeeld zien welke gegevens de IND over u verwerkt. Ook kunt u informatie krijgen over waarom de IND deze gegevens verwerkt en aan wie deze zijn doorgegeven. Op www.ind.nl leest u hoe de IND met uw gegevens omgaat en welke rechten u hebt. Ook leest u hoe u gebruik kunt maken van uw rechten.