



It is also possible to submit and manage this application online. Start the online application on [www.ind.nl/en](http://www.ind.nl/en). Choose the button 'Login Business Portal' and login with eHerkenning.

## Application for the purpose of residence of 'highly skilled migrant' (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. It concerns an application for the following procedure:

- Procedure for Entry and Residence: the highly skilled migrant still resides abroad and is obliged to apply for a regular provisional residence permit;
- Procedure for a regular residence permit: the highly skilled migrant 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; or
- Changing the residence permit (together with extending the validity of the residence permit): the highly skilled migrant already has a residence permit and wants to change his residence permit to the purpose of residence of 'highly skilled migrant'.

*Make sure that the application is received by the IND before the residence permit for the highly skilled migrant expires. This is important to prevent the highly skilled migrant encountering a residence gap. A residence gap is an interruption in the residence. This has consequences for any subsequent procedures, such as an application for a permanent residence permit or an application for naturalisation. 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.*

#### Intra-corporate transfer

Are you submitting an application for the purpose of stay 'work as a highly skilled migrant', but does the highly skilled migrant fall within the scope of the directive Intra Corporate Transferees 2014/66/EU? The IND then checks the application against the conditions of the directive. If the highly skilled migrant meets these conditions, he will automatically get a residence permit for the purpose of stay 'Intra-corporate transfer'. If the highly skilled migrant does fall within the scope of the ICT directive, but does not meet all the conditions of ICT directive, he cannot still get a residence permit for the purpose of residence 'work as a highly skilled migrant'. Nationals of Japan, the United States of America or Turkey falling under the scope of the ICT directive, can qualify for the residence permit as a highly skilled migrant, if the transfer is based on a friendship or trade treaty, or an appeal to a standstill provision.

Do you wish to learn more about the directive ICT and the purpose of residence 'Intra-corporate transfer'? Please then visit [www.ind.nl](http://www.ind.nl).

### 2 Details of the recognised sponsor

2.1	Company name	<input type="text"/>								
2.2	IND client number	<input type="text" value="K 1-"/>								
2.3	Name of contact person	<input type="text"/>								
2.4	Correspondence address	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"><input type="text"/></td> <td style="width: 20%;"><input type="text"/></td> </tr> <tr> <td style="font-size: small;">Street</td> <td style="font-size: small;">Number</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="font-size: small;">Postcode</td> <td style="font-size: small;">Town</td> </tr> </table>	<input type="text"/>	<input type="text"/>	Street	Number	<input type="text"/>	<input type="text"/>	Postcode	Town
<input type="text"/>	<input type="text"/>									
Street	Number									
<input type="text"/>	<input type="text"/>									
Postcode	Town									
2.5	Telephone number of contact person	<input type="text"/>								
2.6	E-mail of contact person	<input type="text"/>								
2.7	Chamber of Commerce number	<input type="text"/>								

### 3 Details of the authorised representative (if applicable)

3.1 Company name

3.2 Name of contact person

3.3 Correspondence address

Street  Number

Postcode  Town

3.4 Telephone number of contact person

3.5 E-mail of contact person

### 4 Details of the highly skilled migrant

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  Male  Female

4.4 Sex and Date of birth

Day  Month  Year

4.5 Place of birth

4.6 Country of birth

4.7 Nationality

> Please tick the applicable situation  unmarried  married  registered partnership  divorced  widow/widower

4.8 Civil status

Number  Country

4.9 Details passport

Valid from (date)  to (date)

Street  Number

4.10 Address outside the Netherlands, or, if the highly skilled migrant already resides in the Netherlands, the address in the Netherlands

Postcode  Town

Country

4.11 Telephone number

4.12 E-mail

> Please tick the applicable situation  highly skilled migrant 30 years of age or older (396/397);\*  highly skilled migrant under 30 years of age (396/397);\*  highly skilled migrant subsequent to graduation or after orientation year for highly educated persons (396);\*  scientific researcher (396/397);  guest lecturer (396/397); of  trainee doctor (396/397).

4.13 It concerns a  highly skilled migrant 30 years of age or older (396/397);\*  highly skilled migrant under 30 years of age (396/397);\*  highly skilled migrant subsequent to graduation or after orientation year for highly educated persons (396);\*  scientific researcher (396/397);  guest lecturer (396/397); of  trainee doctor (396/397).

# Application

for the purpose of residence of 'highly skilled migrant' (recognised sponsor)  
Immigration and Naturalisation Service  
Ministry of Justice and Security

4.14.1 \* Position of the highly skilled migrant | \_\_\_\_\_

4.14.2 Gross monthly salary highly skilled migrant (Excluding vacation pay) € | \_\_\_\_\_

4.14.3 UFO code (if applicable) | \_\_\_\_\_

## 5 Statement on conditions

&gt; Please tick

I state the following:

- By completing this form, the company/institution will present itself as sponsor for the above highly skilled migrant, as referred to in Article 2a of the Aliens Act.  Yes  No
- The highly skilled migrant meets the income requirement\*, the income is competitive and the income has to be transferred to a bank account of the highly skilled migrant which is assigned for scriptural payment. \* See [www.ind.nl](http://www.ind.nl) for the most recent standard income amounts.  Yes  No
- The highly skilled migrant has filled out and signed the antecedents certificate.  Yes  No
- In the antecedents certificate the highly skilled migrant has stated that he or she has no antecedents.  Yes  No
  - > If the antecedents certificate is not signed and / or if the highly skilled migrant has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.  Yes  No
- The highly skilled migrant has his principal residence in the Netherlands or will establish his principal residence in the Netherlands.  Yes  No
- The highly skilled migrant does not fall within the scope of the directive Intra-corporate transferees (ICT). (Please also check **Intra-corporate transfer** on page 1). For nationals of Japan, the United States of America or Turkey, choose not applicable (n.a.), if the transfer is based on a friendship or trade treaty, or an appeal to a standstill provision.  Yes  No  N.a.
- The highly skilled migrant 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  N.a.

## 6 Term of employment contract

The sponsor has an employment contract, statement on a transfer within a group of companies, hosting agreement or appointment decision with the highly skilled migrant showing that the latter will perform labour for the duration of:

> Please tick the applicable situation and fill in

Temporary employment contract > From \_\_\_\_\_

Day      Month      Year

> Until \_\_\_\_\_

Day      Month      Year

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A permanent employment contract > From \_\_\_\_\_

Day      Month      Year

## 7 Entry date (if a regular provisional residence permit is required)

The entry date will be the start date of the residence permit. If the entry date is unknown the residence permit starts the day after issuing the regular provisional residence permit. Please note! Issuing of the residence document may take longer if no entry date has been provided.

> Please tick the applicable situation and fill in

Entry date \_\_\_\_\_  Entry date unknown

Day      Month      Year

## 8 Place of collection of regular provisional residence permit

(if a regular provisional residence permit is required)

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 highly skilled migrant will collect the residence permit

> Please tick the applicable situation

- Amsterdam     Den Bosch     Eindhoven     Den Haag  
 Rotterdam     Utrecht     Zwolle

The highly skilled migrant can also collect his residence permit at an Expatcenter  
(NB. Some Expatcenters charge a fee for this service. To collect the residence permit you must make an appointment)

- Amsterdam     Den Haag     Eindhoven     Enschede  
 Groningen     Rotterdam     Utrecht     Wageningen

## 10 Signing by the recognised sponsor

10.1 Name

\_\_\_\_\_

10.2 Place and date

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 highly skilled migrant'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 highly skilled migrant 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 highly skilled migrant 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 highly skilled migrant. 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.



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:

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### 2 Signing (by the foreign national)

I have completed this form truthfully.

2.1	Name																						
2.2	Date of birth and V-number	Day	Month	Year	V-number																		
2.3	Place and date	Place						Day	Month	Year													
2.4	Signature																						

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Do not enclose this appendix with the form!

## Appendix

### 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.

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](http://www.ind.nl).

#### **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](http://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](http://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](http://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](http://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 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. 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](http://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.

**Processing of personal data**

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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](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**

## 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](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.

#### Processing of personal data

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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 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

3.1 Name Surname as stated in the passport

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

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