



## Application for the purpose of residence of 'paid employment - regular' (sponsor)

*Read the explanation before you start to fill out the form.*

### **For whom is this form intended?**

You can use this form if you are the sponsor of an employee for whom you want to apply for a residence permit based on employment and for paid employment a combined permit for residence and work is not required. If a combined permit for residence and work is required, then you should use a different application form. You will find further information about this on the Immigration and Naturalisation Service (IND)'s website. The sponsor is the employee's employer.

You can use this form in order to submit, on behalf of the employee, an application for a residence permit for one of the following purposes of residence:

- Paid employment;
- International trade regulation;
- Work experience within the framework of an EU action programme;
- Cross-border service provision;
- (taking leave after, waiting for, or recovering from) Paid employment on board a Dutch seagoing vessel or mining installation on a continental plate; or
- Paid employment as non-privileged soldier or as non-privileged civilian personnel.

Do you want to have the employee carry out temporary employment (seasonal labour or work experience general)? In that case, you should use the form 'Application for a combined permit for residence and work (Single Permit) (sponsor)'. Only available in Dutch.

### **How do you fill out this form?**

This form comprises different appendices. Which appendices you need to fill out depends on the situation of the employee. Only submit the application once you have completed filling out this form, signed and you have gathered together all the requested documents and evidence. If the application is incomplete, the IND will be unable to assess your application properly.

### **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.

### **Would you like more information?**

Then visit the IND website at [www.ind.nl](http://www.ind.nl). You can also contact the IND by telephone via 088 043 04 30 (normal charges apply). From abroad you can call +31 88 043 04 30.

## 1 What is the situation of the foreign national

> Please tick the applicable situation and follow the instructions

### 1. The foreign national has a valid residence permit in the Netherlands and you want to change the residence permit (as well as renewing the period of validity of the residence permit) to a different purpose of residence.

- You want to submit an application for changing the purpose of residence of your residence permit.  
> Proceed to 3 'Tuberculosis'

### 2. The foreign national is in the Netherlands or resides abroad and wants a residence permit and the foreign national is a national of Australia, Canada, Japan, New Zealand, the United States of America, South Korea, Monaco, Vatican City, the EU/EEA countries or Switzerland.

- You want to submit an application for a regular residence permit.  
> Proceed to 3 'Tuberculosis'

### 3. The foreign national resides abroad and his nationality is one for which a regular provisional residence permit (mvv) is required (a nationality other than the nationalities mentioned under 2).

*A regular provisional residence permit is a visa with which the foreign national can enter the Netherlands for a stay of longer than 90 days. After entry in the Netherlands with a valid regular provisional residence permit, the foreign national can obtain a residence permit.*

- You want to submit an application for a regular provisional residence permit and a residence permit (a procedure for 'entry and residence')  
> Proceed to 2 'Place of collection of regular provisional residence permit and date of entry'

### 4. The foreign national resides in the Netherlands and you want to submit an application. The nationality of the foreign national is one whereby you will need a Regular Provisional Residence Permit (MVV) (a nationality other than the nationalities mentioned under 2). The foreign national usually need a Regular Provisional Residence Permit (MVV) in order to apply for residence in the Netherlands. In exceptional circumstances mentioned in the appendix 'Exemption from requirement for Regular Provisional Permit, this is not necessary. Follow the instructions below if you think that one of the exceptional circumstances apply to the foreign national.

- You want to submit an application for a residence permit (without a regular provisional residence permit).

> Go to the appendix 'Exemption from the requirement to apply for a regular provisional residence permit' and see which exceptions there are to the requirement to apply for a regular provisional residence permit. Please indicate below which situation applies. You can only tick one situation.

The foreign national is applying for an exemption from the requirement to apply for a regular provisional residence permit because:

- the residence permit of the foreign national has expired;  
 the foreign national cannot apply for a regular provisional residence permit in the country of origin due to health reasons;  
 the foreign national is residing as a family member with someone who had a privileged status;  
 the foreign national worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer;  
 the foreign national has Turkish nationality and worked legally in the Netherlands during the past year;  
 the foreign national is an (ex-)family member of an employee having Turkish nationality and the foreign national lived together with this employee;  
 the foreign national has Turkish nationality and wants to perform work as a self-employed person in the Netherlands;  
 the foreign national is a victim of or witness reporting human trafficking;  
 the foreign national has a residence permit for EU long-term residence or is a family member of someone with a EU long-term residence;  
 the foreign national qualifies for a residence permit as a border-crossing service provider  
 the foreign national is unable to depart from the Netherlands because this is contrary to Article 8 of the ECHR;  
 the foreign national resided in another member state for eighteen months as a holder of a European blue card or a family member of a holder of a European Blue Card (submit evidence); or  
 other, you cannot use this form. The foreign national must submit an application to the IND Desk him/herself.

> Proceed to 3 'Tuberculosis'

## 2 Place of collection of regular provisional residence permit and date of entry

2.1 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.

NB! *The foreign national must collect the regular provisional residence permit from the Embassy or Consulate where he sat the civic integration examination abroad. The foreign national can travel to the Netherlands with this regular provisional residence permit.*

2.2 Expected date of entry of the foreign national

NB! *Indicate the date on which the foreign national expects to enter the Netherlands. This date will be held to be the commencement date of the residence permit. If you do not fill in a date here, then the IND will use as commencement date of the residence permit the day after that on which the foreign national collected the regular provisional residence permit.*

Place

\_\_\_\_\_

Country

\_\_\_\_\_

Day      Month      Year

\_\_\_\_\_

## 3 Tuberculosis

You want to apply for a residence permit in the Netherlands on behalf of a foreign national.

The foreign national may need to undergo an examination and treatment for tuberculosis (TB).

This depends on the situation.

> Please tick the applicable situation

- The foreign national does not need to undergo a TB test because he has a valid residence permit in the Netherlands.  
 The foreign national does not need to undergo a TB test because he was born in the Netherlands and he has not changed the location of his principal place of residence since birth.  
 The foreign national does not need to undergo a TB test because he is a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.

The foreign national has a different nationality and:

- has already undergone a TB test in the Netherlands. Enclose an original and recent 'TB test referral form' with the application. This form is the proof that the foreign national has undergone a TB test in the Netherlands. This form may not be more than 6 months old; or  
 has not yet undergone a TB test in the Netherlands. Then you should complete the 'Declaration of intent to undergo a TB test' appendix and send this together with the application. The foreign national must sign this appendix him/herself.

If the foreign national is in the Netherlands, then an appointment should be made for the test with the Municipal Health Service (GGD) in the area where he/she lives or will be living (for further information visit the website [www.ggd.nl](http://www.ggd.nl)). Take the appendix 'TB test referral form' with you to the Municipal Health Service (GGD). The Municipal Health Service (GGD) will then send the form to the IND.

# Application

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

## 4 Means of evidence

### Requirements of foreign means of evidence

You must gather together the means of evidence before submitting your application. You may be required to submit foreign means of evidence together with this application, for example a foreign marriage certificate. Your personal situation and the purpose of residence determine which foreign means of evidence you will need to include.

### Language

All foreign means of evidence must be compiled in Dutch, English, French or German. Is this not the case? Then you must have the means of evidence translated by a translator who has been sworn in by a District Court. Submit (a copy of) the translation and (a copy of) the means of evidence together with the application form. If you have the means of evidence translated in a foreign country and therefore not by a translator who has been sworn in by a District Court, then you are required to have the translation legalised or to have an apostille stamp provided by the competent authorities in the country of issue.

### Official means of evidence

Official foreign means of evidence must be issued and legalised by the competent authorities of the country that issued the means of evidence. In some countries the document must then also be legalised by the Dutch embassy or the Dutch consulate in the country in question. In 'apostille countries' an apostille, issued by the competent local authorities, is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign means of evidence include, for example, birth certificates and marriage certificates. Having these means of evidence legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in the country of origin. For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can telephone the 'Public Information Service', telephone number 1400. You can also visit the website [www.rijksoverheid.nl](http://www.rijksoverheid.nl).

### Choose the purpose of residence

You can only choose one purpose of residence. If you choose more than one purpose then (possibly) your application will be no longer valid. If you are in doubt about the purpose of residence then contact the IND. Do not submit your application if you are not sure whether you and the foreign national comply with the conditions. Visit the website [www.ind.nl](http://www.ind.nl) for more information about your purpose of residence.

#### Paid employment (370)

Please enclose the following means of evidence with the application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the employment contract showing that the foreign national will be carrying out paid employment; and

#### International Trade Regulation (425)

- the completed and signed appendix 'Declaration by sponsor (employment)';
- the decision of the Employee Insurance Agency showing that you have been admitted to the International Trade Regulation;
- means of evidence showing that the foreign national is registered with the Employee Insurance Agency.

#### Work experience within the framework of an EU action programme (643)

Please enclose the following means of evidence with the application:

- the completed and signed appendix 'Declaration by sponsor (employment)';

*In case of work experience for study purposes (trainee):*

- a statement of the educational institution that the traineeship will take place within the framework of an EU action programme;
- a scholarship statement;
- the completed and signed appendix 'Gegevens (over noodzaak) van lerend werken in het kader van studie (stagiair)' (*only available in Dutch*), completed with a trainee agreement.

*In case of work experience for employment purposes (apprentice):*

- means of evidence showing that the employment will take place within the framework of an EU action programme.
- a scholarship statement;
- the appendix 'Gegevens (over noodzaak) van lerend werken in het kader van arbeid (praktikant)' (*only available in Dutch*), completed and signed by the employer, completed with a trainee agreement and a return statement.

#### Paid employment as non-privileged soldier or as non-privileged civilian personnel (460)

Please enclose the following means of evidence with the application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- a military identity document issued by the country posting the foreign national; and
- a Travel Order or comparable document.

#### Paid employment on a Dutch seagoing vessel (372)

Please enclose the following means of evidence with the application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the foreign national's employment contract; and
- means of evidence of his/her employment history, showing that the foreign national has worked for at least 7 years on board a Dutch seagoing vessel or a mining installation on a continental shelf. Examples of these means of evidence include a copy of his/her seaman's book or an employment

contract. Is there a break in the employment history of the foreign national? Then you must submit means of evidence showing the duration and reason for this break. Did the foreign national receive benefit payments during this period? Submit means of evidence of this as well;

- an employer's declaration.

#### Waiting for recovery from illness and resumption of paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (381)

Please enclose the following means of evidence with the application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the foreign national's employment contract;
- a decision of benefits to be awarded by the benefits agency showing that the foreign national will receive benefits on grounds of the Sickness Benefits Act (ZW).
- specification of benefits received/benefits slip showing the level of the benefits.

#### Looking for paid employment on board a Dutch seagoing vessel or mining installation on a continental shelf (382)

Please enclose the following means of evidence with the application:

- means of evidence of his/her employment history, showing that the foreign national has worked for at least 7 years on board a Dutch seagoing vessel or a mining installation on a continental shelf. Examples of these means of evidence include a copy of his/her seaman's book or an employment contract. Is there a break in the employment history of the foreign national? Then you must submit means of evidence showing the duration and reason for this break. Did the foreign national receive benefit payments during this period? Submit means of evidence of this as well
- a decision of benefits to be awarded by the benefits agency showing that the foreign national will receive benefits on grounds of the Unemployment Insurance Act (WW); and
- specification of benefits received/benefits slip showing the level of the benefits.

#### Paid employment in a mining installation on a continental shelf (383)

Please enclose the following means of evidence with the application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the foreign national's employment contract; and
- an employer's declaration.

**Cross-border service provision (500)**

Choose this option if the foreign national does not have an EU/EEA nationality, but does live and work in an EU/EEA country and will be carrying out temporary services under assignment from an employer in the Netherlands.

Please enclose the following means of evidence with the application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the residence permit of the foreign national and of his/her work permit showing that the foreign national has a right of residence in the country of his/her employer and that the foreign national is allowed to perform work there as an employee of his/her employer.
- a copy of the employment contract with the employer for whom the foreign national will be providing services in the Netherlands temporarily.

*Please note! A notification at the Employee Insurance Agency (UWV) is also required for cross-border service provision. This must be arranged with the Employee Insurance Agency (UWV) by the receiving employer/sponsor in the Netherlands. The IND checks with the Employee Insurance Agency (UWV) whether the notification is present.*

**Labour on grounds of a Headquarters Agreement (509)**

Please enclose with the application a declaration from the Ministry of Foreign Affairs showing that the foreign national falls under the scope of the Headquarters Agreement between the International Criminal Court and the Host Country or that the foreign national falls under the scope of the letter of 21 December 2007 from the Permanent Representative of the Kingdom of the Netherlands and the United Nations concerning the Seat of the Special Tribunal for Lebanon.

## 5 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.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

## 6 Details of the sponsor

WRITE IN BLOCK LETTERS

6.1 Company name

6.2 Name of contact person

6.3 Correspondence address

Street  Number

Postcode  Town

6.4 Telephone number

6.5 E-mail

6.6 Chamber of Commerce number

## 7 Details of the foreign national

WRITE IN BLOCK LETTERS

7.1 Name

Surname as stated in the passport

First names

> Please tick the applicable situation

7.2 Sex and Date of birth  Male  Female

Day  Month  Year

7.3 Place of birth

7.4 Country of birth

7.5 Nationality

> Please tick the applicable situation

7.6 Civil status  unmarried  married  registered partnership  divorced  widow/widower

# Application

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

|     |                  |          |        |
|-----|------------------|----------|--------|
| 7.7 | Home address     | Street   | Number |
|     |                  | Postcode | Town   |
|     |                  | Country  |        |
| 7.8 | Telephone number |          |        |
| 7.9 | E-mail           |          |        |

## 8 Identification

Enclose a copy of the foreign national's passport with your application. Make copies of all the pages with travel stamps as well. It is unnecessary to copy any empty pages.

## 9 Signing

Signing this form will bring you rights and obligations. If you do not know what these rights and obligations are, then visit the website [www.ind.nl](http://www.ind.nl).

I declare I have completed this form truthfully. I know that the personal details supplied will be processed in connection with the Aliens Act 2000 and will be passed on to authorities that need these personal details for that purpose. I will pass on any changes to my situation which will affect the right of residence of the foreign national, without delay to the IND. I am aware that if I do not do this, it may affect my position as sponsor or the position of right of residence of the foreign national. I know that I may incur an administrative fine. I know what my rights and obligations are.

I have enclosed the signed appendix 'Declaration by sponsor (employment)'.

I submit this form and \_\_\_\_\_ (number) of appendices/documents in evidence.

|     |                |       |     |       |      |
|-----|----------------|-------|-----|-------|------|
| 9.1 | Name           |       |     |       |      |
| 9.2 | Place and date | Place | Day | Month | Year |
| 9.3 | Signature      |       |     |       |      |

## 10 Submitting the application and payment

You have gathered together 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. 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                  |       |       |      |          |  |  |     |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |

#### Processing of personal data

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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.

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## Appendix Declaration of intent to undergo a TB test

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

### 1 Details of foreign national to be tested (the applicant)

|      |  |  |
|------|--|--|
| 1.1  | Application for a permit for the purpose of work, wealthy foreign national, learning while working or study? | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 1.2  | V-number (if known)  | <input type="text"/>   |
| 1.3  | Name   | <input type="text"/><br>Surname as stated in the passport<br><input type="text"/><br>First names   |
| 1.4  | Sex and Date of birth  | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year  |
| 1.5  | Place of birth   | <input type="text"/>   |
| 1.6  | Country of birth   | <input type="text"/>   |
| 1.7  | Nationality  | <input type="text"/>   |
| 1.8  | Home address   | <input type="text"/><br>Street <input type="text"/> Number<br><input type="text"/><br>Postcode <input type="text"/> Town   |
| 1.9  | Civil status   | <input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower<br>Number <input type="text"/> Country <input type="text"/> |
| 1.10 | Details passport   | <input type="text"/><br>Valid from (date) <input type="text"/> to (date) <input type="text"/>  |

1.11.1 Do you have a spouse or (registered) partner?  No > Go to 2 'Signing'  
 Spouse > Please complete the requested details below  
 (Registered) partner > Please complete the requested details below

---

1.11.2 Name Surname as stated in the passport  
 |  
 First names  
 |  
 > Please tick the applicable situation

1.11.3 Sex  Male  Female

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1.11.4 Home address Street | Number  
 |  
 Postcode | Town  
 | | | | | | | | | |

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1.11.5 Nationality  
 |

## 2 Signing

I hereby declare that I am prepared to cooperate in a tuberculosis test and any treatment. I am aware of the fact that I must undergo a TB test within three months after the residence permit has been received. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1 Name of foreign national  
 |

---

2.2 Place and date Place Day Month Year  
 | | | | | | | | | |

---

2.3 Signature of foreign national  
 |

---

2.4 Name in case of legal representative  
 |

---

2.5 Place and date Place Day Month Year  
 | | | | | | | | | |

---

2.6 Signature of legal representative  
 |

### 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 TB test referral form

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

In order to undergo the TB test, you must make an appointment with the Municipal Health Service. For this appointment, you must complete the referral form as much as possible (part 1) and take it with you.

Please complete the referral form before you make an appointment with the Municipal Health Service. See also [www.ggd.nl](http://www.ggd.nl) for information about the Municipal Health Service. The completed form signed by the Municipal Health Service, showing that you underwent a TB test, must have been received by the IND from the Municipal Health Service within three months after having received your residence permit.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EC residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

### 1 Details of foreign national to be tested (the applicant)

The State Secretary for Justice and Security asks the director of the Municipal Health Service to test the below-mentioned person for tuberculosis (in the respiratory organs), as referred to in the Aliens Act Implementation Guidelines.

> *The foreign national (the applicant) completes this section (part 1)*

|     |                       |  |
|-----|-----------------------|--|
| 1.1 | V-number (if known)   | <div style="display: flex; justify-content: space-between;"> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> </div>   |
|     |                       | Surname as stated in the passport  |
| 1.2 | Name                  |  |
|     |                       | First names  |
|     |                       |  |
| 1.3 | Sex and Date of birth | <p style="font-size: 0.8em; margin: 0;">&gt; Please tick the applicable situation</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Male           <input type="checkbox"/> Female         </div> <div style="display: flex; gap: 10px;"> <div style="text-align: center;"> <p style="font-size: 0.8em; margin: 0;">Day</p> <div style="display: flex; justify-content: space-around; width: 40px;"> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> </div> </div> <div style="text-align: center;"> <p style="font-size: 0.8em; margin: 0;">Month</p> <div style="display: flex; justify-content: space-around; width: 40px;"> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> </div> </div> <div style="text-align: center;"> <p style="font-size: 0.8em; margin: 0;">Year</p> <div style="display: flex; justify-content: space-around; width: 80px;"> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> <span style="font-size: 0.8em;"> </span> </div> </div> </div> </div> |
| 1.4 | Place of birth        |  |
| 1.5 | Country of birth      |  |
| 1.6 | Nationality           |  |

1.7 Home address (in the Netherlands)  Street  Number   
 Postcode  Town

> Please tick the applicable situation

1.8 Civil status  unmarried  married  registered partnership  divorced  widow/widower

1.9 Details passport  Number  Country   
Valid from (date)  to (date)

1.10.1 Do you have a spouse or (registered) partner?  No > Go to 2 'Signing'  
 Spouse > Please complete the requested details below  
 (Registered) partner > Please complete the requested details below

1.10.2 Name Surname as stated in the passport   
First names

1.10.3 Sex  Male  Female

1.10.4 Home address  Street  Number   
 Postcode  Town

1.10.5 Nationality

## 2 Statement by physician from the Municipal Health Service

The undersigned, employed by the Municipal Health Service as a physician, states that he/she has, for the State Secretary for Justice and Security, tested the foreign national referred to in this form for tuberculosis (in the respiratory organs) under the below number.

> The physician from the Municipal Health Service completes this section (part 2)

2.1 Name of Municipal Health Service

2.2 Name of physician

2.3 Test number and date  Test number  Day  Month  Year

2.4 Place and date  Place  Day  Month  Year

2.5 Signature of physician

> The Municipal Health Service sends this completed and signed statement to the Immigration and Naturalisation Service. Use the address that applies to the situation of the foreign national.

2.6 Submit form Did the foreign national submit an application for the residence purpose of work, scientific researcher, highly skilled migrant, wealthy foreign national, work experience, seasonal labour or study?

Yes → **Immigratie-en Naturalisatiedienst  
Postbus 5, 9560 AA Ter Apel**

No → **Immigratie-en Naturalisatiedienst  
Postbus 17, 9560 AA Ter Apel**

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Do not enclose this appendix with the form!

Usually, you will need a Regular Provisional Residence Permit (MVV) in order to apply for residence in the Netherlands. You do not apply for a MVV in the Netherlands, but in your country of origin or in the country where you may reside for more than 90 days under a residence permit.

Sometimes, you do not require a regular provisional residence permit. These situations are mentioned and explained below. Please read all situations first. Then tick in the application form the situation that applies and enclose the requested documents with the application form.

#### **My residence permit has expired**

The validity of your residence permit is stated in your residence document. If you have been unable to extend the validity of your residence permit or to change the restriction in time, you must state the reason for this in a separate letter. Enclose this letter and as many pieces of evidence and documents as possible with your application in order to substantiate your story.

#### **For health reasons, I am unable to apply for a regular provisional residence permit in my country of origin**

If you are in the Netherlands and, for medical reasons, it is not wise for you to travel to your country of origin, you do not have to apply for a regular provisional residence permit. You have to prove this with certain pieces of evidence and documents. You must enclose all the means of evidence mentioned in the Appendix 'Explanation and means of evidence medical circumstances'. Read the appendix carefully and follow the instructions.

The IND asks the independent physician from the IND's Medical Advisors Office (Bureau Medische Advisering or BMA) for advice about your medical situation. If you do not submit all the requested details, then BMA cannot advise and the IND can not assess whether your medical situation is grounds for exemption from the MVV requirement.

#### **I am residing as a family member with someone who had a privileged status.**

My family member qualifies for a permanent residence permit him/herself. If you are residing as a family member with someone having a privileged status and you currently also have a privileged status yourself, you do not require a regular provisional residence permit. This only applies if you and the family member you are residing with have submitted an application for a permanent residence permit simultaneously. Staff members of a foreign diplomatic or consular post or an international treaty organisation have a privileged status, for example.

## Appendix

### Exemption from the obligation to apply for a regular provisional residence permit and special situations

#### **I have a valid residence permit issued in a Schengen member state**

You do not require a regular provisional residence permit if:

- you have a valid residence permit issued in a Schengen member state; and
- a recognised sponsor has applied for your residence permit; and
- you meet the requirements for the purpose of residence.

If your family members meet the requirements above, they also do not need a regular provisional residence permit.

*Schengen member states: 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.*

#### **I worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer**

If you can demonstrate that you worked on a Dutch seagoing vessel or on the continental shelf for 7 years or longer, you do not require a regular provisional residence permit. Please enclose the proof hereof with this application.

#### **I have Turkish nationality and worked legally in the Netherlands over the past year.**

If you have Turkish nationality and worked legally in the Netherlands over the past year, you do not require a regular provisional residence permit under an international convention. This convention only applies if you want to remain employed in the Netherlands and apply for a residence permit for this purpose.

#### **I am a (former) family member of an employee having Turkish nationality and lived together with this employee having Turkish nationality**

If, as a family member of an employee having Turkish nationality, you lived together with him legally in the Netherlands for three years, you do not require a regular provisional residence permit under an international convention.

#### **I have Turkish nationality and I want to perform work in the Netherlands as a self-employed person**

If you have Turkish nationality and you want to perform work in the Netherlands as a self-employed person, the requirement to apply for a regular provisional residence permit will not be enforced against you beforehand if, upon submitting your application for performing work as a self-employed person, you immediately submit a business plan and you appear to have sufficient personal experience and your profession or business has added value for the Dutch economy. If the handling of your application shows that you meet all substantive admission conditions for work as a self-employed person, you do not require a regular provisional residence permit under an international convention.

**I was born in the Netherlands, am 12 years of age or younger and did not move the location of my principal residence outside the Netherlands**

A child aged 12 or younger, born in the Netherlands and forming part of the family of the sponsor (who did not move the location of his principal residence outside the Netherlands either) does not require a regular provisional residence permit. The parent(s) must lawfully reside in the Netherlands.

**I qualify for a residence permit with the purpose of residence 'cross-border service provision'.**

You do not need a regular provisional residence if you qualify for this residence permit.

**I am a victim of or witness reporting human trafficking**

If you are a victim of or witness reporting human trafficking, you must report to the police. You may be entitled to a residence permit based on this report. You are not obliged to submit a separate application for this. In that case, you do not require a regular provisional residence permit.

**I do not have a residence permit and I am a victim of or witness reporting human trafficking. I cannot or will not file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker because of important reasons.**

If you do not have a residence permit, are a victim of or witness reporting human trafficking and you cannot or will not file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker because of important reasons. You do not need a regular provisional residence if you qualify for a residence permit with the purpose of stay "temporary humanitarian" for these reasons.

**I do not have a residence permit and I have fallen victim to (or might fall victim to) honour-related violence or domestic violence.**

You do not need a regular provisional residence if you qualify for a residence permit with the purpose of stay "temporary humanitarian" for these reasons.

**I am a minor child of a person who has a residence permit on temporary humanitarian grounds in connection with human trafficking or honour-related violence or domestic violence**

If you are the minor child of someone who has a residence permit on temporary humanitarian grounds, as referred to above, and you are staying in the Netherlands with this parent, then you may be eligible for exemption from the requirement for a Regular Provisional Residence Permit.

**I am unable to depart from the Netherlands**

If you are not to blame for being unable to depart from the Netherlands, because you do not have a valid passport and, for valid reasons, you cannot be put into the possession of alternative travel documents, you do not require a regular provisional residence permit.

**I am a minor child and actually resided in the Netherlands for at least three years**

You do not require a regular provisional residence permit if you:

- are under age;
- actually resided in the Netherlands for at least three years;
- are of school age; and
- intend to reside with a Dutch citizen or a sponsor with lawful residence.

**I want to reside with a family member who has an asylum residence permit, but my nationality differs from the nationality of this family member**

You do not require a regular provisional residence permit if you:

- submit the application for family reunification within three months after an asylum residence permit has been granted to your family member residing in the Netherlands;
- you are unable to reside in a country you have special ties with (your country of origin, for example).

**I am unable to leave the Netherlands because this is contrary to Article 8 of the ECHR**

*In case of an appeal for protection of your family life:*

- evidence showing the relationship pertaining to family law between you and the sponsor, for example a copy of a birth certificate; and
- evidence showing how you conduct your family life with the sponsor.

*In case of an appeal for protection of your private life:*

- evidence showing your connections with the Netherlands and which also shows the intensity of these connections.

**I want to reside with my Dutch minor child of whom I am the only carer parent**

If you are the only carer parent of a Dutch minor child who you have to support and who must leave the European Union if no residence permit is granted to you, you do not require a regular provisional residence permit.

**I resided in another Member State as a holder of a European blue card**

You need not have a regular provisional residence permit if:

- you resided in another Member State for a period of eighteen months as a holder of a European blue card; or
- you resided as a family member with a holder of a European blue card in another Member State for eighteen months. Please enclose with this application the documentary evidence showing the nature and duration of the residence in the other Member State.

**You are the victim of human trafficking and you are unwilling or unable to file a report of this or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats, and/or a medical or psychological limitation and/or you being a minor.**

You do not need a Regular Provisional Residence Permit if you can show that you are unable or unwilling to file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats, and/or a medical or psychological limitation and/or you being a minor. You are required to prove this by means of the following evidence:

- a statement from the police showing that there are indications that you are the victim of trafficking in human beings.

Add at least one of the three following statements:

- a statement from the police showing that you cannot be expected to collaborate in the criminal proceedings because of serious threats here in this country from the trafficker in human beings; or
- a dated and signed written declaration, not older than six weeks, from a medical practitioner, including:
  - the medical practitioner's name, address and registration number under the medical practitioner in the Individual Healthcare Professions Register (BIG), or the Netherlands Institute of Psychologists register;
  - which medical symptoms you have
  - the effect of your medical symptoms for the collaboration in the criminal proceedings.

And/or

- a statement from the police or Royal Netherlands Marechaussee (KMar) stating that you, in connection with being a minor, can not be expected to collaborate with the criminal proceedings. This statement contains detailed and specific comments on your individual situation, addressing the consequences of you being a minor for the collaboration in the criminal proceedings. You will only assumed to be a minor based on identifying documents, or when established by the IND (as described in paragraph C1/2.2 of the Aliens Act Implementation Guidelines).

**Other**

You want to apply for a regular residence permit and do not have a valid or correct regular provisional residence permit. Only in case of special and individual circumstances could you be granted a residence permit without a regular provisional residence permit. This only applies if you cannot be expected to apply for a regular provisional residence permit in



your country of origin or a country of continuous residence outside the Netherlands. Please state in a separate letter why this is not possible for you. Enclose this letter with the application form.

***How do you submit the application?***

If you rely upon one of the exemptions from the MVV-requirement, you must submit the application immediately at the counter. 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). You will receive an invitation letter after making the appointment.



Please note! Not completing this employer's declaration truthfully may be considered a crime (such as forgery) and may lead to filing a police report.

## 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)   | <input type="text"/>   |
|     |                       | Surname as stated in the passport  |
| 1.2 | Name                  | <input type="text"/>   |
|     |                       | First names  |
|     |                       | > Please tick the applicable situation   |
| 1.3 | Sex and Date of birth | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text"/> |
|     |                       | Day Month Year   |
| 1.4 | Place of birth        | <input type="text"/>   |
| 1.5 | Country of birth      | <input type="text"/>   |
| 1.6 | Nationality           | <input type="text"/>   |
| 1.7 | Home address          | <input type="text"/>   |
|     |                       | Street Number  |
|     |                       | Postcode Town  |
|     |                       | <input type="text"/>   |

### 2 Details of company/institution

|     |                          |                      |
|-----|--------------------------|----------------------|
| 2.1 | Name company/institution | <input type="text"/> |
| 2.2 | Withholding tax number   | <input type="text"/> |
|     |                          | Street Number        |
| 2.3 | Visiting address         | <input type="text"/> |
|     |                          | Postcode Town        |
|     |                          | <input type="text"/> |

### 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  
 \_\_\_\_\_

#### 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.



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

## Appendix Proof of income

This list shows the proof of income the IND needs in order to assess the application. The application form shows the person(s) of whom you must enclose proof of income with your application. This usually concerns you (the sponsor) and your (registered) partner. The proof of income must be enclosed as a copy.

*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).*

**You have or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or You (the foreign national) will work as an employee (in the context of an EU action programme or an International Agreement to which the Netherlands is party)**

- Your current employment contract(s) and/or appointment approval(s)
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Payslips over the past 3 months

*Only if you regularly earn more money than evidenced by your employment contract (for example due to overtime)*

- Payslips over the past 12 months

*If you are paid by a third party from a Personal Budget*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

**Please note: only if you apply for a residence permit to stay with a family member or relative**

**1. You have or your (registered) partner has an employment contract that is valid for at least 6 months but less than 1 year at the time the IND receives the application; and**

**2. You or your (registered) partner received income from paid employment and no income from benefits in the 12 months prior to the application.**

- Your current employment contract(s) and/or appointment approval(s), showing that you have work;
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months);

*Over the past 12 months:*

- all salary slips; and
- the annual income statement; and
- the (temporary) employment contract(s) and/or appointment approval(s).

**You have or your (registered) partner has an employment contract that is valid for less than 1 year at the date the IND receives the application**

- Your current employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**You or your (registered) partner work(s) as a temporary agency worker or under an on-call contract, seasonal work contract, zero hours contract or other contract with a deferred duty of performance**

- Your current (temporary) employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all salary slips; and
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received

**You are or your partner is a researcher pursuant to Directive (EU) 2016/801, it concerns the following proof**

- if you receive sponsor funds: a sponsor agreement showing the amount of the sponsor funds and the duration of the sponsor agreement; or
- if you receive periodic payments in order to pay for the stay in the Netherlands: a proof of these payments; or
- if you receive a grant or stipend: proof showing the amount and the start and end date of the grant or stipend; or
- if you have paid work abroad: a copy of an employment contract with the current employer abroad; or
- if you become employed by the research institution: a copy of the employment contract that must be signed by both you and the research institution.

**You have or your (registered) partner has a (supplementary) benefit**

*Do you or your (registered) partner have a (supplementary) benefit (for example, an unemployment benefit, sickness benefit, old-age pension, surviving dependants' benefit or a benefit under the Disability (Reintegration) Act)*

- The letter from your benefits agency granting your benefit
- The most recent specification of benefits received

*Do you or your (registered) partner have an invalidity benefit, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work)
- The most recent specification of benefits received (of at least one year after the confirmation of benefits awarded)
- A letter from the benefits agency stating the date of re-examination

*Do you or your (registered) partner have an occupational disability benefit under the Work and Income (Capacity for Work) Act or the Work and Employment Support (Young Disabled Persons) Act*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received
- The most recent reassessment

*Are you or your (registered) partner permanently incapacitated for work and do not receive an invalidity benefit, benefit under the Work and Income (Capacity for Work) Act, a benefit under the Invalidity Insurance (Self-Employed Persons) Act or a benefit under the Work and Employment Support (Young Disabled Persons) Act.*

**Please note! This does not apply if you submitted an application for a permanent residence permit.**

- A statement from the Municipal Health Service, company doctor or medical examiner, showing that you are fully incapacitated for work, for how long you have been incapacitated for work and the expected duration of the incapacity for work

*Do you or your (registered) partner receive social assistance, and is it permanently impossible for you or your partner to work again. **Please note! This does not apply if you submitted an application for a permanent residence permit.***

- All confirmations of benefits awarded over the past 5 years and any correspondence with the Municipal Executive about the exemption of you and your (registered) partner from all obligations involving workforce integration and proof showing that integration into the workforce within a year cannot be expected.

**You are or your (registered) partner is self-employed**

- The Appendix declaration of income of self-employed person with the requested appendices, completed and signed by you and (for example) a registered accountant, accountant, accounting consultant, a tax consultant from the Tax Consultants Federation, a tax consultant from the Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration.

**You are or your (registered) partner is director-major shareholder of a company**

- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs);
- An original and completed Appendix employer's declaration, bearing a date, signature of the employer and company stamp (not older than 3 months);
- Details over the three months preceding the date of your application, showing that a monthly salary was paid (payslips, bank statements);
- Proof that the withheld wage tax was transferred by the company to the Tax and Customs Administration (bank statements).

**You have or your (registered) partner has an income from own funds**

- A tax statement of the year preceding this application for residence permit.

**Processing of personal data**

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**Explanation** A company's profits for the closed financial year or the current financial year are calculated by deducting the total operating expenses from the total operating income. The income and the expenses must be calculated according to generally accepted commercial standards. With respect to this, the following is noted. If there is no closed financial year, the calculation of the monthly profits

must be based on permanence. This means that both the operating income and the operating expenses must be attributable to the relevant period. If the company has the form of a private partnership, general partnership or limited partnership, the profits will then be divided among the partners or associates.

### 3 Income from business activities

**Current financial year, immediately preceding the time at which the application was submitted**

|     |   |     |       |      |  |     |       |      |
|-----|---|-----|-------|------|--|-----|-------|------|
|     |   | Day | Month | Year |  | Day | Month | Year |
| 3.1 | The data included at 3.2 and 3.3 relate to the period (from/to) |     |       |      |  |     |       |      |
| 3.2 | Profits or share in the profits from business activities €      |     |       |      |  |     |       |      |
|     | over the above period (see explanation)                         |     |       |      |  |     |       |      |
| 3.3 | Annual income mentioned at 3.2 gross profits €                  |     |       |      |  |     |       |      |
|     | divided by the number of months stated                          |     |       |      |  |     |       |      |

**Most recently closed financial year, immediately preceding the time at which the application was submitted**

|     |   |     |       |      |  |     |       |      |
|-----|---|-----|-------|------|--|-----|-------|------|
|     |   | Day | Month | Year |  | Day | Month | Year |
| 3.4 | Financial year (from/to)                                      |     |       |      |  |     |       |      |
| 3.5 | Profits or share in the profits from business activities in € |     |       |      |  |     |       |      |
|     | accordance with the financial statements (see explanation)    |     |       |      |  |     |       |      |
| 3.6 | Amount stated at 3.5, divided by the number of €              |     |       |      |  |     |       |      |
|     | months in the most recently closed financial year             |     |       |      |  |     |       |      |
| 3.7 | Corrections of the above (share in the) profits from €        |     |       |      |  |     |       |      |
|     | from business activities for taxable profit*                  |     |       |      |  |     |       |      |
| 3.8 | Taxable profit* €   |     |       |      |  |     |       |      |

3.9 Status of processing of tax return by the Tax and Customs Administration

> Please tick one situation and only enclose the relevant document

|   |   |
|---|---|
| <input type="checkbox"/> Receipt of tax return received by the Tax and Customs Administration | > Please enclose IB-60 for a one-man business |
| <input type="checkbox"/> Provisional assessment   | > Please enclose provisional assessment       |
| <input type="checkbox"/> Final assessment   | > Please enclose final assessment             |

3.10 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?

Yes

No > Please enclose an explanation in a separate appendix

**Next-to-last closed financial year**

|      |   |     |       |      |  |     |       |      |
|------|---|-----|-------|------|--|-----|-------|------|
|      |   | Day | Month | Year |  | Day | Month | Year |
| 3.11 | Financial year (from/to)                                      |     |       |      |  |     |       |      |
| 3.12 | Profits or share in the profits from business activities in € |     |       |      |  |     |       |      |
|      | accordance with the financial statements (see explanation)    |     |       |      |  |     |       |      |
| 3.13 | Amount stated at 3.12, divided by the number of €             |     |       |      |  |     |       |      |
|      | months in the most recently closed financial year             |     |       |      |  |     |       |      |
| 3.14 | Corrections of the above (share in the) profits from €        |     |       |      |  |     |       |      |
|      | from business activities for taxable profit*                  |     |       |      |  |     |       |      |
| 3.15 | Taxable profit* €   |     |       |      |  |     |       |      |

3.16 Status of processing of tax return by the Tax and Customs Administration

> Please tick one situation and only enclose the relevant document

|   |   |
|---|---|
| <input type="checkbox"/> Receipt of tax return received by the Tax and Customs Administration | > Please enclose IB-60 for a one-man business |
| <input type="checkbox"/> Provisional assessment   | > Please enclose provisional assessment       |
| <input type="checkbox"/> Final assessment   | > Please enclose final assessment             |

3.17 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?

Yes

No > Please enclose an explanation in a separate appendix

(\* only for any inspection by the IND)

### 4 Signing by the self-employed person

I, the undersigned, hereby truthfully declare, as a self-employed person, to have acquired income from my own business in accordance with the above information.

4.1 Place and date

|       |     |       |      |
|-------|-----|-------|------|
| Place | Day | Month | Year |
|       |     |       |      |

4.2 Signature of self-employed person |

# Appendix

Declaration on income of self-employed person  
Immigration and Naturalisation Service  
Ministry of Justice and Security

## 5 Compilation report administrator/accountant

Our client for this compilation report is the self-employed person mentioned under 1. of this declaration, and also signatory of this form under 4, namely:

Surname as stated in the passport

5.1 Name   
First names

5.2 Name of the company

5.3 Chamber of Commerce registration number

further referred to as: client

This compilation report is part of the declaration on income of self-employed person. Our client has this declaration on income of self-employed person filled in and signed for the purpose of an application procedure at the IND. This report is compiled by us for our client on behalf of the IND, with the aim of assessing whether the resource requirement has been satisfied for compliance with the applicable standard<sup>1</sup>. As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

This compilation report, in accordance with the applicable regulations<sup>2</sup>, refers to the information under section 3 Income from business activities. This information is compiled by us based on the information provided by our client.

This compilation engagement has been performed by us in accordance with Dutch law, including the Dutch Standard 4410H, 'Compilation engagements', which is applicable to accountants<sup>3</sup>. The standard requires us to assist the client in the preparation and presentation of section 3 Income from business activities of the declaration on income of self-employed person. To this end we have applied our professional expertise in accounting and financial reporting.

In a compilation engagement, the client is responsible for providing us with all relevant information and the client is also responsible for ensuring the information is correct. Therefore, we have conducted our work, in accordance with the applicable regulations<sup>4</sup>, on the assumption that the client has fulfilled his responsibility. To conclude our work, we have read section 3 of the declaration to consider whether the statement as presented correspond with our understanding of the client. We have not performed any audit or review procedures which would enable us to express an opinion or a conclusion on section 3 of the declaration. During this engagement we have complied with the relevant ethical requirements prescribed by the 'Verordening Gedrags- en Beroepsregels Accountants' (VGBA, Dutch Code of Ethics)<sup>5</sup>. You and other users of this statement may therefore assume that we have conducted the engagement in a professional, competent and objective manner and with due care and integrity and that we will treat all information provided to us as confidential.

### Signing

5.4 Name of administration/ accountants office   
Place  Day  Month  Year

5.5 Place and date

5.6 Signature of administrator/ accountant

<sup>1</sup> See article 16 paragraph 1 (c) of the Aliens Act.

<sup>2</sup> For members of the NBA (The Royal Netherlands Institute of Chartered Accountants), the NOAB (Netherlands Association of Financial and Tax Experts) and RB (Register of Tax Advisers).

<sup>3</sup> And/or other applicable regulations, for example, if the administrator is a member of NOAB, RB or another body.

<sup>4</sup> For members of the NBA, the NOAB and RB.

<sup>5</sup> And/or other applicable provisions, for example, if the administrator is a member of NOAB, RB or another body.

### 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.







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

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.



Please read the explanation on page 2

## Appendix Declaration by sponsor (employment)

### 1 Details of sponsor

1.1 Name of company/institution (if applicable) \_\_\_\_\_

1.2 Chamber of Commerce registration number \_\_\_\_\_  
Surname as stated in the passport

1.3 Name \_\_\_\_\_  
First names \_\_\_\_\_

1.4 Sex and Date of birth  
 Male  Female  
 > Please tick the applicable situation  
 Day Month Year \_\_\_\_\_  
 Place of birth Country of birth

1.5 Place of birth and Country of birth  
 Street Number \_\_\_\_\_

1.6 Where you keep the records of the foreign national?  
 Postcode Town \_\_\_\_\_

### 2 Details of foreign national

2.1 Name \_\_\_\_\_  
Surname as stated in the passport  
First names \_\_\_\_\_

2.2 Sex and Date of birth  
 Male  Female  
 > Please tick the applicable situation  
 Day Month Year \_\_\_\_\_  
 Place of birth Country of birth

2.3 Place of birth and Country of birth \_\_\_\_\_

### 3 Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1 Place and date  
 Place Day Month Year \_\_\_\_\_

3.2 Signature \_\_\_\_\_

If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

**Obligation to provide information**

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the 'Notification form for labour-related residence purposes', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report to the IND.

**Duty to keep records**

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.

**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 appendix is only available in Dutch

## Bijlage

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

#### 1 Gegevens huidige werkgever van de vreemdeling

- 1.1 Is de vreemdeling in dienst bij een buitenlandse werkgever  Ja, sinds  Nee
- Dag Maand Jaar
- Naam buitenlandse werkgever
- > CV van de vreemdeling toevoegen
- 1.2 Is er een overeenkomst tussen het Nederlandse en buitenlandse bedrijf  Ja  Nee > Kopie overeenkomst of toelichting bijvoegen
- Toelichting
- 1.3 Neemt de vreemdeling een reguliere arbeidsplaats in bij het Nederlandse bedrijf  Ja  Nee
- Toelichting
- 1.4 Zal de vreemdeling na terugkeer direct weer bij de buitenlandse werkgever in dienst komen.  Ja  Nee
- Toelichting
- >Voeg een getekende verklaring van de buitenlandse werkgever toe.
- Toelichting
- 1.5 Wat is het doel van de tewerkstelling als praktikant
- 1.6 Is het leertraject van belang voor de ontwikkeling van de bedrijfsvoering van de buitenlandse onderneming  Ja  Nee
- >Kopie van het in (bij voorkeur per maand) gefaseerd leerplan bijvoegen, met daarin uitleg over het werk dat de vreemdeling zal verrichten, wat de leerdoelen zijn en de begeleiding die de vreemdeling krijgt
- Toelichting
- 1.7 Aantal praktikanten dat gelijktijdig tewerkgesteld wordt
- 1.8 Wat is nu het aantal personeelsleden in vaste dienst

**Overzicht bij te voegen bewijsstukken praktikant**

- Door de werkgever getekende conceptarbeidsovereenkomst of werkgeversverklaring met daarin:
  - a naam, adres en vestigingsplaats van de werkgever,
  - b de naam van de functie;
  - c de personalia van de vreemdeling;
  - d het geboden brutoloon per maand; gedurende de tewerkstelling in Nederland
  - e het aantal uren per week;
  - f de duur van het uitzending (begin en einddatum ;
  - g de handtekening van de werkgever.
- Een CV van de vreemdeling
- Overeenkomst tussen Nederlands en buitenlands bedrijf;
- Verklaring over terugkeer naar buitenlandse werkgever;
- Het (bij voorkeur per maand) gefaseerde leerplan met daarin vermeld: het werk dat de vreemdeling doet (geef aan welke taken hij in welke periode doet); de leerdoelen; de toegevoegde waarde van de werkervaring van de vreemdeling voor de buitenlandse 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](http://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 (stagiair)

Bij stage als onderdeel van de opleiding (stagiair)


> Ga naar 1

Bij stage na afronding HBO/WO-studie als werkervaringsplaats

> Ga naar 2

#### 1 Gegevens huidige opleiding van de vreemdeling


|      |   |   |
|------|---|---|
| 1.1  | Naam onderwijsinstelling  | <input type="text"/>  |
| 1.2  | Adres onderwijsinstelling   | <input type="text"/><br>Straat <span style="float: right;">Nummer</span><br><input type="text"/><br>Postcode <span style="margin-left: 100px;">Plaats</span><br><input type="text"/>  |
| 1.3  | Website onderwijsinstelling   | <input type="text"/>  |
| 1.4  | Naam opleiding(srichting)   | <input type="text"/>  |
| 1.5  | Totale duur van de opleiding (in jaren)   | <input type="text"/>  |
| 1.6  | In welk studiejaar zit de vreemdeling   | <input type="text"/><br>Vanuit de opleiding <span style="margin-left: 100px;">Op de stageplaats</span>  |
| 1.7  | Naam stagebegeleider  | <input type="text"/>  |
| 1.8  | Niveau van de opleiding naar Nederlandse maatstaven   | <input type="checkbox"/> MBO <input type="checkbox"/> HBO <input type="checkbox"/> Universitair <input type="checkbox"/> Anders:<br><input type="text"/>  |
| 1.9  | Is de stage noodzakelijk voor het afronden van de studie  | <input type="checkbox"/> Ja > Indien ja verklaring onderwijsinstelling bijvoegen waaruit blijkt dat stage noodzakelijk is<br>Toelichting<br><input type="text"/><br><input type="checkbox"/> Nee > Stuur een verklaring van de onderwijsinstelling mee waaruit blijkt dat betrokkene gedurende de stage staat ingeschreven bij de onderwijsinstelling en de stage relevant is voor de opleiding.<br>Toelichting<br><input type="text"/> |
| 1.10 | Zijn de leerdoelen van de stage in overeenstemming met het niveau en de studierichting van de opleiding | <input type="checkbox"/> Ja <input type="checkbox"/> Nee > Een in tijd gefaseerd stageplan bijvoegen met vermelding van de leercomponenten en educatieve doelstellingen<br>Toelichting<br><input type="text"/>  |
| 1.11 | Aantal stagiairs met een gecombineerde vergunning of met twv dat gelijktijdig stage loopt               | <input type="text"/><br>Afgerond in hele euro's   |

- 1.12 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
- 1.13 Heeft de vreemdeling nog ander inkomsten (beurs/eigen middelen) > Stuur bewijsstukken van deze inkomsten mee (bijv. bankafschrift, beursverklaring)

**Overzicht bij te voegen bewijsstukken bij stage gedurende de opleiding:**

- Een schoolverklaring waaruit blijkt dat betrokkene gedurende de stage staat ingeschreven bij de opleiding of een verklaring waaruit blijkt dat de stage noodzakelijk is
- Het in tijd gefaseerde stageplan, met vermelding van de leerdoelen en educatieve componenten
- De stageovereenkomst die is ondertekend door de werkgever die de stage aanbiedt en de vreemdeling (in de overeenkomst is de stagevergoeding vermeld);

**2 Gegevens afgeronde opleiding van de vreemdeling**

- 2.1 De HBO/WO-studie is maximaal 2 jaar geleden afgerond  Ja > (kopie diploma bijvoegen vertaald naar het Nederlands of Engels. Indien de waarde niet uit het diploma blijkt, laat het dan naar Nederlandse maatstaven waarden (zie [www.idw.nl](http://www.idw.nl)))  Nee
- 2.2 Wat is het doel van de stage? \_\_\_\_\_
- 2.3 De werkervaringsplaats sluit aan bij de afgeronde opleiding  Ja  Nee  
Toelichting  
\_\_\_\_\_
- 2.4 Zijn de leerdoelen van de werkervaringsplaats in overeenstemming met het niveau van de afgeronde opleiding?  Ja  Nee  
Toelichting  
\_\_\_\_\_
- 2.5 De werkgever verklaart dat tijdens de stage het accent ligt op de leercomponenten en educatieve doelstellingen zoals opgenomen in het stageprogramma  Ja  Nee
- 2.6 Verklaring (kruis aan)  Ik verklaar dat de stagiair geen reguliere arbeidsplaats inneemt  
Afgerond in hele euro's
- 2.7 Stagevergoeding per maand €  (Minimaal 50% van het wettelijk minimum(jeugd)loon)
- > Kopie van een door stagiair en stagebieder getekende stageovereenkomst met vermelding van stagevergoeding bijvoegen. In deze overeenkomst dient ook het stageprogramma (bij voorkeur gefaseerd per maand) te zijn opgenomen met vermelding van de leercomponenten en educatieve doelstellingen.
- 2.8 Heeft de vreemdeling nog andere inkomsten? (Bijvoorbeeld nog eigen middelen)  Ja  Nee > Bewijsstukken toevoegen.  
Toelichting  
\_\_\_\_\_

**Overzicht bij te voegen bewijsstukken werkervaringsplaats (stage na afronding opleiding):**

- Kopieën van diploma's en getuigschriften (vertaald in het Nederlands of het Engels door een beëdigd vertaler);
- Waardering van het diploma van de vreemdeling door een erkende instantie als uit het diploma niet blijkt wat het niveau is (meer informatie daarover vindt u op [www.idw.nl](http://www.idw.nl));
- De stageovereenkomst die is ondertekend door de werkgever die de stage aanbiedt en de vreemdeling (in de overeenkomst is de stagevergoeding vermeld); In de stageovereenkomst dient, naast de stagevergoeding, het stageprogramma met vermelding van de educatieve doelstellingen en leercomponenten te zijn opgenomen.
- Indien eigen middelen: Bewijsstukken andere inkomsten (beurs / eigen middelen).

**Verwerking van persoonsgegevens**

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