



Application for the purpose of residence of 'working as an employee - regular' (foreign national)

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

For whom is this form intended?

You can only use this form if you are a foreign national and there is no ban relating to you to carry out work as meant in Section 2 of the Foreign Nationals Employment Act.

Single permit (Combined permit for residence and work)

If for paid employment of work experience (general) a single permit is required, you should use a different form. For more information, see www.ind.nl.

You want to submit an application for a residence permit with one of the following purposes of residence:

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

How do you fill out this form?

This form comprises different appendices. Which appendices you need to fill out depends on your situation. Only submit your application once you have completed filling out this form, signed and you have gathered together all the requested documents and evidence. If your 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 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. 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 your situation

> Please tick the applicable situation and follow the instructions

1. You have 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

2. You are in the Netherlands and you want a residence permit. You are a national of one of the following countries: Australia, Canada, Japan, New Zealand, the United States of America, South Korea, Monaco, Vatican City, the United Kingdom, the EU/EEA countries or Switzerland.

You want to submit an application for a regular residence permit.

3. You are abroad and your nationality is one whereby you will need a Regular Provisional Residence Permit (MVV) (a nationality other than the nationalities mentioned under 2). A Regular Provisional Residence Permit (MVV) is a visa with which you can enter the Netherlands for a stay of longer than 90 days. Having entered the Netherlands with a valid Regular Provisional Residence Permit (MVV) you can be issued with a residence permit.

You cannot use this form. You must apply for an mvv at the Dutch representation abroad. [The forms for this can be found on the IND website.](#)

4. You are in the Netherlands and you want to submit an application. Your nationality is one whereby you will need a Regular Provisional Residence Permit (MVV) (a nationality other than the nationalities mentioned under 2). You will usually need a Regular Provisional Residence permit (MVV). 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 you

You want to submit an application for a residence permit (without a Regular Provisional Residence Permit (MVV))

> Go to the appendix 'Exemption from requirement for Regular Provisional Residence Permit (MVV)' and see which exceptions there are to the requirement for a Regular Provisional Residence Permit (MVV).

Please indicate below which situation applies. You can only tick one situation.

You are applying for an exemption from the requirement for a Regular Provisional Residence Permit (MVV) because:

your residence permit has expired;

you cannot apply for a Regular Provisional Residence Permit (MVV) in your country of origin due to health reasons;

you are residing as a family member with someone who had a privileged status;

you worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer;

you have Turkish nationality and worked legally in the Netherlands during the past year;

you are an (ex-)family member of an employee with Turkish nationality and you lived together with this employee;

you have Turkish nationality and you want to perform work as a self-employed person in the Netherlands;

you are a victim of or witness reporting human trafficking;

you qualify for a residence permit as a border-crossing service provider

you are unable to depart from the Netherlands because this is contrary to Article 8 of the ECHR.

another reason, namely:

2 Tuberculosis

You want to apply for a residence permit in the Netherlands. You may need to undergo an examination and treatment for tuberculosis (TB). This depends on the situation.

> *Please tick the applicable situation*

- You do not need to undergo a TB test because you have a valid residence permit in the Netherlands.
- You do not need to undergo a TB test because you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.
- You do not need to undergo a TB test because you were born in the Netherlands and you have not changed the location of your principal place of residence to outside the Netherlands since your birth.
- You are a foster child or an adopted child that has successfully undergone a TB test in your country of origin and you are able to send a recent medical statement which shows this fact to be evident. This statement may not be more than 6 months old.

You have a different nationality and:

- have 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 you have undergone a TB test in the Netherlands. The form may not be more than 6 months old.
- have not yet undergone a TB test in the Netherlands. Then you should complete the Appendix Declaration of intent to undergo a TB test' and send this together with the application. You must sign this appendix yourself

If you are in the Netherlands, then you should make an appointment for the test with the Municipal Health Service (GGD) in the region where you live or where you will be living (for further information, visit the website 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.

3 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 proof of income 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/authentication 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 legalized 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.

Special facts and circumstances

If you think special facts and circumstances may apply, that have to be considered when assessing your application, you have to provide a written declaration. You have to substantiate this declaration with as many (official) means of evidence as possible.

If you submit special circumstances in the context of Article 3.6ba, first paragraph, of the Aliens Decree, you must only submit these circumstances if this concerns your first application submitted in the Netherlands.

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 your purpose of residence then contact the IND. Do not submit your application if you are not sure whether you comply with the conditions. Visit the website www.ind.nl for more information about your purpose of residence.

Paid employment (370)

Please enclose the following evidence with your application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- an employer's declaration; and
- a copy of the employment contract showing that you will be carrying out paid employment.

Carrying out work as a spiritual counsellor (370)

Please enclose the following means of evidence with your application:

- a copy of the employment contract showing that you will be carrying out paid employment;
- the completed and signed appendix 'Gegevens geestelijk bedienaar' (only available in Dutch);
- if the institution is not registered in the Commercial Register because this is not mandatory. Please enclose with your application: the surname, first names, date of birth, place of birth, nationality, citizenservice number and the position of all company directors or legal person;
- if the organisation is a religious organisation that forms part of an umbrella organization. Please enclose details indicating the legal form and articles of association with your application;
- an employer's declaration containing a description of the nature of the work showing the religious or ideological nature of the activities;
- a declaration of compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscale verplichtingen). This declaration is issued by the Netherlands' Tax and Customs Administration (Belastingdienst);
- financial statements of the closed financial year approved by an accountant; or a report of findings from an accountant about the continuity and solvency of the organization; or a bank statement; and
- the completed and signed appendix 'Declaration by sponsor (employment)'.

International Trade Regulation (425)

- the completed and signed appendix 'Declaration by sponsor (employment)';
- the decision of the Employee Insurance Agency showing that your employer is admitted to the International Trade Regulation;
- means of evidence showing your registration at the Employee Insurance Agency (UWV).

Work experience within the framework of an EU action programme:

within the context of a studies on hbo/wo level (523)

after graduation at hbo/wo level (523)

within the context of a studies on mbo level (643)

Please enclose the following means of evidence with your application:

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

work experience for employment purposes (apprentice)(643)

Please enclose the following means of evidence with your application:

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

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

Please enclose the following evidence with your application:

- a copy of your proof of military identification that was issued by the country which posted you;
- a copy of the Travel Order or an equivalent document; and
- the completed and signed appendix 'Declaration by sponsor (employment)'.

Paid employment on a Dutch seagoing vessel (372)

Please enclose the following evidence with your application:

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

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 evidence with your application:

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

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

Please enclose the following evidence with your 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 evidence with your application:

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

Cross-border service provision (500)

Choose this option if you do not have an EU/EEA nationality, but you do live and work in an EU/EEA country and you will be carrying out temporary services under assignment from an employer. Please enclose the following means of evidence with your application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of your residence permit and your work permit showing that you have the right of residence in the country of your employer and that you are permitted to carry out work in the service of your employer; and
- a copy of your employment contract with the employer for whom you will be carrying out work temporarily in the Netherlands.

Please note! For cross-border service provision, the employer must register work online at www.postedworkers.nl. The IND checks whether the registration has taken place.

Please enter the registration number of the registration at www.postedworkers.nl:

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Labour on grounds of a Headquarters Agreement (509)

Please enclose with your 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.

4 Biometric information, signature and Antecedents certificate

- You must have your fingerprints and facial image (passport photo) taken to determine your identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature. See the appendix Fingerprints, passport photo and signature.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

5 Details of the sponsor

Write in block letters

5.1 Company name _____

5.2 Name of contact person _____

5.3 Correspondence address *Street*

_____ *Number*

_____ *Postcode*

Town

5.4 Telephone number _____

5.5 E-mail _____

5.6 Chamber of Commerce number _____

6 Your personal details (the foreign national)

Write in block letters

6.1 Name *Surname*
(as stated in the passport)

_____ *First names*

6.2 Sex Male
 Female

6.3 Date of birth *Day* *Month* *Year*

6.4 Place of birth _____

6.5 Country of birth
(as stated in the passport) _____

6.6 Nationality _____

6.7 Civil status unmarried
 married
 registered partnership
 divorced
 widow/widowe

6.8 Home address

Street

Number

Postcode

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Town

Country

6.9 Telephone number

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6.10 E-mail

7 Identification

Enclose a copy of your passport with your identity details together with your application. Make copies of all the pages with travel stamps as well. Do not copy empty pages.

8 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.

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 my right of residence, without delay to the IND. I am aware that if I do not do this, it may affect my right of residence as 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'.

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

8.1 Name

8.2 Place and date

Place

Day

Month

Year

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8.3 Signature

9 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 foreign national)'.



Appendix Antecedents Certificate

Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph 18 of the Aliens Decree, every foreign national aged 12 years or older must complete this appendix.

Please note! This statement consists of 2 pages. You must complete **both** pages.

1 Declaration of the foreign national

On this form you fill in whether you have ever committed a crime or a criminal offence. These are crimes committed in the Netherlands and criminal offences committed outside the Netherlands. You must answer the questions with *Yes* or *No*. Not completing the form truthfully or failing to report is a criminal offence. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

> *Please tick the applicable situation*

Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offence abroad? Yes No

Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure or imprisonment or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offence abroad? Yes No

Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like a murder, war crime, genocide, terrorist crime or crimes against humanity? Yes No

Have you received an entry ban from one of the countries of the EU/EEA or Switzerland?* Yes No
Or a measure similar to an entry ban?

* *This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*

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

Have you ever stayed illegally in the Netherlands? Yes No

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

2 Signature of the foreign national

- ✓ I have completed this form truthfully.
- ✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
- ✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change in my situation.

2.1 V-number (if known)

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2.2 Name

2.3 Date of birth

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

2.4 **Place and date** *Place*

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

2.5 **Signature**

Processing of personal data

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Appendix Fingerprints, passport photo and signature

Please do not enclose this appendix with the form!

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

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

Situation: application starts when the foreign national is abroad

1. Entry and Residence procedure

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

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

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

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

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

Situation: application starts when the foreign national is in the Netherlands

1. The application is submitted by post

- The foreign national or sponsor sends the application by post to the IND. He will then receive a letter from the IND. This letter states whether the foreign national must have his fingerprints taken and that he must have a passport photo taken and place his signature. For this, the foreign national makes an appointment online at an IND desk. The addresses and opening times of the IND desks can also be found on www.ind.nl. If the application form notes that the foreign national will collect the residence permit at an expat centre, then he can also have a passport photo and his fingerprints taken there. Please check www.ind.nl for how to make an online appointment. The addresses and opening hours of the Expat Centres can be found at www.ind.nl.

2. The foreign national submits the application in person

- The foreign national submits the application personally at the IND desk. A passport photo is made at the desk and fingerprints are taken if necessary. The foreign national must also place his signature there. The application can only be submitted to the IND desk by appointment. To make an appointment, visit www.ind.nl.

Processing of personal data

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



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)

Write in block letters

- 1.1 Application for a permit for the purpose of work, wealthy foreign national, learning while working or study? Yes No

1.2 V-number (if known)

1.3 Name *Surname*

(as stated in the passport)

First names

- 1.4 Sex Male Female

1.5 Date of birth *Day Month Year*

1.6 Place of birth

1.7 Country of birth
(as stated in the passport)

1.8 Nationality _____

- 1.9 Civil status
- unmarried
 - married
 - registered partnership
 - divorced
 - widow/widower

1.10 Home address *Street* _____

Number _____

Postcode _____

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Town

1.11 Details passport *Number* _____

Country _____

Valid from (date)

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

To (date)

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

- 1.12.1 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*

1.12.2 Name (as stated in the passport) *Surname* _____

First names _____

- 1.12.3 Sex
- Male
 - Female

1.12.4 Nationality _____

1.12.5 Home address

Street

Number

Postcode

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Town

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

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



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 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.

Write in block letters

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

1.1 V-number (if known)

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

1.2 Name
(as stated in the passport)

Surname

First names

1.3 Sex

- Male
 Female

1.4 Date of birth

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

1.5 Place of birth

1.6 Country of birth
(as stated in the passport)

1.7 Nationality

1.8 Civil status

- unmarried
 married
 registered partnership
 divorced
 widow/widower

1.9 Home address
(in the Netherlands)

Street

Number

Postcode

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

Town

1.10 Details passport

Number

Country

Valid from (date)

Day	Month	Year

To (date)

Day	Month	Year

1.11.1 Do you have a spouse or (registered) partner?

No

Spouse

> Please complete the requested details below

(Registered) partner

> Please complete the requested details below

1.11.2 Name (as stated in the passport)

Surname

First names

1.11.3 Sex

Male

Female

1.12.4 Nationality

1.12.5 Home address

Street

Number

Postcode

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

Town

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*

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

2.4 Place and date *Place*

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

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

Processing of personal data

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

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', which you can find on www.ind.nl. 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 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.

Your family members also do not need to have an mvv if:

- they already had a residence permit to stay with you in the other Schengen Member State; and
- their application for a residence permit is submitted by a recognised sponsor.

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 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 member of a foreign diplomatic or consular post or an international treaty organisation have a privileged status, for example.

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

You believe that you are unable to leave the Netherlands because it is an interference on your family or private life as set out in Article 8 of the ECHR. Enclose the following evidence with your application:

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.
- 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. You will receive an invitation letter after making the appointment.



Appendix Civic integration examination abroad

A foreign national must sit the civic integration examination abroad if he is at least 18 years old. If the foreign national has reached the statutory pensionable age or is older, he need not sit the examination.

In some cases, a foreign national can be exempted on the basis of diplomas, certificates or other documents. The foreign national can also be eligible for exemption if special individual circumstances such as age, level of education, financial situation or medical situation gives rise thereto. The whole personal situation of the foreign national and all the circumstances put forward plus the keenness shown to want to pass the examination and the necessary efforts made in that respect, are considered in the evaluation whether the foreign national can be exempted from the obligation to pass the examination. Tick the situation that applies to the foreign national and enclose the requested documents with the application.

Period of validity of completed examination

The civic integration examination abroad consists of 3 parts. The examination is successfully completed when the foreign national has passed all 3 parts. When all parts have been passed, DUO sends the results of the completed examination by e-mail. The completed civic integration examination is valid for 1 year. The e-mail includes a PDF file with the results and the issue date (datum afgifte). The mvv must be applied for within 1 year of the issue date. Is the date of issue more than 1 year ago? Then the foreign national has to retake the examination.

Sending documentary evidence

If you send the application, you should enclose a certified copy of the requested diplomas, certificates and/or lists of marks. A certified copy contains a statement that the contents of the copy correspond with the original. A copy of the civic integration examination does not have to be certified. This statement must have been signed by a person (from an institution) who is authorised to do so. The statement must also contain: the name of this person, a date and a stamp of the school (or the municipality, the notary's office). A copy of a diploma may only be certified by the relevant educational institution. If it concerns a diploma that has not been issued in the Netherlands, the diploma or certificate must bear an apostille stamp.

> *Please tick the applicable situation*

The foreign national is exempt from the civic integration examination abroad

- The foreign national is younger than 18 years old, or has reached the statutory pensionable age**
- The foreign national lived in the Netherlands for at least eight years during your school age (from the age of five until the end of the school year in which you reached the age of sixteen)**
The foreign national must have been registered in the municipal personal records database during the above period.
- The foreign national has one of the below diplomas, certificates or documents to which an exemption from the civic integration examination abroad applies**
Please enclose one of the following additional pieces of evidence with the application:
 - a copy of the civic integration diploma of the Civic Integration Act
 - a diploma or certificate of a Dutch university, higher professional education (HBO), senior secondary vocational education (MBO) (at least level 2), pre-university education (VWO), senior general secondary education (HAVO), junior general secondary education (MAVO) or pre-vocational secondary education (VMBO), for example. The foreign national has such a diploma if the diploma states, for example: Higher Education and Research Act, Secondary Education Act, Adult and Vocational Education Act or Part-Time Vocational Education Act. Education has to be given in Dutch;
 - a 'Dutch as a Second Language' state examination diploma (programme I or II);

- a school diploma or certificate from Belgium or Suriname, obtained in Dutch-language education, with a passing mark for the subject of Dutch. It concerns the following diplomas: university degree, HBO, MBO (from level 2), VWO, HAVO, MAVO or VMBO, a comparable diploma or other document. The diploma or certificate must state the law on which it was issued. Also include a list of marks;
- a diploma, certificate or other document from Aruba, Curacao, or Sint Maarten, obtained in Dutch-language education, with a passing mark for the subject of Dutch. Also enclose the list of marks;
- a diploma, certificate or other document from the public bodies of Bonaire, Sint Eustatius or Saba, obtained in Dutch-language education, with a passing mark for the subject of Dutch. Also enclose the list of marks;
- a diploma from the European school of the European Baccalaureate. The foreign national must have finished the subject of Dutch as a first or second language. The foreign national must also have passed the subject of Dutch
- an International Baccalaureate Middle Years Certificate or an International General Certificate of Secondary Education or an International Baccalaureate. In that case, you must have passed the subject of Dutch;
- a civic integration certificate within the context of the Civic Integration (Newcomers) Act (Wet inburgering nieuwkomers or WIN) and the pertaining statement from the Regional Training Centre (ROC) showing that the 'listening', 'speaking', 'reading' and 'writing' parts were finished at least
- level NT2-2 and the Social Orientation part at 80% if this test was done after 31 August 2001 or 85% if the test was done before 1 September 2001;
- a Civic Integration Certificate for Settled Migrants with level NT2 2 for the 'listening', 'speaking', 'reading' and 'writing' parts;
- a copy of the document 'Short Exemption Test' referred to in Article 2.7(2) of the Civic Integration Decree as it read until 1 January 2013, issued by the Education Executive Agency (Dienst Uitvoering Onderwijs or DUO); or
- a copy of a decision from the DUO stating that no civic integration programme is determined, because the foreign national passed the test as referred to in Article 5(4) of the Civic Integration (Newcomers) Act.

The foreign national has Surinamese nationality and at least finished primary school in the Dutch language

Please enclose the following additional pieces of evidence and documents with your application:

If the foreign national at least finished primary school in Suriname before 25 November 1975, you should also enclose:

- a primary school (or higher) diploma or certificate and a statement from the Central Registry Office bearing an apostille and showing that the foreign national resided in Suriname at the time when he finished primary school or secondary school (see the explanation under 'Foreign documents' and 'Language' on page 2 of this form)

If the foreign national at least finished primary school in Suriname after 25 November 1975, you should also enclose:

- a school diploma or certificate issued by the Surinamese Ministerie van Onderwijs, Wetenschap en Cultuur (Ministry of Education, Science and Culture), obtained in Suriname and showing that the foreign national at least finished primary school or a course in the Dutch language, or a certificate from the Examination Centre of the Surinamese Ministerie van Onderwijs, Wetenschap en Cultuur (Ministry of Education, Science and Culture) showing this. The diploma, certificate or statement must bear an apostille.

If the foreign national attended a higher education course in the Netherlands, please also enclose:

- a copy of the Dutch education diploma

The foreign national does not have to sit a civic integration examination abroad, because he/she has the Turkish nationality.

The foreign national does not have to sit a civic integration examination abroad, because he/she will be staying with a foreign national with the Turkish nationality as a spouse or registered partner.

The foreign national will be staying with a foreign national who has a temporary asylum residence permit or a permanent asylum residence permit

The foreign national wants to stay with a family member and this family member has a residence permit to work, for study, exchange, medical treatment, temporary humanitarian grounds, waiting for a request based on article 17 of the Netherlands Nationality Act, as a foreign investor, in accordance with the decision of the State Secretary*

* only if the decision states that the right of residence is temporary

The foreign national will only perform work as a contemplative, internal officer or board member of a religious or ideological organization.

Please note! You can only tick this exemption if the foreign national applies for the purpose of residence 'Spiritual counsellor'.

Please enclose with the application an employer's declaration containing a description of the nature of the work showing the religious or ideological nature of the activities.

The foreign national wants to obtain exemption from the civic integration examination abroad

The foreign national relies on special individual circumstances

Please enclose the following evidence and documents with the application:

- means of evidence in which you show that it concerns special individual circumstances due to which the foreign national is not able to prepare sufficiently and pass (one or more parts of) the civic integration examination abroad. Any individual circumstance which, according to you, should give reason to exempt the foreign national from the examination, may be submitted. Explain the details of the personal situation of the foreign national, such as: the unavailability of suitable course material, the level of education, the special need of care for one or more family members, the individual problems that the foreign national is experiencing because of the situation in the country of origin or permanent residence, etc.; and
- means of evidence which shows that the foreign national has made such efforts that could reasonably, be required in order to pass the civic integration examination abroad or to prepare for it. Enclose also the results of the taken exams. The results for each part of the civic integration examination could give an indication of the delivered efforts; and
- a copy of the medical questionnaire that is completed and signed by a doctor, who is appointed by the Dutch representation in the country of origin, when you want to put forward the medical situation of the foreign national as special individual circumstances. The statement of the counselor may not be older than six months upon submitting the MVV application.

Explanation: If the foreign national is obstructed from taking the civic integration examination abroad due to medical reasons (physical/ psychological), the foreign national must undergo a medical examination. This medical examination is carried out by a doctor who is appointed by the Dutch representation in the country of origin. The foreign national must give the physician permission to submit the completed medical questionnaire.

Processing of personal data

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



Appendix Employer's declaration

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.

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

Write in block letters

1.1 V-number (if known)

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

1.2 Name
(as stated in the passport) *Surname*

First names

1.3 Sex Male
 Female

1.4 Date of birth

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

1.5 Place of birth

1.6 Country of birth
(as stated in the passport)

1.7 Nationality

1.8 Home address *Street*

Number

Postcode

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

Town

2 Details of company/institution

Write in block letters

2.1 Name company/institution

2.2 Withholding tax number

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

2.3 Visiting address

Street

Number

Postcode

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

Town

3 Employment details

Write in block letters

3.1 Position of employee

3.2 Date of employment

Day	Month	Year

3.3 Nature of the employment

- Fixed employment
- Temporary contract
- On-call contract
 - Zero hours contract
 - Contract with minimum-maximum hours
 - On-call contract with preliminary agreement
- Contract with an employment agency
 - ABU Fase A Fase B Fase C
 - NBBU Fase 1 Fase 2 Fase 3 Fase 4

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

- No
- Yes

Only to be filled in in case of on-call contract or contract with an employment agency

3.5 Employment period

> Enter the period (from (date), to (date) below

	Day	Month	Year				
from							

	Day	Month	Year				
to							

3.6 Is there a trial period?

- No
- Yes, until:

	Day	Month	Year				

3.7 Working hours per week

	<i>Hours per week by contract</i>		<i>Hours per week actually</i>	

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

		%
--	--	---

3.12 Period of residence in the Netherlands (maximum of 3 years)

	Day	Month	Year				
from							

= date of entry

Only for the International Trade Regulation

	Day	Month	Year				
to							

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*

4.5 Signature and stamp of company/institution *Signature*

Stamp of company/institution

Processing of personal data

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Appendix Submitting and paying for the application by the foreign national

Do not enclose this appendix with the form!

Below, you can read how you can submit and pay for the application for a residence permit or a change to the restriction on the residence permit.

Please note! If you rely on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, you must always submit the application to the IND Desk in person. Please visit www.ind.nl for the ways you can contact the IND.

Submitting an application for a residence permit or a change to the residence permit

You send the application form, the appendices and the evidence to the IND by post. Make copies of all documents and supplementary evidence and send with the application form. Never send any original evidence. You must make clearly readable and full copies of the original evidence on A4 size paper. Do not use other paper size, any staples or paperclips. Write down your V-number or client number on each copy. If you do not know these numbers, then please write your name and date of birth on each copy. Do not send any USB sticks, CDs, DVDs, photo albums, receipts 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, wealthy foreign national, study, for example)

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

Application for a social purpose of residence (family members and relatives)

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

Application for medical circumstances

**Immigratie- en Naturalisatiedienst
Postbus 1
9560 AA Ter Apel**

You can also visit the IND Desk in person in order to submit your application for a residence permit. You need to make an appointment. Please visit www.ind.nl for the ways you can contact the IND. You must bring the original copies of all requested documents and evidence. The IND verifies and copies these documents, after which all original documents are returned to you. The copies must be enclosed with your application. You must also bring your valid border-crossing document (passport, for example) with you.

How do you pay?

An application is not free of charge. The costs depend on the purpose of the residence applied by you. If you submit the application by post, you will receive a letter containing the amount of fees and information on how to pay, after the IND has received your application. If you submit the application at the IND Desk, you can pay the fees due at the IND Desk. You can pay with a bank card or in cash.

Here, you can find no information about the costs or any exemption from having to pay fees. Please visit www.ind.nl if you want to know the costs beforehand. If the assessment of your application shows that you do not qualify for the residence permit applied for, you will not receive a refund.

What happens with your application?

If you have submitted your application to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application. If you fail to make a payment or timely payment or submit an incomplete application, the handling of your application will be delayed. You will be informed in writing once your application has been handled. If your application is granted, you will also receive a letter with information about the follow-up procedure.

Providing correct information

Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.

V-number

A V-number is a unique number, which is used for identification of a foreign national by the IND and cooperating organisations (such as the Aliens Police). The number is listed in the correspondence which the foreign national or sponsor receives from the IND and other organisations and is also printed on the residence document itself.

Processing of personal data

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



Appendix Declaration by sponsor (employment)

Please read the explanation on page 2

1 Details of sponsor

Write in block letters

1.1 Name of company/institution (if applicable) _____

1.2 Chamber of Commerce registration number

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

1.3 Name (as stated in the passport) *Surname* _____

First names _____

1.4 Sex Male Female

1.5 Date of birth

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

1.6 Place of birth _____

1.7 Country of birth (as stated in the passport) _____

1.8 Where you keep the records of the foreign national? *Street* _____

Number _____

Postcode _____

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

Town _____

2 Gegevens van de vreemdeling

Write in block letters

2.1 Name
(as stated in the passport)

Surname

First names

2.2 Sex

- Male
 Female

2.3 Date of birth

Day	Month	Year				

2.4 Place of birth

2.5 Country of birth
(as stated in the passport)

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

Explanation

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. 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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



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

This appendix is only available in Dutch

1 Gegevens huidige werkgever van de vreemdeling

Invullen in blokletters

- 1.1 Is de vreemdeling in dienst bij een buitenlandse werkgever

Ja, sinds:

> Voeg het cv van de vreemdeling toe

Dag	Maand	Jaar

Nee

Naam buitenlandse werkgever

- 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

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
Toelichting

> *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* _____

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 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.



Bijlage Gegevens (over noodzaak) van lerend werken (stagiair)

This appendix is only available in Dutch

Bij stage als onderdeel van de opleiding (stagiair)
**Bij stage na afronding HBO/WO-studie als
werkervaringsplaats**

> Ga naar 1

> Ga naar 2

1 Gegevens huidige opleiding van de vreemdeling

Invullen in blokletters

1.1 Naam onderwijsinstelling _____

1.2 Adres onderwijsinstelling *Straat* _____

_____ *Huisnummer en toevoeging*

_____ *Postcode*

Plaats

1.3 Website onderwijsinstelling _____

1.4 Naam opleiding(srichting) _____

1.5 Totale duur van de opleiding
(in jaren) _____

1.6 In welk studiejaar zit de vreemdeling _____

1.7 Naam stagebegeleider *Vanuit de opleiding:* _____

_____ *Op de stageplaats:*

1.8 Niveau van de opleiding naar
Nederlandse maatstaven

MBO
 HBO
 Universitair
 Anders:

- 1.9 Is de stage noodzakelijk voor het afronden van de studie
- Ja
 > Voeg verklaring onderwijsinstelling toe waaruit blijkt dat stage noodzakelijk is
 Toelichting
-
- Nee
 > Voeg een verklaring van de onderwijsinstelling toe waaruit blijkt dat betrokkene gedurende de stage staat ingeschreven bij de onderwijsinstelling en de stage relevant is voor de opleiding.
 Toelichting
-
- 1.10 Zijn de leerdoelen van de stage in overeenstemming met het niveau en de studierichting van de opleiding
- Ja
 Nee
- Toelichting
- > Een in tijd gefaseerd stageplan bijvoegen met vermelding van de leercomponenten en educatieve doelstellingen
-
- 1.11 Aantal stagiairs met een gecombineerde vergunning of met twv dat gelijktijdig stage loopt
- _____
- 1.12 Stagevergoeding per maand (afgerond in hele euro's)
- > Kopie van een door stagiair en stagebieder getekende stageovereenkomst met vermelding van de stagevergoeding bijvoegen
- € _____
- (Minimaal 50% van het wettelijk minimum(jeugd)loon)
- 1.13 Heeft de vreemdeling nog andere inkomsten (beurs/eigen middelen)
- Ja
 Nee
- > Stuur bewijsstukken van deze inkomsten mee (bijv. bankafschrift, beursverklaring)
- Toelichting
-

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

Invullen in blokletters

- 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))
- 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

- 2.7 Stagevergoeding per maand (afgerond in hele euro's)

> 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.

€				
---	--	--	--	--

(Minimaal 50% van het wettelijk minimum(jeugd)loon)

- 2.8 Heeft de vreemdeling nog andere inkomsten? (Bijvoorbeeld nog eigen middelen)?
- Ja
 Nee

Toelichting

> Stuur bewijsstukken van deze inkomsten mee (bijv. bankafschrift,)

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);
- 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

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



Appendix Exemption from the obligation to undergo a tuberculosis (TB) test

Do not enclose this appendix with the form!

If you have the nationality of one of the countries on this list, you do not have to undergo a tuberculosis (TB) test.

Albania	Grenada	Oman
Algeria	Guatemala	Panama
Andorra	Guyana	Paraguay
Antigua and Barbuda	Honduras	Poland
Argentina	Hong Kong (SAR)	Portugal
Armenia	Hungary	Qatar
Australia	Iceland	Romania
Austria	Iran	Russia
Azerbaijan	Iraq	Rwanda
Bahamas	Ireland	Samoa
Bahrain	Israel	San Marino
Barbados	Italy	Saudi Arabia
Belarus	Jamaica	Serbia
Belgium	Japan	Seychelles
Belize	Yemen	Singapore
Benin	Jordan	Slovakia
Bosnia and Herzegovina	Kazakhstan	Slovenia
Brazil	Kosovo	Solomon Islands
Brunei	Kuwait	South-Korea
Bulgaria	Latvia	Spain
Burkina Faso	Lebanon	Sri Lanka
Cape Verde	Libya	St Kitts & Nevis
Canada	Liechtenstein	St Lucia
Chile	Lithuania	St Vincent and the Grenadines
China	Luxembourg	Sudan
Colombia	Macau (SAR)	Suriname
Comoros	Malaysia	Sweden
Costa Rica	Maldives	Switzerland
Croatia	Mali	Syria
Cuba	Malta	Tadjikistan
Cyprus	Mauritania	Taiwan
Czech Republic	Mauritius	Togo
Denmark	Mexico	Tonga
Dominica	Moldova	Trinidad and Tobago
Dominican Republic	Monaco	Tunisia
Ecuador	Montenegro	Turkey
Egypt	Morocco (Inc. Western Sahara)	Turkmenistan
El Salvador	Nauru	Ukraine
Estonia	Netherlands	United Arab Emirates
Fiji	New Hebrides	United Kingdom
Finland	New Zealand	United States of America
France	Nicaragua	Uruguay
Galapagos Islands	Niger	Uzbekistan
Georgia	Niue	Vanuatu
Germany	North-Macedonia	Venezuela
Greece	Norway	

