



## Reporting form for exchange purposes

You can only use this form if the foreign national has a residence permit for exchange purposes. You are:

- a recognised sponsor; or
- authorised representative of a recognised sponsor.

With this form you only report changes that relate to the foreign national for whom you are a recognised sponsor. Changes with respect to the recognised sponsor are reported with 'Reporting form for changes concerning the recognised sponsor'.

You can use this form to submit any changes that you have to report to the IND under your obligation to provide information. A change must be reported to the IND within 4 weeks after the commencement of the change.

### 1 Details of the sponsor

*Write in block letters*

1.1 Name of exchange organisation or au pair agency \_\_\_\_\_

1.2 IND client number (if known) **1-** | | | | | | | | | | | | | | | | | | | | | |

1.3 Name contact person \_\_\_\_\_

1.4 Telephone number (include country code) Country code Phone number  
+ | | | | | | | | | | | | | | | | | | | | | |

1.5 E-mail contactperson \_\_\_\_\_

1.6 Chamber of Commerce number (or number of foreign Commercial Register if applicable) | | | | | | | | | | | | | | | | | |

### 2 Details of the foreign national

*Write in block letters*

2.1 V-number (if known) | | | | | | | | | | | | | | | | | |

2.2 Citizen Service Number (if known) | | | | | | | | | | | | | | | | | |

2.3 Name (as stated in the passport) Surname \_\_\_\_\_  
First names \_\_\_\_\_

2.4 Sex  Male  Female

2.5 Date of birth

Day	Month	Year

### 3 Please state the change you want to submit

> Please tick the applicable situation

- From now on, I am the sponsor of this foreign national > Proceed to 4
- The situation of the foreign national and/or the host family has changed > Proceed to 5
- I am no longer the sponsor of the foreign national > Proceed to 5
  - > Check under 5 if you need to submit a change, and then proceed to 6. If you do not need to submit a change, then specify in a separate appendix why you are no longer the sponsor of the foreign national.

### 4 Change of sponsor

> Please tick

- The foreign national has a valid residence permit for exchange purposes. By signing this form, I will present myself as sponsor of the above foreign national and state that the foreign national meets all conditions for the residence permit.

> Proceed to 6 'Date of change'

### 5 Change with respect to the foreign national or his/her host family

> Please tick the applicable situation. If multiple conditions are true then you can tick several boxes. Submit as much information as possible in a separate appendix on each ticked situation and also provide the date on which each change occurs or has occurred.

- The foreigner no longer wants to come to the Netherlands.
  - > State in the attachment the reasons why the foreigner no longer wants to come to the Netherlands.
- The foreign national no longer stays in the Netherlands and this change was not reported in good time (within 4 weeks) to the Municipal Personal Records Database (BRP) of the municipality where the foreign national is registered.
  - > State in the attachment the reason why the foreigner no longer resides in the Netherlands. State also to which country the foreigner has departed.
- The au pair agency or the exchange organisation no longer has the foreigner in view.
  - > State in the attachment what has happened and indicate how you are going to deal with this or have dealt with it.
- The foreigner has stopped the exchange program.
  - > State in the attachment why the foreigner has stopped the exchange program and how you are going to handle this or have dealt with it.
- The foreigner is going to stay with another host family.
  - > State in the attachment the reasons why the foreigner is going to stay with another host family. Report also the address, name, date of birth and Social security number of the two main people in the new host family.
- The daily routine agreed to between the foreigner and the host family is not being adhered to.
  - > State in the attachment how you are going to deal with this or have dealt with it.
- The foreigner is carrying out work contrary to the Act on the Employment of Foreigners.
  - > State in the attachment how you are going to deal with this or have dealt with it.
- The foreigner is carrying out activities which do not fall within the exchange program approved by the migration and Naturalisation Service.
  - > State in the attachment how you are going to deal with this or have dealt with it.
- The composition of the host family changes.
  - > State in the attachment how you are going to deal with this or have dealt with it.

- The host family with whom the foreigner resides no longer satisfies the means requirement.  
> *State in the attachment how you are going to deal with this or have dealt with it.*
- The main person or persons in the host family with whom the foreigner resides no longer enjoy lawful residence in the Netherlands.  
> *State in the attachment how you are going to deal with this or have dealt with it.*
- After the residence permit has been granted, it turns out that the foreign national does not meet the conditions (for example, the foreign national turns out to be married after all).
- The foreigner has died.
- Other, namely:

> *Proceed to 6 'Date of change'*

## 6 Date of change

6.1 From which date does the change occur?

Day	Month	Year

## 7 Signing

7.1 Name

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7.2 Place, country and date

*Place*

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*Country*

Day	Month	Year

7.3 Signature (by a person authorised for this purpose)

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## 8 Submitting the reporting form

Send the form to:

Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel

### **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.