



Immigration and Naturalisation
Service
Ministry of Justice and Security

To
All applicants

Date January 2023
Subject Request to wait 1 week before paying fees and sending documents

Dear Sir/Madam,

You would like to submit an application for the orientation year for highly educated persons. In this letter you can read additional information about your application.

Wait a week before you pay the fees and send in your documents

You need to send some documents to the IND after you have submitted your application. We would ask you not to send these documents immediately. Please also do not pay the fees immediately.

What if you do this immediately after submitting your application? Then your details are not yet in the IND's system. This means that the IND cannot connect your payment or documents to your application. You can prevent this by waiting a week.

With apologies for any inconvenience caused.

Yours sincerely,

The State Secretary of Justice and Security



Application for admission and residence for an orientation year as a highly educated migrant seeking employment

To be filled in by the Dutch embassy or consulate

Application submitted at embassy/consulate: _____

Date

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

Name and initials embassy employee: _____

File password (if applicable): _____

Passport photo
size 35 x 45 mm
(width x height)

Please note! If you have received a printed version of this information form, please check out the digital version, including direct links, on www.ind.nl.

With this form, you apply for admission and residence in the Netherlands for an orientation year as a highly educated migrant seeking employment.

To qualify, you will have to meet the following conditions. Within the past three years:

- you have completed an accredited bachelor's or master's programme in the Netherlands; or
- you have completed a post-master's programme of at least an academic year (a minimum of 10 months) in the Netherlands or you have obtained a PhD in the Netherlands; or
- you have had a residence permit for the purpose of scientific research in the Netherlands, or a residence permit for the purpose of working as a highly skilled migrant to undertake scientific research in the Netherlands; or
- you have obtained a master's degree in the context of an Erasmus Mundus Masters Course, or you have obtained an Erasmus Mundus Joint Master Degree; or
- you have completed a study in the Netherlands in relation to the Cultural Policy Act; or
- you have completed a study in the Netherlands that is provided in relation to the development and cooperation policy of the Dutch Ministry of Foreign Affairs; or
- you have completed a master's or post-master's programme or you have obtained a PhD at a designated foreign educational institution¹ and you:
 1. have achieved a minimum score of 6.0 for the [International English Language Testing System](#), or
 2. have achieved a comparable minimum score in an English language test in accordance with the [Code of Conduct for international students in Dutch higher education](#), or
 3. possess a diploma, certificate or document as meant in [Article 2.3, \(1\) of the Civic Integration Decree](#) (only in Dutch), or
 4. have completed a master's, post-master's or PhD programme in the English language or in Dutch.

¹ A designated foreign educational institution is an educational institution that is listed in the top 200 of at least two - from separate publishers originating - general ranking lists or available ranking lists by faculty or by subject field - that correspond with your field of study or research field - of the:

- [Times Higher Education World University Rankings](#)
- [QS World University Rankings](#)
- [Academic Ranking of World Universities](#)

This means that the educational institution must be listed in at least two of the available lists (general, faculty or subject field-specific) from separate publishers. Ranking lists published by the same publisher count as one.

When to use this form

You can only use this form if you are a foreign national staying outside the Netherlands. You submit the application to the Dutch embassy or consulate in the country of origin or the country of continuous residence.* Please check the contact page of www.netherlandsworldwide.nl to find out whether and how you can make an appointment for this.

* In case there is no Dutch consulate or embassy in your country of origin or permanent residence, please turn to the nearest Dutch representation.

Appointment at the Dutch embassy or consulate

Please take this application form, your passport photo and valid passport with you to the appointment at the Dutch embassy or consulate. The embassy or consulate employee will register your application and fill out the information box above. You will also receive a confirmation letter with your registration number (V-number). Please keep this letter: you will need it later. After submitting the application to the embassy or consulate, you will receive this application form back.

If you give your consent to communication by e-mail (see section '6 Declaration of consent'), the embassy or consulate employee will provide you with a file password. This password will be written in the box at the top of the first page of this form. It is very important that you keep your password safe and it is strongly recommended that you keep a copy of this application form for your records.

After the appointment

To be able to assess your application, the Immigration and Naturalisation Service (IND) in the Netherlands needs information from you. Please complete and send this form, with all the necessary documents mentioned in section '4 Means of evidence', to the IND within three weeks from the date of your application (see the date above). Please also enclose the confirmation letter you received from the embassy or consulate. If you do not send all the necessary documents, the assessment of your application will be delayed. If the IND does not receive the information and documents in time, your application will be rejected.

1 Your personal details

Write in block letters

1.1 V-number

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Please note! It is imperative that your V-number is mentioned above. Without this number, your application can not be processed. The embassy or consulate will give you this number.

1.2 Dutch Citizen service number (if applicable)

| | | | | | | | | | | | | | | | | | | | |
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The Dutch Citizen service number (BSN) is a unique number for everyone who has dealings with the Dutch government.

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 Nationality at birth _____

1.9 Current nationality _____

- 1.10 Civil status
- unmarried (single or living together)
 - married
 - registered partnership
 - divorced
 - widow/widower

1.11 Home address

Street _____

Number _____

Postcode _____

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Town _____

Country _____

1.12 Telephone number _____

1.13 E-mail _____

- 1.14 Type of travel document
- National passport
 - Diplomatic passport
 - Service passport
 - Official passport
 - Special passport
 - Other type of travel document, namely: _____

1.15 Specifications of the travel document

Travel document number

Date of issue

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

Valid until

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

Issued by

2 Details of your representative in the Netherlands (if applicable)

Please enclose an authorisation if the representative is acting on your behalf. If the authorised representative is a lawyer, no authorisation needs to be submitted.

Write in block letters

2.1 Name
(as stated in the passport)

Surname

First names

2.2 Nationality

2.3 Address

Street

Number

Postcode

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Town

2.4 Telephone number

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2.5 E-mail

3 Declaration of intent to undergo a TB test

In order to obtain a residence permit, you must be prepared to undergo a tuberculosis (TB) test in the Netherlands and - if necessary - treatment. If you are granted a residence permit, you will actually have to undergo a TB test within three months after having received your residence permit.

When you are in the Netherlands, you should make a TB test appointment with the Municipal Health Service (GGD) in the area where you live or will be living (for further information visit the website www.ggd.nl).

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.

Please note! 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](#)'.

> Please check either one of the following two boxes

- 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.
- I do not need to undergo a TB test because I am a national of one of the countries listed in the appendix '[Exemption from the obligation to undergo a tuberculosis \(TB\) test](#)'.

4 Means of evidence

Requirements of foreign means of evidence

Documents must be in Dutch, English, French or German. In case the documents are drafted in another language, you need to have these translated by an authorised translator. Send a copy of the original documents together with a copy of the translation.

Please gather the following documents:

- Copy of your passport (page with your identity details as well as the pages with travel stamps, do not send copies of empty pages);
 - An '[Antecedents certificate](#)' [appendix](#) that you have fully completed and signed.
 - Documents showing that you qualify for the orientation year. Please tick the situation that applies to you below and gather the corresponding documents.
- Within the past three years you have completed an accredited bachelor's or master's programme or a post-master's programme in the Netherlands:**
- A copy of the diploma or certificate, which shows the date you completed your study programme. This concerns the diploma or certificate of an accredited programme at a Dutch educational institution for higher education; or
 - A 'Statement on completion of study' (available on www.ind.nl), completed and signed by the educational institution. You need this means of evidence if you have completed your study before you submit this application but are not yet in possession of your diploma or certificate.

☐ Within the past three years you have completed a master's or post-master's programme or you have obtained a PhD at a designated foreign educational institution:

- Documentary evidence (for example a screenshot) showing that your educational institution was listed, on the date you completed your study programme or your PhD, in the top 200 of at least two of the ranking lists mentioned on page 1; and
- A copy of a credential evaluation from Nuffic. An application for a credential evaluation can be made via the Credential Evaluation Information Centre (IcDW: www.idw.nl) (you do not have to submit a credential evaluation from Nuffic if you graduated in Belgium and your study programme is registered in the [Higher Education Register](#) of Flanders); and
- A copy of the evaluated diploma or certificate, which shows that you have obtained and when you have obtained a master's degree or a PhD at a foreign educational institution which, on the date you completed your study programme or your PhD, was included in the top 200 of at least two of the ranking lists mentioned on page 1; and
- Documentary evidence showing that you:
 - have achieved a minimum score of 6.0 for the International English Language Testing System, or
 - have achieved a comparable minimum score in an English language test in accordance with the [Code of Conduct for international students in higher education](#), or
 - possess a diploma, certificate or document as meant in Article 2.3, first paragraph of the Civic Integration Decree, or
 - have completed a master's or post-master's or PhD programme in the English language or in Dutch.It is not necessary to submit proof regarding your English proficiency if you have obtained your master's or post-master's degree or your PhD in an English-speaking country.

☐ Within the past three years you have been in possession of a residence permit for the purpose of scientific research or a residence permit for the purpose of working as a highly skilled migrant to undertake scientific research in the Netherlands:

You do not have to submit additional means of evidence or documents, because the IND already has this information available.

☐ Within the past three years you have obtained a PhD in the Netherlands. You did not have a residence permit for the purpose of scientific research or for the purpose of working as a highly skilled migrant to undertake scientific research. You did have a Dutch residence permit for another purpose:

A copy of the diploma or certificate, which shows that you have obtained and when you have obtained your PhD at a Dutch university or at the Open University in the Netherlands.

☐ Within the past three years you have obtained a master's degree in the context of an Erasmus Mundus Masters Course, or you have obtained an Erasmus Mundus Joint Master Degree:

- A copy of a credential evaluation from Nuffic. An application for a credential evaluation can be made via the Credential Evaluation Information Centre (IcDW: www.idw.nl) (you do not have to submit a credential evaluation from Nuffic if you graduated in Belgium and your study programme is registered in the [Higher Education Register](#) of Flanders); and
- A copy of the evaluated diploma or certificate, which shows that and when you have obtained your degree.

☐ Within the past three years you have completed a study in the Netherlands in the context of the Cultural Policy Act, or a study in the Netherlands that is provided in relation to the development and cooperation policy of the Dutch Ministry of Foreign Affairs.

A copy of the diploma or certificate from an educational institution, which shows that you have completed a study in the context of the Cultural Policy Act or in relation to the development and cooperation policy of the Ministry of Foreign Affairs.

5 Payment of fees

Before your application can be assessed, you must pay a fee. The fee for an application for admission and residence in the Netherlands for an orientation year, submitted between 1 January 2023 and 1 January 2024, is € 210. This amount has to be paid by all applicants, except for citizens of Turkey, San Marino and Israel. The fee for citizens of Turkey is € 70. The application is free of charge for citizens of San Marino and Israel. You can find this information on www.ind.nl.

Please transfer the fee for the application to the bank account of the IND referred to below. Please quote the V-number, which you will receive from the Dutch embassy/consulate where you apply, as your payment reference.

| | |
|----------------|---|
| Bank | ING |
| Account number | 70.50.05.356 |
| Name | Min. van Justitie en Veiligheid 601/IND LEGES Storting Bank |
| IBAN number | NL31INGB0705005356 |
| SWIFT code | INGBNL2A |
| Address | Postbus 85449 |
| Postcode | 2508 CC |
| City | Den Haag |

You must transfer the fee within three weeks after the date on top of this form (filled in by the Netherlands embassy or consulate). Your application will only be assessed when the whole amount has been received by the IND. Please check whether your bank deducts a fee from the amount being transferred.

NB! Please pay attention to the enclosed letter about paying the fees and sending the documents.

If the assessment of your application shows that you do not qualify for a residence permit in the Netherlands, you will not receive a refund.

6 Declaration of consent

The IND will assess and decide on your application. If you wish communication with the IND to take place by e-mail (instead of by post), you must consent to this first.

> Please check either one of the following two boxes

- I agree that communication with the IND will take place by e-mail. I want the email address I provided above to be used for this (section 1.13). I access this email address on a regular basis.
- I do not agree that communication with the IND will take place by e-mail. I want correspondence to be sent to the address I provided above (section 1.11).

If you give your consent to communication by e-mail, the IND will send the decision on your application to your e-mail address. The message will be encrypted using the file password you received from the embassy or consulate employee. You can open the encrypted document in the email with this password. Therefore, it is very important that you keep your password safe and it is strongly recommended that you keep a copy of this application form for your records.

Please note! The IND accepts no responsibility for any email messages that fail to reach you or are delayed. The IND cannot guarantee the reliability of sending or receiving messages by email, or the confidentiality and integrity of email correspondence sent over the internet.

7 What will happen with your application?

Your application will be sent to the IND. It may take at least one week before your application is registered in the system of the IND. Please pay attention to the enclosed letter about paying the fees and sending the documents. After receipt of your application, your documents and fee, the IND will assess your application. You will be contacted by the IND if your payment or your documents are not received. You will also be informed once the assessment of your application has been finalised. If your application is granted, you will also receive information about the follow-up procedure.

8 MVV and residence permit

In case your application is granted you will receive an MVV (entry visa) from the Dutch embassy/consulate. When your application is granted you can make an appointment to collect your MVV via www.netherlandsworldwide.nl. The IND aims to have your residence permit ready upon your arrival in the Netherlands. The IND will send you an e-mail indicating when you can collect your residence permit. For this, you have to make an appointment online at the IND desk of your choice.

8.1 Intended date of departure to the Netherlands

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

8.2 Please indicate below where you will collect the residence permit:

- Amsterdam Den Bosch Den Haag Zwolle

You can also collect your residence permit at an expat center: (Some expat centers charge a fee for this service and some expat centers require an appointment to collect the residence permit)

- Amsterdam Den Haag Eindhoven Enschede
 Groningen Maastricht Nijmegen Rotterdam
 Utrecht Wageningen

9 Registering in the Netherlands

You need your birth certificate (legalised and translated if necessary, please check www.ind.nl) for registering in the [Personal Records Database \(BRP\)](#) at your local municipality after arriving in the Netherlands. This is a mandatory procedure. When you are registered in the BRP, you will automatically obtain a [citizen service number \(BSN\)](#), unless you already have this.

10 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, within 4 weeks to the IND with the 'Notification form for family members and relatives'. 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.

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

10.2 Name _____

10.3 Place and Date

Place

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

10.4 Signature _____

11 Submitting this form with the necessary documents

Sign and send the completed form, the 'Antecedents certificate' appendix and the requested documents to the IND in the Netherlands by post. Never send any original documents. You must send clearly readable and full copies of the original documents. Do not use any staples or paperclips. Do not send any USB sticks, CD's, DVDs and suchlike. Put all the documents in a sufficiently stamped envelope. Send this to the following address:

Immigration and Naturalisation Service (IND)
P.O. Box 5
9560 AA TER APEL
The Netherlands

Alternatively, you can send copies of your documents to the following mailbox: hemse@ind.nl.

NB! Please pay attention to the enclosed letter about paying the fees and sending the documents.

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 organizations or persons. The IND also uses and stores data and shares them with other organizations. 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.