



Immigration and Naturalisation
Service
*Ministry of the Interior and
Kingdom Relations*

Residence in the Netherlands



Contents

1. The purpose of this publication	3
2. The Regular Provisional Residence Permit (mvv) and residence permit: an overview of the main rules	4
3. Who is eligible for the mvv and a residence permit?	7
4. How to apply for an mvv	9
5. How to apply for a residence permit once you have entered the Netherlands	11
6. How to extend or change the purpose of your residence permit	13
7. What to do if you wish to register an objection to the decision	14
8. More information	15
Appendix 1: Which form do you need?	16
Appendix 2: Costs	17
Appendix 3: Staying with a family member	18
Appendix 4: Studying	20
Appendix 5: Finding work after having studied	21
Appendix 6: Working as an employee or on a self-employed basis	22
Appendix 7: Au pair	24
Appendix 8: Exchange programmes	25
Appendix 9: Re-entry (including former Dutch citizens)	26
Appendix 10: Other purposes of stay	27

1. The purpose of this publication

Foreign nationals who wish to reside in the Netherlands for more than 3 months require a residence permit. This publication explains how you can apply for a residence permit at the Immigration and Naturalisation Service (IND). Most foreign nationals first need a special visa to enter the Netherlands: the Regular Provisional Residence Permit (mvv). You must apply for the mvv before entering the Netherlands at the Dutch embassy or consulate. This publication contains detailed information about this procedure.

Contents of the publication

This publication answers the following questions:

- Who needs an mvv to enter the Netherlands?
- How and where can you apply for an mvv?
- How and where can your sponsor submit a request for advice preceding the actual application for mvv?
- What requirements must you meet?
- What do you need to do once you have entered the Netherlands?
- How and where can you apply for a residence permit?
- What do you need to do when your residence permit expires?

Who this publication is for

This publication is for foreign nationals who wish to stay in the Netherlands for more than 3 months, for instance to live with family in the Netherlands or to work or study here. If you wish to stay in the Netherlands for more than 3 months you will always need a residence permit.

Are you an EU, EER or Swiss national?

The content of this publication does not apply to you. If you wish to stay, or are already staying, in the Netherlands you can find more information in the publication 'IND registration for EU citizens'. However, this publication is not intended for EU citizens who are citizens of Bulgaria or Romania. Citizens of these countries can find further information at www.ind.nl.

You are an EU or EER national if you are of Austrian, Belgian, British, Bulgarian, Cypriot, Czech, Danish, Estonian, Finnish, French, German, Greek, Hungarian, Icelandic, Irish, Italian,

Latvian, Liechtenstein, Lithuanian, Luxembourg, Maltese, Norwegian, Polish, Portuguese, Romanian, Slovakian, Slovenian, Spanish or Swedish nationality. Swiss nationals have the same rights as EU or EER nationals.

Do you wish to come to the Netherlands as a labour migrant, highly skilled migrant, or scientific researcher within the meaning of Directive 2005/71/EC?

The application procedures are usually carried out by your employer. There is a special publication for employers, 'Bringing a foreign employee to the Netherlands'.

Short stay

If you wish to stay in the Netherlands for less than 3 months, you will not need an mvv or residence permit. In many cases you will, however, need a visa. You can apply for a short stay visa at the Dutch embassy or the consulate in your country of residence. You can find more information about this in the publication 'Short stay visa for the Netherlands'.

Application costs (fees)

Applying for a residence permit costs money. These costs must be paid the moment you submit the application. The costs depend on the purpose of stay for which you submit an application. This publication does not contain any information on any exemption from the payment of charges. If you would like to know what the costs are beforehand, please surf to www.ind.nl or call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone). If the assessment of your application shows that you are not eligible for the residence permit you applied for, the money will not be refunded.

How to use this publication

- If you want an overview of the procedure for applying for an mvv or residence permit, turn to chapter 2: The Regular Provisional Residence Permit (mvv) and residence permit: an overview of the main rules.
- If you want to find out about your eligibility, turn to chapter 3: Who is eligible for the mvv and a residence permit?
- If you want to know how to apply for an mvv, turn to chapter 4: How to apply for an mvv.
- If you want to know what you need to do to apply for a residence permit once you are in the Netherlands, turn to chapter 5: How to apply for a residence permit once you have entered the Netherlands.
- If you want to know what requirements apply to you, turn to the appendices detailing each purpose of stay in the Netherlands.

Purpose of stay

A purpose of stay is the reason for which you want to stay in the Netherlands. For example, you may wish to live with your partner in the Netherlands, or to work or study here.

2.

The Regular Provisional Residence Permit (mvv) and residence permit: an overview of the main rules

If you wish to reside in the Netherlands, there are three different possibilities:

You wish to stay in the Netherlands for more than 3 months, and you are not (a family member of) an EU, EER or Swiss national.

In this case you will always need a residence permit. This publication explains how you can apply for a residence permit. In most cases you will also need an mvv (Regular Provisional Residence Permit) in order to enter the Netherlands. The mvv is a special visa that you must have to enter the Netherlands if you wish to stay for more than 3 months. You need to apply for the mvv before you enter the Netherlands. Some people are exempted from the mvv requirement. They can apply for a residence permit directly in the Netherlands. Chapter 3 explains to which groups this applies.

You are an EU, EER or Swiss national and wish to stay in the Netherlands.

If you will be staying in the Netherlands for less than 3 months, all you need is a valid travel document (e.g. a passport or identity papers). If you will be staying in the Netherlands for more than 3 months, you will first need to register with the Municipal Administration (GBA) for your place of residence. After 3 months you will also have to register with the IND, who will place a sticker in your passport. You can find more information about this in the publication 'IND registration for EU citizens'.

Please note! If you are a national of Bulgaria or Romania you don't register with the IND. Instead, you can apply for an EU residence document (proof of lawful residence). You can find more information at www.ind.nl.

You wish to stay in the Netherlands and you yourself are not an EU, EEA or Swiss national, however you are a family member of an EU, EEA or Swiss national.

If you will be staying in the Netherlands for less than 3 months, all you need is a valid travel document (e.g. a passport or identity papers) and (in many cases) a visa. You can apply for a visa from the Dutch embassy or consulate in your country of origin or your country of continuous residence. You can find more information about this procedure in the publication entitled 'Short stay visa for the Netherlands'. If you will be staying in the Netherlands for more than 3 months, you will first need to register with the Municipal Administration (GBA) for your place of residence.

If you stay for longer than 3 months you must also apply for the form entitled 'Application for verification against Community Law' from the IND. If you are classed as a family member of a citizen of the Union, you will be granted an EU/EEA residence document.

Your visit will last less than 3 months.

In this case you will need a valid travel document (e.g. a passport or identity papers) and (in many cases) a visa. You can apply for a visa from the Dutch embassy or consulate in your country of origin or your country of continuous residence. You can find more information about this procedure in the publication entitled 'Short stay visa for the Netherlands'.

Applying for an mvv

You need to apply for an mvv at the Dutch embassy or consulate in either your country of origin or your country of continuous residence. To do this you will, in most cases, need a sponsor (the referent) in the Netherlands. The sponsor is the person with whom you wish to stay or the organisation that is arranging your stay in the Netherlands.

Request for advice preceding the actual application for mvv

Before you apply for an mvv, your sponsor can ask the IND for an advice regarding the issue of an mvv. If the IND makes a positive advice, you will know that your application is likely to be successful. You can read more about this procedure in chapter 4.

Applying for a residence permit

You can apply for a residence permit in the Netherlands at the IND desk. If you wish to study in the Netherlands, in many cases the educational institution will submit the application to the IND.

Requirements and documents

To be eligible for an mvv and/or a residence permit you must meet certain requirements. You will also have to provide a number of documents. The IND will assess whether or not

Country of continuous residence

A country of continuous residence is a country in which a person is permitted to reside for a period of more than 3 months, by reason of entitlement to temporary residence or pending entitlement to temporary residence.

IND desks

The IND has desks in the Netherlands. You must go to the IND desk if you wish to apply for a residence permit, to collect a residence document, to collect a residence sticker or if you require information about residence in the Netherlands.

Do you wish to apply for a temporary residence permit? If so, you must make an appointment to visit an IND desk. To do so call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone). You will be told what details you will need to bring along.

If you only require information about a regular residence permit, call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or visit an IND desk. You do not need an appointment for this.

Please visit the website www.ind.nl for the latest information regarding the IND desks.

you meet the requirements and have the correct documents. The requirements depend on the purpose of stay in the Netherlands: work, study, forming a family, visiting family members, to name a few. The appendices contain information about how the requirements vary depending on your purpose of stay in the Netherlands. A number of requirements need to be met whatever your purpose of stay in the Netherlands. For example, you must have a valid passport. In order to obtain a residence permit, you will in many cases need to undergo a tuberculosis test and have health insurance. You can find more information about this in chapter 3.

The civic integration examination abroad

To be eligible for an mvv you will, in a number of cases, be required to take the civic integration examination abroad. This examination tests your basic knowledge of both the Dutch language and Dutch society. The examination is taken at the Dutch embassy or the consulate in your country of origin or country of continuous residence, before you come to the Netherlands.

Everyone aged between 18 and 65 who needs an mvv and who wishes to live in the Netherlands for a prolonged period will need to take the civic integration examination abroad. This includes foreign nationals who wish to form a family with someone in the Netherlands or to be reunified with family members already living in the Netherlands. Religious leaders coming to the Netherlands for employment, such as imams or preachers, will also have to take the civic integration examination abroad.

The civic integration examination abroad certificate will be valid for 1 year. If you passed the civic integration examination abroad more than 1 year ago, you will need to sit the exam again if a request for advice is being submitted on your behalf or if you submit an application for an mvv.

You do not need to take the civic integration examination abroad if you wish to reside in the Netherlands for the purposes of an exchange, as an au pair, as a family member of someone who has asylum status, or if you are coming for a family visit. Foreign nationals and their dependent family members who wish to stay in the Netherlands to study, to undergo medical treatment, to enter employment, to work on a self-employed basis, as a scientific researcher pursuant to and within the meaning of Directive 2005/71/EC or as highly skilled migrants, are also not required to take the civic integration examination abroad. Exemption from having to take the civic integration examination abroad may also be granted on medical grounds, and there are exceptions for people with Surinamese nationality. This list is by no means exhaustive. For more information, please visit www.minvrom.nl.

Costs

The Regular Provisional Residence Permit (mvv), the residence permit, and the civic integration examination abroad cost money. The fee must be paid when you submit your application, or before you take the examination. The fee will not be refunded if your application is rejected, or if you fail the examination.

This publication does not contain any information about the costs of the civic integration examination abroad, the payment of fees, or about a possible exemption from paying fees. If you would like to know what the costs are beforehand, please surf to www.ind.nl or call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone).

Application form

You will need to fill in an application form in order to apply for an mvv or residence permit. There is more than one application form available; make sure that you fill in the correct form, otherwise your application may be delayed! An overview of the application forms can be found in appendix 1.

Procedure for mvv application

	What do you do?	What does the embassy or the consulate do?	What does the IND do?
1	Gather information		
2	Work out for yourself whether you fulfil the requirements		
3	Sit for the civic integration examination abroad		
4		Administers the civic integration examination abroad	
5	You will receive your result for the civic integration examination abroad in writing after the examination has taken place		
6	You have passed the examination: fill in the mvv application form within 1 year and submit this to the embassy or the consulate		
7	Pay the costs		
8		Sends mvv application on to the IND	
9			Contacts the person giving you residence for further information
10			Assesses your application
11			The IND decision is sent on to the embassy or consulate and the sponsor
12			In the event of a negative assessment: a letter will be sent to you
13		In the event of a positive assessment: you are invited to come and collect your mvv	
14	In the event of a positive assessment: enter the Netherlands. In the event of a negative assessment: you may register a notice of objection		

Procedure for application for residence permit

	What do you do?	What does the IND do?
1	Gather information	
2	Work out for yourself whether you fulfil the requirements (if you are obliged to have an mvv you must be sure to fulfil this obligation first)	
3	Collect documents	
4	Fill out and submit your application form	
5	Pay the costs	
6		Takes in your application
7		IND assesses your application
8		In the event of a positive assessment: you are invited to come and collect your residence permit. In the event of a negative assessment: a letter will be sent to you
9	In the event of a positive assessment: you are invited to come and collect your residence permit from the IND desk in your region. In the event of a negative assessment: you may register a notice of objection	

3.

Who is eligible for the mvv and a residence permit?

In principle you are eligible for an mvv and a residence permit if you meet the following requirements:

- You have a valid passport
- You do not constitute a risk to public order, national peace, or national security
- You or your sponsor have or has sufficient means of support, for example earned income
- You are prepared to cooperate on a tuberculosis test
- You have health insurance that covers you in the Netherlands
- You have passed the civic integration examination abroad or you are exempt from taking the examination
- You meet the requirements associated with the purpose of stay for which you are coming to the Netherlands (see appendices 3 to 10). Please visit www.ind.nl > Customer Service Information for the latest requirements.

Requirements for each purpose of stay

You will always come to the Netherlands for a certain purpose, for instance to live with your family, work here or study here. The reason for your visit is your purpose of stay. Different requirements apply and different documents are needed for each purpose of stay. For instance, if you have a spouse in the Netherlands with whom you wish to live you will need to provide your wedding certificate. If you are planning to work for a company in the Netherlands, you will need to provide an employment contract. If you will be studying in the Netherlands you will need to show, for instance, that you are registered with an educational institute. Appendices 3 to 10 outline the requirements you must meet for each purpose of stay. Please visit www.ind.nl > Customer Service Information for the latest requirements.

Sponsor in the Netherlands

It is important that you have a person or organisation in the Netherlands who will, among other things, act as a guarantor for you. The sponsor could, for instance, be the family member with whom you will be living or the employer who will guarantee your income. It may be that you do not have a sponsor. For instance, you can take up residence on a self-employed basis without a sponsor. In such a case there are often additional requirements. You must therefore thoroughly prepare your application for an mvv and residence permit.

Period of validity of the sponsor declaration

The sponsor declaration will state that your sponsor will sponsor you for a period of 5 years or the shorter period of

Tuberculosis

In order to obtain a residence permit, you must be prepared to undergo a tuberculosis examination and, if necessary, treatment for tuberculosis. To do this you (or the person who represents you) must fill in and sign a declaration of intent relating to the tuberculosis examination. If you complete the Declaration of Intent for a Tuberculosis Examination and submit it to the Immigration and Naturalisation Service (IND) together with your application (and if you also meet all other requirements), the IND will grant you a residence permit as soon as possible. You will be granted this permit on the specific condition that you actually undergo a tuberculosis examination within 3 months. If it becomes apparent after a residence permit has been issued to you that you failed to undergo a tuberculosis examination within 3 months - despite the fact that you signed the declaration of intent - the residence permit may be withdrawn.

The obligation to undergo the examination does **not** apply if:

- you have the nationality of one of the following countries: one of the EU/EEA member states, Australia, Canada, Israel, Japan, Monaco, New Zealand, Surinam, United States of America, and Switzerland (including Liechtenstein); or
- you have a valid residence permit for an EEA country, an EU country, or Switzerland; or
- you have an EC residence permit for long-term residents issued by another EU country; or
- you are a family member of a long-term resident and you have been admitted to another EU country as a family member of the long-term resident.

your stay. The guarantee will automatically cease to apply in the following cases:

- If sufficient security is provided in another form
- If you leave the Netherlands permanently
- If you are granted a permanent residence permit or a residence permit for a different purpose of stay
- If you acquire Dutch citizenship

Who does not need an mvv?

Not everyone needs an mvv. Below is an overview of the main nationalities and situations that are exempted from the mvv requirement. This list is by no means exhaustive. You can find further information on the website www.ind.nl and on the application form. In the following cases, amongst others, you will **not** require an mvv:

1. You have a Dutch residence permit.
2. You are a national of one of the following countries: Australia, Canada, Japan, Monaco, New Zealand, South Korea, the United States of America or Vatican City.

3. You are a national of one of the following countries:
Austria, Belgium, Bulgaria, Cyprus, Czech Republic,
Denmark, Estonia, Finland, France, Germany, Greece,
Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein,
Lithuania, Luxembourg, Malta, Norway, Poland, Portugal,
Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland
or the United Kingdom.
4. You come from, and reside in, a country that is subject to
an obligation to hold a visa/mvv, however you are the
family member of someone who is a national of one of
the countries listed under point 3. In this case, you can
apply for a visa instead of an mvv. Before taking
advantage of this option, you must contact the Dutch
embassy or consulate in your country of residence.
5. You have an EC permanent residence permit, issued by
another EU member state.
6. Finally, there may be extraordinary circumstances that
make it impossible for you to apply for an mvv in your
own country. In most cases, however, you can only apply
for a residence permit if you have an mvv.

Please note! *The requirements and documents for each purpose of stay that are listed in the appendices apply to both the mvv and the residence permit. If you have already gathered the documents for your application for an mvv, this will make your application for a residence permit easier.*

4. How to apply for an mvv

The previous chapter explained whether or not you need an mvv. The mvv is a special visa you need to enter the Netherlands. You will also need the mvv if you want to apply for a residence permit once you have entered the Netherlands. How to apply for an mvv.

Obtaining information

It is advisable to first find out whether you meet the requirements. These requirements depend on the purpose of your stay. You can find the requirements in the appendices to this publication. Information can also be obtained from the IND. You can do this in three different ways.

- From the Netherlands via telephone number 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or from countries other than the Netherlands via telephone number +31 20 889 30 45.
- Via www.ind.nl.
- At an IND desk. To find the desk nearest to you, visit the website www.ind.nl.

Application for an mvv

You must submit your application for an mvv via the Dutch embassy or consulate in your country of origin or in your country of continuous residence.

Completing the form and gathering the documents

The mvv application form must be completed in full. It can be obtained from the Dutch embassy or consulate in your country of residence. Certain documents must be enclosed with your application. The appendices to this publication detail the requirements you need to fulfil in order to obtain an mvv. What the requirements are depends on your purpose of stay. In some cases, passing the civic integration examination abroad is a requirement for obtaining an mvv. For more information on the civic integration examination abroad, please visit www.minvrom.nl.

Submitting your application and paying the fee

Sign your mvv application and submit it to the Dutch embassy or consulate, together with the required documents. You will need to pay the fee for the mvv application after you have submitted it to the Dutch embassy or consulate in your country of residence. Once you have submitted the application, you will receive confirmation of receipt. The confirmation of receipt will tell you how much you need to pay; this amount varies, depending on your reason for applying for an mvv.

This publication does not contain any information on any exemption from the payment of charges. If you would like to know what the costs are beforehand, please surf to www.ind.nl or call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone). When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

Assessment of the application

The IND will assess your mvv application. This may take some time. **On average an assessment will take 3 months.** For this reason you should not book your trip to the Netherlands until you are sure that you will be issued with an mvv.

Response to your application

You will receive one of two responses to your application:

- The Dutch embassy or consulate contacts you to tell you that you can collect your mvv. The embassy will place the mvv sticker in your passport, which you can now use to enter the Netherlands.
- Your application for an mvv is rejected. If your application for an mvv is rejected, you will receive a letter (the decision notice) which will explain why you have not been granted an mvv. You can appeal against this decision. You can find information about how to do this in chapter 7.

Your sponsor submits a request for advice preceding the actual application for a Regular Provisional Residence Permit

Prior to your application, your sponsor in the Netherlands can submit a request for advice to the IND so that you will know, in advance, whether you may be eligible for an mvv.

Request for advice

Your sponsor can ask the IND for advice preceding the actual application for an mvv. To do this your sponsor must use the form entitled 'Request for advice preceding the actual application for a provisional residence permit (mvv)'. This form can be requested from the IND via 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone), downloaded at www.ind.nl or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

Completing the form and gathering the documents

The request for advice preceding the actual application for the mvv must be completed in full. Certain documents must

be enclosed with the request. The appendices to this publication detail the requirements; the request form itself explains which documents you need. Which documents these are depends on the purpose of stay.

Sending your application

The request for advice preceding the actual application for the mvv must be sent to the IND. No fee is charged for processing the request for advice.

Assessment of the request for advice

The IND will assess the request for advice. **On average an assessment will take 3 months.** If the response to the request for advice is positive, you will need to go to the Dutch embassy or consulate to officially submit your application for an mvv. If the response to the request for advice is negative, the IND will inform your sponsor accordingly. It is not possible to submit an application for review with regard to a negative advice.

Language of the documents

All documents must be in Dutch, English, French or German. If this is not the case, please have the documents translated by a translator sworn by a court and submit the translation and the document along with the application to the IND desk. If you do not have the document translated in the Netherlands by a translator who is sworn by a Dutch court, but abroad instead, the translation also has to be legalised.

Legalisation of foreign documents

All official foreign documents relating to persons, for instance birth certificates, single status declarations, marriage certificates or judicial decisions regarding adoption and custody, must be legalised, or provided with an apostille stamp by the competent authorities in the issuing country. Single status declarations must have been issued by the competent authorities within the last 6 months. As legalisation can take a long time, you should arrange for your documents to be legalised or provided with an apostille stamp several months before you plan to submit your application. It is advisable not to submit your application until your documents have been legalised or supplied with an apostille stamp. If you are unable to have your foreign documents legalised or supplied with an apostille stamp you must explain the reason for this, in writing, when you submit your application.

Always ask the Dutch embassy or consulate which foreign documents must be legalised or supplied with an apostille stamp. For further information please call +31 70 348 48 44, or go to www.minbuza.nl.

5. How to apply for a residence permit once you have entered the Netherlands

Once you are in the Netherlands you must report to the police in the municipal authority where you are staying. You must do this within 3 working days. All foreign nationals must report to the police, except foreign nationals who are citizens of an EU or EER country or Switzerland.

The residence permit

If you wish to stay in the Netherlands for more than 3 months you will need to apply for a temporary residence permit while your *mvv* is still valid. You are advised to submit your application within 8 days of your arrival. You can submit your application to the IND desk in your region, however you must make an appointment in advance.

Please note! If you do not have an *mvv* but, according to the rules, you do need one, your application for a residence permit will be refused. If this happens you will have to leave the Netherlands, unless, in the opinion of the IND, there are special circumstances which mean you do not have to apply for an *mvv* in your own country. Under certain conditions you may be exempted from having to obtain an *mvv*. If this is the case you should apply for your residence permit using the form 'Application for a residence permit without *mvv* or change to purpose of stay'.

How to apply for a residence permit

You must apply for a residence permit at the IND desk in your region. The application forms you will need can be obtained from the IND via 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone), downloaded via www.ind.nl or you can collect the application forms from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands). The residence permit for stay as a highly skilled migrant must be obtained from the IND. The relevant application forms are only available on the internet: www.ind.nl.

Obtaining information

It is advisable to first find out whether you meet the requirements. These requirements depend on the purposes of your stay; more information about them can be found in the appendices to this publication. Information can also be obtained from the IND. You can do this in three different ways.

- From the Netherlands via telephone number 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your

operator if you are calling from a mobile phone) or from countries other than the Netherlands via telephone number +31 20 889 30 45.

- Via www.ind.nl.
- At an IND desk. To find the desk nearest to you, visit the website www.ind.nl.

Application for a residence permit

You must submit your application for a residence permit to the IND. You need to make an appointment to visit the IND desk in your region. To do so, call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone). You will be told what details you will need to bring along. This does not apply in the case of an application for residence as a highly skilled migrant or as a higher education student. In these cases the application is submitted by the employer or the educational establishment.

Completing the form and gathering the documents

The application form must be completed in full. You will need to gather certain documents and submit them together with your application. For instance, these may be documents you need to obtain from your sponsor, such as a sponsor declaration or an employer's declaration. You can read about the requirements in the appendices to this publication; the application form itself explains which documents you need.

Submitting your application and paying the fee

Once you have fully completed the form and gathered all the required documents you can submit your application to the IND desk where you have made an appointment. Which documents you will need to enclose depends on your purpose of stay. You will always need to bring your passport, or another travel document, and a recent passport photograph with you when you submit your application to the appointment. The IND will place a sticker in your passport which you can use to show that you are lawfully residing in the Netherlands. The sticker cannot be placed in a passport which is no longer valid. The sticker may not be valid longer than the passport either. You should therefore ensure that the period of validity of your passport is sufficient for your stay in the Netherlands, and that your passport is renewed in good time. The application costs money. You must pay these costs the moment you submit the application to the IND desk.

Please note! You pay for the application, not for the residence permit. The fee will not be refunded if your application is rejected. The fee you will be charged depends on your purpose of stay and on whether the application is submitted with or without an mvv.

This publication does not contain any information on any exemption from the payment of charges. If you would like to know what the costs are beforehand, please surf to www.ind.nl or call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone).

Assessment of the application

The IND will assess your application for a residence permit. This procedure may take some time. Sometimes the IND will need to verify your documents in your country of residence. **The IND can, in principle, take 6 months to make a decision.**

Response to your application

You will receive one of two responses to your application:

- You are granted a residence permit. You will be notified of this in writing; the letter will explain where and when you can collect your residence document.
- Your application for a residence permit is rejected. If your application is rejected, you will receive a letter (the decision notice) which will explain why you have not been granted a residence permit. You can appeal against this decision. You can find information about how to do this in chapter 7.

Residence permit with or without mvv

The procedure for applying for a residence permit is much the same for those who arrived in the Netherlands with an mvv as for those who are exempted from needing one. The most important difference is that people who are in possession of an mvv will need to produce fewer documents when applying for a residence permit. This is because some of their documents will already have been checked when they applied for their mvv.

Has your situation changed since your mvv was issued?

Has your purpose of stay changed, or do you have a different sponsor now? Then you will need to use a different application form to apply for your residence permit, 'Application for a residence permit without mvv or change to purpose of stay'. If your or your sponsor's situation has changed, you will need to enclose copies of documents which show what that change is. Bear in mind that your application can be refused if you do not have the correct mvv.

Language of the documents

All documents must be in Dutch, English, French or German. If this is not the case, please have the documents translated by a translator sworn by a court and submit the translation and the document along with the application to the IND desk. If you do not have the document translated in the Netherlands by a translator who is sworn by a Dutch court, but abroad instead, the translation also has to be legalised.

6. How to extend or change the purpose of your residence permit

In most cases the maximum period of validity of the initial residence permit will be no longer than 1 year. If, within the 1st year, you no longer meet the requirements that apply to your purpose of stay, you must immediately notify the IND in writing. On the basis of your letter the IND will then assess what the consequences are for your residence permit. When you write your letter you can enclose an application for a change of residence permit in line with your new purpose of stay, if you have one. For further information consult the section below entitled 'Changing the purpose of stay of your current residence permit'.

Extending your residence permit

You can apply for extension of the period of validity of your residence permit before the expiry of the 1st year and each time thereafter before the expiry of the period of validity of the residence permit. You must do so before the period of validity of the permit has expired. If you do not apply for an extension to your residence permit in good time, this may have far-reaching consequences. You will normally receive a letter from the IND 3 months before the expiry date of your residence permit, enclosing an application form you can use to apply for an extension. You can also obtain the form entitled 'Application for renewal of a residence permit' from the IND. You will need to gather certain documents and enclose them with your application. Whether the period of validity of your residence permit will be extended, and for how long, depends on your situation. The IND will assess your application and determine if and for how long the period of validity of your residence permit will be extended. The maximum period for which it can be extended is 5 years. You will need to pay a fee to extend the period of validity of your residence permit.

This publication does not contain any information on any exemption from the payment of charges. If you would like to know what the costs are beforehand, please surf to www.ind.nl or call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone).

Changing the purpose of stay of your current residence permit

You must apply for a change to your residence permit if one of the following situations arises:

- The reason for your stay, your 'purpose of stay', changes.
- There is a change in your personal situation, for example if you are staying in the Netherlands as a labour migrant and you change jobs.

- There has been a change in the situation of or with your sponsor, for example if you wish to stay with a different person or if you wish to work for a different employer. You must apply for a change to your residence permit using the form 'Application for a residence permit without mvv or change to purpose of stay'. You will need to gather certain documents for your application. Please submit the application to the IND desk in your region. The IND will then assess your new application on the basis of the requirements applicable to your new purpose of stay. The application costs money.

This publication does not contain any information on any exemption from the payment of charges. If you would like to know what the costs are beforehand, please surf to www.ind.nl or call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone).

Continued residence

In the following circumstances, amongst others, you can apply to have your residence permit changed into a 'residence permit for continued residence':

- You have held the same residence permit for family reunification or family establishment, medical treatment, being a solitary underage (or 'minor') foreign national, or because you were unable to leave the Netherlands due to circumstances outside your control, for 3 years running.
- You are a minor and have held a residence permit for stay with parents or (adoptive) foster parents for a minimum of 1 year.

This list is by no means exhaustive. Appendix 10 details all the circumstances under which you may qualify for a residence permit for continued residence. Please visit www.ind.nl > Customer Service Information for the latest overview of other reasons.

If your residence permit is changed into a residence permit for continued residence this has the advantage that you will now have an independent residence permit. Whether or not the period of validity of this independent residence permit is extended will no longer depend on whether you fulfil the requirements applicable for the purpose for which you initially entered the Netherlands. For example, if you were staying with a partner and you now have an independent resident permit, you can now continue to live in the Netherlands even if the relationship has since ended, you are no longer living together, you do not have sufficient means of support, etc.

You must apply for a residence permit for continued residence using the application form 'Application for a residence permit without mvv or change to purpose of stay'. You will need to gather certain documents for your application. Please submit the application to the IND desk in your region. The IND will then assess your new application on the basis of the requirements applicable to continued residence. The application costs money. This publication does not contain any information on any exemption from the payment of charges. If you would like to know what the costs are beforehand, please surf to www.ind.nl or call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone).

Permanent residence permit

If you have lived in the Netherlands continuously for 5 years with a valid residence permit for a non-temporary purpose of stay, you can apply for a permanent residence permit. You can do this using the form 'Application for a permanent residence permit'. You will need to gather certain documents for your application, and enclose them with it. You will need to send your application for a permanent residence permit to the IND. The IND will assess your application on the basis of the requirements applicable to it. The application costs money.

This publication does not contain any information on any exemption from the payment of charges. If you would like to know what the costs are beforehand, please surf to www.ind.nl or call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone).

Civic integration examination

The civic integration examination tests your knowledge of the Dutch language and Dutch society. You have to prove that you have passed the civic integration examination or that you have been excused or exempted from it if you:

- want to apply for a permanent residence permit; or
- want to change your residence permit into 'continued residence'.

This only applies if you apply for 'continued residence' after you have had a residence permit for family reunification or family formation with a person with a non-temporary purpose of stay for 3 years.

That means, for example, after residing with a Dutch partner for 3 years.

If you apply for one of these residence permits, you only need to have passed the civic integration examination if you:

- are younger than 65 but are 18 or older; and
- have lived in the Netherlands for fewer than 8 of your school age years (5-16 years old); and
- do not have any certificates which show that you have sufficient knowledge of the Dutch language and society.

More information on the civic integration examination and integration can be found at www.inburgeren.nl.

7. What to do if you wish to register an objection to the decision

If you do not meet the requirements, the IND will reject your application. If you do not agree with the decision, you can register an objection to it, or authorise someone in the Netherlands to do so on your behalf. The procedure for registering an objection is outlined in the decision notice. **You will have 4 weeks within which to register an objection**, which you must do in writing. You will also have to clarify the reasons why you do not agree with the decision.

It is not possible to register an objection to a negative response to your sponsor's request for advice preceding the actual application for an mvv. This is because it is only advice, not a decision in response to an actual application.

8. More information

Do you still have questions after reading this publication? Please visit www.ind.nl or turn to the Dutch embassy or consulate in the country where you live. You can contact the IND in the following ways.

Telephone

The IND can be contacted on 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone), weekdays between 09.00 and 17.00. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

If you have a question about a current application, please have the following information ready:

- Your V-number (your unique 'foreign national number'), if you know what it is
- Your surname and first name (and, if applicable your maiden name)
- Your place and date of birth
- Your nationality

Letter or email

General questions

Immigratie- en Naturalisatiedienst
Postbus 287
7600 AG Almelo
Email: voorlichting@ind.minbzk.nl

Questions about a visa

Immigratie- en Naturalisatiedienst
Postbus 287
7600 AG Almelo

Questions about highly skilled migrants and labour migrants (working as an employee)

Immigratie- en Naturalisatiedienst
Postbus 245
7600 AE Almelo
Email: arbeid@ind.minbzk.nl

Visit

You can also go to one of the IND desks. You do not have to make an appointment for this purpose. Visit www.ind.nl for information about the IND desks.

Complaints

If you have a complaint about the way in which the IND treated you, we advise you to visit www.ind.nl > Customer Service Information > Contact > Complaints and notice of default. You will find a complaints form here.

Please complete this form, print it and send it by post to:

Immigratie- en Naturalisatiedienst
Postbus 5805
2280 HV Rijswijk

Do you prefer to write a letter yourself? You can also send this letter to the above-mentioned postal address.

For complaints you can also call +31 70 779 54 40.

Living, working or studying in the Netherlands

In this publication, you will only find information provided by the IND. If you come to the Netherlands to live, work or study, you will also have to make arrangements with other organisations of the Government of the Netherlands. The website www.newtoholland.nl provides information about the arrangements to be made, the government agencies you may have to deal with, and at which moment.

Personal Data Protection Act

The Personal Data Protection Act (Wbp) places an obligation on the IND to inform you that the IND is the organisation which processes the data in your application. The IND does this to be able to process your request or application. If you have any questions regarding the data processing procedure you can submit them in writing to the IND, Postbus 287, 7600 AG Almelo. This is the department you must contact if you would like a summary of your personal data held on file. Following a request for such a summary you can ask to have your personal data changed, removed or blocked.

Appendix 1: Which form do you need?

Do you want to submit an application for a residence permit? Or does your sponsor want to ask for a request for advice preceding the actual application for an mvv? Each application requires a specific form. The IND can only process your application if the correct form has been used.

All forms are available from the IND. You can also print off the forms yourself, via www.ind.nl. Copies can also be ordered by calling 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands). Here is an overview of the available forms.

Please note! Application forms relating to the highly skilled migrant procedure are only available on the internet: www.ind.nl.

Employers can use the Digital Labour Migration Desk via www.arbeidsmigratie.nl.

Applications for a residence permit to follow a higher educational study programme can only be submitted by an educational institution to the IND in writing. The application must be submitted by an educational institution that has entered into an agreement with the IND.

You wish to	The form you will need	Where you can get the form
Apply for an mvv	An mvv is applied for in person at the Dutch embassy or consulate in your country of residence. The embassy or consulate will supply you with the application form	The Dutch embassy or consulate in your country of residence
Take the civic integration examination abroad	Fill in the application form obtainable through the hyperlink on the website of the IND or on the website of the Netherlands Ministry of Foreign Affairs	www.ind.nl www.minbuza.nl
Apply for a residence permit - you already have an mvv	Application for residence permit with mvv	IND
Apply for a residence permit - you do not have an mvv	Application for a residence permit without mvv or change to purpose of stay	IND
Apply for a residence permit, but your mvv was issued for a purpose of stay differing from the purpose of stay on the grounds of which you wish to apply for a residence permit	Application for a residence permit without mvv or change to purpose of stay	IND
Extend your residence permit	You will normally receive a letter from the IND inviting you to extend your permit. Or, use the form: Application for renewal of a residence permit	IND
Change your residence permit to continued residence	Application for a residence permit without mvv or change to purpose of stay	IND
Change your temporary residence permit to a permanent residence permit (upon refusal, you may apply for an extension of your current residence permit)	Application for a permanent residence permit	IND
Your sponsor wishes to	The form your sponsor will need	Where your sponsor can get the form
Ask for a request for advice preceding the actual application for an mvv	Request for advice preceding the actual application for a provisional residence permit (mvv)	IND

Appendix 2: Costs

The Regular Provisional Residence Permit (mvv), the residence permit, and the civic integration examination abroad cost money. The fee is payable when you submit your application or before you take the examination. The fee will not be refunded if your application is rejected or you fail the examination. This publication does not contain any information about the costs of the civic integration examination abroad, the payment of fees, or about a possible exemption from paying fees. If you would like to know what the costs are beforehand, please surf to www.ind.nl or call 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone).

What is the family tariff?

If two or more foreign nationals apply for residence with a person residing in the Netherlands **at the same time** for family reunification or family formation purposes, the family rate is charged. In this case, one of the applicants must pay the full administration fee and the other applicants each pay the family rate. In the event that one or more foreign nationals apply for residence **at the same time** as the foreign national (sponsor) with whom they will be staying in the Netherlands for family reunification or formation purposes, the family members each pay the family rate and the sponsor with whom the family members are staying will pay the rate that applies to the residence purpose intended, for example work.

What is the family rate for extension?

The family rate also applies to an application for extension of the residence permit for family reunification. But for these, it is not important for the applications to be submitted simultaneously to be eligible for the family rate. The special family rate **always** applies to applications for extension for (extended) family reunification with one or both parents. However, the standard fee rate applies to applications for extension for staying with a husband or wife or (registered) partner.

Exemption from payment

There are a number of categories of foreign nationals who are not required to pay fees, for example victims of trafficking in human beings, non-privileged NATO personnel and (in certain cases) foreign nationals who are unable to leave the Netherlands through no fault of their own. In addition, it is possible to be exempt from paying fees on the basis of Article 8 of the ECHR if an application for a residence permit for family reunification or family formation is submitted.

If the foreign national and the principal applicant with whom he or she is applying to stay do not have and are not able to borrow the money to pay the fees for the application, the applicant may request an exemption. In this case, the following documents must be submitted: a T-2 statement of income from the Council for Legal Aid showing that the principal applicant did not have an income or any assets during the year in question, documentary evidence of the efforts made by the foreign national and the principal applicant during the last 3 years in order to obtain funds, as well as documentary evidence showing that they are not able to borrow the amount of the fees due.

***Please note!** An exemption will only be granted if, despite all efforts, the foreign national does not have any financial resources and also has absolutely no means of obtaining such resources. Foreign nationals who have an income, in the form of benefits or otherwise, or who are able to take out a loan in order to pay the fees due, will therefore not be eligible for an exemption.*

Appendix 3: Staying with a family member

You are applying for an mvv or residence permit for the purposes of staying with a family member or relative in the Netherlands. Below is an overview of the specific requirements you will need to meet. Information about the general requirements can be found in chapter 3. Please visit www.ind.nl > Customer Service Information for the latest requirements.

You are married to, or have a registered partnership with, someone who lives in the Netherlands, or you are the unmarried partner of someone who lives in the Netherlands

If the marriage took place or the (registered) partnership was formed at a time when the principle applicant had his or her main residence in the Netherlands, this is classed as family formation. All other cases are classed as family reunification.

If you wish to stay in the Netherlands for family reunification/family formation you will need to meet at least the following requirements.

- You are married to, or are the (registered) partner, of someone in the Netherlands
- You are both aged 21 or over
- Your husband or wife or (registered) partner has sufficient long-term means of support
- You have taken and passed the civic integration examination abroad or have been granted an exemption

You are a minor child and your parent or legal representative lives in the Netherlands

- You are a biological or legal child of someone who has his/ her residence in the Netherlands
- There is a relationship of authority between the parent or legal representative and you, the child
- The parent remaining behind in the country of origin has given permission for your departure to the Netherlands
- You are an actual member of the parent or legal representative's family and have remained as such
- You will be living with your parent or legal representative in the Netherlands
- Your parent or legal representative has sufficient long-term means of support

You are a child of age and your parent lives in the Netherlands

- You are a biological or legal child of someone who has his/her residence in the Netherlands
- There is a relationship of authority between the parent and you, the child
- The parent remaining behind in the country of origin has given permission for your departure to the Netherlands
- You are an actual member of the parent's family and have remained as such

- You will be living with your parent in the Netherlands
- Your parent has sufficient long-term means of support
- Being left behind in the country of origin would cause unreasonable hardship. This means that, if you were left behind in your country of origin, you would be placed in an exceptionally distressing situation
- You have taken and passed the civic integration examination abroad or have been granted an exemption.

You are the father or mother of a child living in the Netherlands and you are age 65 or over and you are single

- You are age 65 or over
- You are single
- Nearly all your children have lawful residence in the Netherlands
- There is no child left in your country of origin who can provide for you
- Between them, your children who live in the Netherlands have sufficient long-term means of support to provide for both you and their own family

You are a foster child and your foster parent lives in the Netherlands

- You are a minor
- Your foster parent is a blood relative or other family relation, in other words a grandparent, brother, sister, uncle or aunt
- You have no acceptable future in your country of origin
- Your foster parent must be able to provide you with a proper upbringing and care
- You must submit a medical declaration
- The parent(s) or legal representative(s) must approve your departure to the Netherlands
- Your foster parent must prove that the competent authority has officially granted authority to him/her
- Your foster parent has sufficient long-term means of support

You are a prospective adoptive child and your prospective adoptive parent lives in the Netherlands

- At the time you enter the Netherlands you are not yet 6 years of age

What are sufficient long-term means of support?

In principle, this means that earned income (whether earned through employment or on a self-employed basis) must continue to be available for at least 1 year after the moment at which the application (for a residence permit or mvv) is submitted, or the moment at which the decision regarding the application is made.

- You must not suffer from a dangerous contagious or long-term physical or mental illness
- The prospective adoptive parents must demonstrate that the release of the foreign child by the child's parent(s) has been properly arranged
- The prospective adoptive parents must demonstrate that the authorities in the country of origin approve the foreign child's inclusion in the family of the prospective adoptive parents
- The prospective adoptive parents must fulfil the requirements of the Act on the Placement of Foreign Children for Adoption. One of the requirements is, for example, that the prospective adoptive parents have to be able to prove that they are suitable as adoptive parents by means of permission in principle.

You wish to visit a family member in the Netherlands (for longer than 3 months, maximum 6 months)

- Your return to your country of origin is guaranteed
- You have family ties with someone who lawfully resides in the Netherlands
- You or your family member have or has sufficient long-term means of support

You will find the documents you need to submit an application on the application form. You can find an overview of the different application forms in appendix 1 and at: www.ind.nl. You can print the forms off yourself via the website. Copies can also be ordered by calling 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

Appendix 4: Studying

You are applying for an mvv or residence permit to study in the Netherlands. Below is an overview of the specific requirements you will need to meet at least. Information about the general requirements can be found in chapter 3. Please visit www.ind.nl > Customer Service Information for the latest requirements.

You wish to study at an institute for higher education/at a university

- You are (provisionally) enrolled at an educational institute which has concluded an agreement with the IND, has signed the 'International Students in Dutch Higher Education' code of conduct and is included in the public register. For further information, please visit www.internationalstudy.nl
- It is a full-time course
- You have sufficient long-term means of support
- You are aware that your stay is of a temporary nature

You wish to study at an institute for further or vocational education

- You are (provisionally) inscribed at an educational institute recognised by the Dutch government
- It is a full-time course
- It is a course for which the Netherlands is the most appropriate country
- Taking the course will allow you to make a positive contribution to the development of your country of origin
- You have sufficient long-term means of support

Applications for a residence permit to follow a higher educational study programme can only be submitted by an educational institution to the IND in writing.

The application must be submitted by an educational institution that has entered into an agreement with the IND.

You will find the documents you need to submit an application on the application form. You can find an overview of the different application forms in appendix 1 and at: www.ind.nl. You can print the forms off yourself via the website. Copies can also be ordered by calling 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

Appendix 5: Finding work after having studied

You are applying for an mvv or a residence permit so that, after you have finished studying in the Netherlands, you can continue looking for work as a highly skilled migrant or start an innovative company. Below is an overview of the specific requirements you will need to meet at least. Information on the general requirements can be found in chapter 3. Please visit www.ind.nl > Customer Service Information for the latest requirements. More information can be found at www.ind.nl or in the publication entitled 'Bringing a foreign employee to the Netherlands'.

You are a student who graduated in the Netherlands and want to look for work

- You want to find a job as a highly skilled migrant
- You have a residence permit with a 'study' purpose of stay and have finished your studies
- You are a Bachelor's or Master's graduate from a Dutch institution of higher education or a research institution
- You have a copy of a certificate authenticated by a higher education institution which shows that, and when, you successfully completed the course

You are a highly educated foreign national and want to look for work

- You want to find a job as a highly skilled migrant or start an innovative company
- You obtained a master degree or a PhD at a higher education institution in the Netherlands or you have finished a study abroad at a university that ranks in the top 150 of two lists that have been recognised internationally (as published in 2007 by the 'Times Higher Education Supplement' and the 'Jiao Tong Shanghai University')
- You graduated or obtained a PhD no longer than 3 years ago
- You have obtained at least 35 points within the framework of the points system. The elements for which points can be awarded are education, age and indicators for success in the Netherlands. More information can be found at www.ind.nl
- You have not previously looked for work as a graduate with a 'graduate job searching year' residence permit

You will find the documents you need to submit an application on the application form. You can find an overview of the different application forms in appendix 1 and at: www.ind.nl. You can print the forms off yourself via the website. Copies can also be ordered by calling 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

Appendix 6: Working as an employee or on a self-employed basis

You are applying for an mvv or residence permit to work in the Netherlands as an employee, or on a self-employed basis. In some cases an employer can start the procedure via the Office for Labour and Highly Skilled Migrants. Below is an overview of the specific requirements you will need to meet at least. Information about the general requirements can be found in chapter 3. Please visit www.ind.nl > Customer Service Information for the latest requirements. You can find further information about the procedure for highly skilled and labour migrants at www.ind.nl or in the publication 'Bringing a foreign employee to the Netherlands'.

You wish to work as an employee

- You are going to work as a paid employee and have an employment contract which guarantees you an independent income
- Your employer has applied for a work permit
- You have sufficient long-term means of support

You wish to work as a highly skilled migrant (in employment)

- You are going to work as a paid employee and have an employment contract which guarantees you an independent sustainable income
- Your employer has signed a standard statement to effect the admission and residence of a highly skilled migrant, which means he or she takes on a number of responsibilities regarding your stay in the Netherlands
- If you are a highly skilled migrant and want to find paid employment, minimum income criteria apply. This publication does not contain any amounts because these minimum income criteria are indexed annually. The applicable amounts can be found on www.ind.nl
- Different income criteria apply if you find a job in the Netherlands performing scientific research or as a doctor being trained as a specialist. Your income must then be at least at subsistence level

You wish to work as a trainee

- You wish to complete a work placement to finalise education followed abroad
- You have a work placement agreement
- You wish to undertake a traineeship in the Netherlands for a maximum of 1 year
- You have sufficient long-term means of support
- Your employer has applied for a work permit

You wish to work for the purpose of work experience

- You are coming to the Netherlands for a maximum of 24 weeks
- You wish to work in the Netherlands to gain work experience
- You have an employment contract

- You have sufficient long-term means of support
- Your employer has applied for a work permit

You wish to work as a guest lecturer

- You have an employment contract
- You have sufficient long-term means of support
- If you wish to work in the Netherlands for more than 1 year, your employer will need to have applied for a work permit

You wish to work as a salaried scientific researcher

- You have an employment contract
- You have sufficient long-term means of support
- Your employer has applied for a work permit

You wish to work as a non-salaried scientific researcher

- You are coming to the Netherlands for the purpose of conducting temporary research
- You are in receipt of a grant from the Dutch government or a Dutch educational or research institute or the European Union
- You have sufficient long-term means of support

You wish to work for the purpose of working as a scientific researcher pursuant to and within the meaning of Directive 2005/71/EC

- You are going to carry out a research project. This project must have been approved by the educational establishment
- The IND has admitted the educational establishment to the procedure for scientific researchers within the meaning of Directive 2005/71/EC
- You have an appropriate higher education certificate for the purpose of carrying out the research
- You have concluded a hosting agreement with the educational establishment
- You have an independent source of income, for example: scholarships, grants, sponsorships, periodic payments, a decision of appointment or an employment contract
- You have sufficient long-term means of support

What is a work permit?

In most cases, an employer will need a work permit (twv) if he wishes to bring a foreign employee to the Netherlands. Your employer can apply for the twv at UWV WERKbedrijf. You cannot make the application yourself. Once you are in the Netherlands, you will need to apply for a residence permit yourself. When you do so, you will need to hand over a copy of the twv application. If UWV WERKbedrijf issues a twv to your employer, UWV WERKbedrijf will let the IND know that it has done so. You can only be issued with a residence permit once this has happened.

You wish to work as a spiritual leader or minister of religion

- You wish to come to the Netherlands to work as a spiritual leader or minister of religion
- You have an employment contract to work as a spiritual leader or minister of religion
- You have sufficient long-term means of support
- Your employer has applied for a work permit
- You have taken and passed the civic integration examination abroad or have been granted an exemption

You wish to work on a self-employed basis

- Your company serves an essential Dutch interest
- You meet the qualification requirements for operating the business in question
- You have a business plan
- It is expected that your business will provide you with sufficient long-term means of support

You will find the documents you need to submit an application on the application form. You can find an overview of the different application forms in appendix 1 and at: www.ind.nl. You can print the forms off yourself via the website. Copies can also be ordered by calling 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

Appendix 7: Au pair

You are applying for an mvv or residence permit to stay in the Netherlands as an au pair. Below is an overview of the specific requirements you will need to meet at least. Information about the general requirements can be found in chapter 3. Please visit www.ind.nl > Customer Service Information for the latest requirements.

You wish to stay in the Netherlands as an au pair

- You are between 18 and 26 years of age
- You are unmarried and not responsible for the care of any children
- You have not previously stayed in the Netherlands and wish to familiarise yourself with Dutch society
- You are staying in a host family consisting of two or more persons for whom you have not previously worked
- You will do some small household chores by way of consideration (for no more than 30 hours a week)
- The host family has sufficient long-term means of support for their own family and yourself
- You are aware that your stay is temporary

You will find the documents you need to submit an application on the application form. You can find an overview of the different application forms in appendix 1 and at: www.ind.nl. You can print the forms off yourself via the website. Copies can also be ordered by calling 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

Appendix 8: Exchange programmes

You are applying for an mvv or residence permit to stay in the Netherlands for the Working Holiday Scheme, Working Holiday Program, Young Workers Exchange Program or exchange through a private organisation. Below is an overview of the specific requirements you will need to meet at least. Information about the general requirements can be found in chapter 3. Please visit www.ind.nl > Customer Service Information for the latest requirements.

Working Holiday Program (WHP) and Working Holiday Scheme (WHS)

On the basis of agreements drawn up between the Dutch government and Canada, Australia and New Zealand, young nationals of any one of these countries can get to know Dutch society and culture by taking part in a paid working holiday. Young Canadians can take part in the Working Holiday Program (WHP); for young Australians and New Zealanders there is the Working Holiday Scheme (WHS). These young people need not be students and may use these exchange programmes on an individual basis or at the invitation from an exchange organisation. So as to be able to cover their living costs, the young people involved can take on paid work without holding a work permit.

Young Workers Exchange Program (YWEP)

In addition, young Canadians can stay in the Netherlands on the basis of the Young Workers Exchange Program (YWEP). This is a special exchange programme for trainees. Those who wish to take part in this programme must be students, or must have graduated no longer than 1 year before the application is made. In order to stay in the Netherlands as part of this programme, they must hold a work permit.

You wish to stay in the Netherlands through the Working Holiday Scheme or Working Holiday Program

- You are a Canadian, Australian or New Zealander
- You are aged between 18 and 30
- You are not responsible for the care of dependent family members
- You have a return ticket or sufficient means to purchase a return ticket

You wish to stay in the Netherlands as a trainee through the Young Workers Exchange Program

- You are Canadian and live in Canada
- You are aged between 18 and 30
- You have a trainee contract
- Your employer has applied for a work permit
- You are a student, or graduated in Canada no longer than 1 year ago

You wish to stay in the Netherlands through a private organisation

- You are aged between 15 and 26
- You are not responsible for the care of dependent family members
- The exchange is taking place through a recognised exchange organisation
- You are staying with a host family in the Netherlands
- Your employer has applied for a work permit for any volunteer work that is to be done

You will find the documents you need to submit an application on the application form. You can find an overview of the different application forms in appendix 1 and at: www.ind.nl. You can print the forms off yourself via the website. Copies can also be ordered by calling 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

Appendix 9: Re-entry (including former Dutch citizens)

You are applying for an mvv or residence permit to stay in the Netherlands on grounds of re-entry. A residence permit for re-entry is intended for former Dutch citizens and for foreign nationals who have previously held a Dutch residence permit for a number of years. Below is an overview of the cases in which you can submit this application. Information about the general requirements can be found in chapter 3. Please visit www.ind.nl > Customer Service Information for an up-to-date list of cases and requirements.

Former Dutch nationals

- You were born and raised in the Netherlands
- You are of age, you were born outside of the Netherlands and you have special ties with the Netherlands. You do not live in the country of which you are a national, you have sufficient long-term means of support and you have a valid Regular Provisional Residence Permit (mvv)
- Your Dutch citizenship has been withdrawn because you did not make every possible effort to forfeit your original nationality. At the time you acquired Dutch nationality you had lawfully resided in the Netherlands for a period of at least 3 consecutive years. In addition, you must not have moved your main residence outside of the Netherlands

Please note! Your application for re-entry must have been received within 2 years from the loss of Dutch citizenship

- After your acquired Dutch citizenship, you renounced Dutch citizenship yourself. This would otherwise have been withdrawn because you had not done everything possible to lose your original nationality. At the time you acquired Dutch nationality you had lawfully resided in the Netherlands for a period of at least 3 consecutive years

Please note! Your application for re-entry must have been received within 2 years from the loss of Dutch citizenship

Other categories of foreign nationals

- You are of age and between the age of 4 and 19 years you have been lawfully resident in the Netherlands for at least 10 years and the application was received before you attained the age of 23 years, or before you attained the age of 19 years you have been continuously and lawfully resident in the Netherlands for at least 5 years and the Netherlands is the most appropriate country for you
- You are a minor, you have accommodation and legal representation in the Netherlands and you have resided lawfully (or as a Dutch citizen) in the Netherlands for at least 10 years since the age of 4, or prior to submitting the application you had resided lawfully (or as a Dutch citizen) in the Netherlands for at least 5 years and the Netherlands is the most appropriate country for you

- On the grounds of Article 17 of the Netherlands Nationality Act you have submitted a request to the court in The Hague to establish your Dutch citizenship
- You are of full age and have renounced your Dutch nationality in order to take advantage of the remigration facilities within the sense of the Repatriation Act for the purpose of emigrating from the Netherlands
- You are eligible for re-entry based on Article 8 of the Repatriation Act
- You temporarily resided outside of the Netherlands as a result of detention or military service and, during this time, the period of validity of your residence permit expired

Please note! Your application for re-entry must have been submitted within 6 months of the date on which your detention or compulsory military service ended. You must meet the requirements with regard to extending the period of validity of the residence permit that has expired

You will find the documents you need to submit an application on the application form. You can find an overview of the different application forms in appendix 1 and at: www.ind.nl. You can print the forms off yourself via the website. Copies can also be ordered by calling 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).

Appendix 10: Other purposes of stay

You can also apply for an mvv or residence permit for the following reasons. Please visit www.ind.nl > Customer Service Information for the latest overview of other reasons.

Residence permit for medical reasons

Stay for medical treatment if you are undergoing or wish to undergo necessary medical treatment. The Netherlands must be the most appropriate country for you to undergo your medical treatment. You must also have adequate funding in place to pay for your medical treatment.

Residence permit for a victim or witness of human trafficking or a person reporting human trafficking

Go to the police and report the human trafficking or cooperate in some other way in the criminal investigation or proceedings. The police will assist you further with your application for a residence permit. If you submit an application without having reported to the police your application will not be processed.

Permanent residence permits for privileged persons

If you have been continuously and lawfully resident in the Netherlands for 10 years pursuant to the Aliens Act and/or on the basis of a privileged status, you **might be** entitled to this residence permit. You must have had a right to residence on the basis of a special privileged status immediately prior to the application for a permanent residence permit.

Please note! In addition to the other requirements you must, since 1 January 2010, also prove that you have fulfilled the integration requirement or have been excused or exempted.

Residence permit for continued residence

If you are currently staying in the Netherlands with a temporary residence permit you **may be** entitled to a residence permit for continued residence. This is possible if you are in one of the following situations:

- You are married or have a registered partnership and have stayed with your spouse/partner for 3 years or more
Please note! In addition to the other requirements you must, since 1 January 2010, also prove that you have fulfilled the integration requirement or have been excused or exempted
- You are married or have a registered partnership and your spouse/partner has died
- You are married or have a registered partnership and there are compelling reasons of a humanitarian nature
- You are a minor and have had a residence permit for a minimum of 1 year allowing you to stay with your parent or (adoptive) foster parent
- You are a minor and your parent or (adoptive) foster parent has died

- You are of age and have stayed with your parent for 3 years or more
Please note! In addition to the other requirements you must, since 1 January 2010, also prove that you have fulfilled the integration requirement or have been excused or exempted
- You are of age and your parent has died
Please note! In addition to the other requirements you must, since 1 January 2010, also prove that you have fulfilled the integration requirement or have been excused or exempted
- You are the victim of domestic violence
- You are a parent and have stayed with your child for 3 years or more
Please note! In addition to the other requirements you must, since 1 January 2010, also prove that you have fulfilled the integration requirement or have been excused or exempted
- You have held a residence permit as a solitary underage foreign national for 3 years
- You have held a residence permit for 3 years because you are unable to leave the Netherlands through circumstances outside your control
- You have held a residence permit for medical treatment for 3 years and further treatment will be essential for at least 1 more year in the Netherlands
- You are a victim of human trafficking
- You are a witness reporting human trafficking

Residence permit on the basis of an international treaty

- You wish to work on the grounds of the Dutch-American Friendship Treaty
- You wish to work in paid employment on the grounds of decision no. 1/80 of the EEC-Turkey Association Council
- You wish to apply for continued residence on the grounds of decision no. 1/80 of the EEC-Turkey Association Council
- You wish to live in the Netherlands on the basis of the Dutch-German Convention on Establishment

You will find the documents you need to submit an application on the application form. You can find an overview of the different application forms in appendix 1 and at: www.ind.nl. You can print the forms off yourself via the website. Copies can also be ordered by calling 0900 1234561 (€ 0.10 p.m. plus any additional costs charged by your operator if you are calling from a mobile phone) or collected from an IND desk. When calling from abroad you can use +31 20 889 30 45 (this number cannot be used if you are telephoning from within the Netherlands).



This publication is an expenditure of:
Immigration and Naturalisation Service
www.ind.nl

No rights can be derived from the contents
of the publication. The text of this publication
may be used if the source is mentioned.

April 2012 | Publication-no. 4012