

## Abhishek Pandey

---

**From:** No-reply IN Amsterdam planning <noreply\_inamsterdam@amsterdam.nl>  
**Sent:** Thursday, March 20, 2025 5:44 PM  
**To:** HCL  
**Subject:** Confirmation combined appointment at IN Amsterdam

Dear client,

Thank you for making an appointment with IN Amsterdam.

### **Here are your booking details:**

**Applicant(s):** Abhishek Pandey

*For a smooth visit, all applicants need to appear in person for this appointment.*

**Service:** Non-EU combined (MVV) - ICT - Employee

**Date:** 24-03-2025

**Time:** 13:30

**Location:** World Trade Center Amsterdam, Tower Two, Ground floor (entrance via Zuidplein),  
Strawinskylaan 1767, 1077 XX Amsterdam

### **Please bring:**

#### **1. Valid passport(s)**

Identity cards are also acceptable for EU citizens.

#### **2. Original birth certificate(s) \***

Applicable to EU citizens and their partners (EU and non-EU), self-employed entrepreneurs, start-up professionals, those with an orientation year residence permit, and children (including those of highly skilled migrants).

Those on a highly skilled migrant visa\*\* and their respective non-EU partners do not need to provide a birth certificate.

#### **3. An original marriage certificate\*, divorce decree, adoption certificate, or family book, if applicable .**

If you are married, even if your spouse (i.e. a non-EU citizen) is not joining you in the Netherlands immediately, your marriage needs to be registered. Therefore, please bring this [declaration](#) , which must be signed by both parties, in addition to your marriage certificate.

**4. Proof of address - Bring a printed and signed copy of *one of the following* :**

- Declaration of permitted official postal address of employer.
- A rental/tenancy agreement that has already begun and is signed by both parties, or proof of home ownership.
- If lodging with someone, a permission form and a copy of the main occupant's identity document.
- A declaration of place of residence if accommodation is rented by the employer.

\*You can find all the forms on our website [IN Amsterdam forms and downloads | IN Amsterdam | I amsterdam](#)

\*Certificates need to be provided in Dutch, English, French or German. Otherwise, a translation by a sworn translator is necessary. Authentication of the translation via an apostille or double legalisation service is also required if the document was not translated in the Netherlands. For more information on legalization visit <https://www.netherlandsworldwide.nl/legalisation/foreign-documents>

If you are unable to bring your marriage or birth certificate in time for the appointment, please make an additional [appointment with City Hall](#) to present the missing document.

\*\* Highly skilled migrants refer to those with a Kennismigrant (KM), intra-corporate transferee (ICT) or Wetenschapelijk Onderzoek (WO) visa.

**Additional information:**

[Watch our video](#) for a glimpse of what to expect during the appointment.

Please note [service fees](#) may apply, and only card payments are accepted.

**To reschedule or cancel the appointment, contact us via:**

**Telephone:** +31 (0)20 254 7999 (Monday to Friday from 09:30 am - 12:00 pm and 1:00 pm - 4:00 pm).

**Email:** [welcome@amsterdam.nl](mailto:welcome@amsterdam.nl)

We look forward to your visit!

Kind regards,

IN Amsterdam

*This is an automated confirmation e-mail*