



Application for the purpose of residence of 'highly skilled migrant'

1 Who can submit this application?

You can only use this form if you have been recognised as sponsor by the IND or are the authorised representative of the recognised sponsor.

> Please tick the applicable situation

It concerns an application for the following procedure:

- ☐ Procedure for Entry and Residence: the highly skilled migrant still resides abroad and is obliged to apply for a regular provisional residence permit;
- ☐ Procedure for a regular residence permit: the highly skilled migrant is not obliged to apply for a regular provisional residence permit and resides in the Netherlands or still abroad;
- ☐ Extension of the validity of the residence permit; or
- ☐ Changing the residence permit (together with extending the validity of the residence permit): the highly skilled migrant already has a residence permit and wants to change his residence permit to the purpose of residence of 'highly skilled migrant'.

2 Details of the employer

2.1	Company name	<input type="text"/>	
2.2	Name of contact person	<input type="text"/>	
2.3	Correspondence address	<div>Street</div> <input type="text"/>	<div>Number</div> <input type="text"/>
		<div>Postcode</div> <input type="text"/>	<div>Town</div> <input type="text"/>
2.4	Telephone number	<input type="text"/>	
2.5	E-mail	<input type="text"/>	
2.6	Chamber of Commerce number	<input type="text"/>	

3 Details of the authorised representative (if applicable)

3.1	Company name	<input type="text"/>	
3.2	Name of contact person	<input type="text"/>	
3.3	Correspondence address	<div>Street</div> <input type="text"/>	<div>Number</div> <input type="text"/>
		<div>Postcode</div> <input type="text"/>	<div>Town</div> <input type="text"/>
3.4	Telephone number	<input type="text"/>	
3.5	E-mail	<input type="text"/>	

4 Details of the highly skilled migrant

4.1	V-number (if known)	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
4.2	Citizen Service Number (if known)	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
4.3	Name	Surname as stated in the border-crossing document <div></div> First names <div></div>	
4.4	Sex and Date of birth	<div>> Please tick the applicable situation</div> <div> <input type="checkbox"/> Male <input type="checkbox"/> Female </div> <div> <div>Day</div><div>Month</div><div>Year</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> </div>	
4.5	Place of birth	<div></div>	
4.6	Country of birth	<div></div>	
4.7	Nationality	<div></div>	
4.8	Civil status	<div>> Please tick the applicable situation</div> <div> <input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower </div>	
4.9	Details border-crossing document	<div>Number</div> <div>Country</div> <div><div></div><div></div></div> <div>Valid from (date)</div> <div>to (date)</div> <div><div></div><div></div></div> <div>Street</div> <div>Number</div> <div><div></div><div></div></div>	
4.10	Address outside the Netherlands, or, if the highly skilled migrant already resides in the Netherlands, the address in the Netherlands	<div>Postcode</div> <div>Town</div> <div><div></div><div></div></div> <div>Country</div> <div><div></div></div>	
4.11	Telephone number	<div></div>	
4.12	E-mail	<div></div>	
4.13	It concerns a	<div>> Please tick the applicable situation</div> <div> <input type="checkbox"/> highly skilled migrant over 30 years of age (396/397);* <input type="checkbox"/> highly skilled migrant under 30 years of age (396/397);* <input type="checkbox"/> highly skilled migrant has graduated in the Netherlands under a residence permit for study purposes (396);* <input type="checkbox"/> scientific researcher (396/397); <input type="checkbox"/> guest lecturer (396/397); of <input type="checkbox"/> trainee doctor (396/397). </div>	
4.14.1	* Position of the highly skilled migrant	<div></div>	
4.14.2	Gross monthly salary highly skilled migrant	Excluding vacation pay and end year bonus	€ <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
4.14.3	Gross monthly salary highly skilled migrant	Including vacation pay and end year bonus	€ <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

5 Statement on conditions

> Please tick

I state the following:

- | | | |
|--|------------------------------|-----------------------------|
| • By completing this form, the company/institution will present itself as sponsor for the above highly skilled migrant, as referred to in Article 2a of the Aliens Act. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • The highly skilled migrant meets the income requirement and the income is competitive. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • The highly skilled migrant has signed the antecedents certificate.
> Please enclose the antecedents certificate with the application. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • The highly skilled migrant has his principal residence in the Netherlands or will establish his principal residence in the Netherlands | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • The highly skilled migrant intends to undergo (if necessary) a TB test within 3 months after having arrived in the Netherlands (only applicable in case of first admission). | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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6 Term of employment contract

The sponsor has an employment contract, statement on a transfer within a group of companies, hosting agreement or appointment decision with the highly skilled migrant showing that the latter will perform labour for the duration of:

Years and months

Day

Month

Year

> Fill in

| , until | | | | | | | | | |

7 Entry date (if applicable)

Day

Month

Year

7.1 The expected entry date of the highly skilled migrant

| | | | | | | | | | This date will be the start date of the residence permit

8 Place of collection of regular provisional residence permit

(only if the highly skilled migrant enters with a regular provisional residence permit)

Dutch embassy or consulate in the country of origin (or country of continuous residence).

If no Dutch embassy or consulate is available, then you need to collect the regular provisional residence permit in the nearest country where a Dutch embassy or consulate is available.

8.1 Place

|

8.2 Country

|

9 Location where the residence permit is collected

Please indicate below the IND Desk where the highly skilled migrant will collect the residence permit

> Please tick the applicable situation

☐ Zwolle

☐ Utrecht

☐ Rijswijk

☐ 's-Hertogenbosch

☐ Rotterdam

☐ Eindhoven

☐ Amsterdam

☐ Hoofddorp

Or if you want to have the residence permit collected at an Expatcenter (NB. You must make an appointment for this, and an extension of a residence permit cannot be collected at the Expatcenter)

☐ Rotterdam

☐ Eindhoven

☐ Amsterdam

☐ The Hague

10 Signing by sponsor

10.1 Name

|

Place

Day

Month

Year

10.2 Place and date

| | | | | | | | | |

10.3 Signature (by a person authorised for this purpose)

|

11 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the highly skilled migrant's passport (only the identity details and stamped pages).
- The completed appendix antecedents certificate
- The completed appendix direct debit collection

12 Biometric information (fingerprints, passport photo) and signature

The highly skilled migrant must have his fingerprints and facial image (passport photo) taken to determine his identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature of the highly skilled migrant. See the appendix Fingerprints, passport photo and signature.

13 Submitting the application and payment

You have collected, copied and enclosed all the means of evidence necessary for the application. Proceed to the appendix: "Submitting and paying for the application (by the sponsor)".



This certificate only needs to be completed if
the foreign national is 12 years of age or older.

Appendix Antecedents Certificate

1 Certificate

> Please tick the applicable situation

- ☐ I certify that:
- I have never been sentenced to imprisonment or a custodial measure for committing a crime;
 - I have never been sentenced to perform community service for committing a crime;
 - I have never been imposed an unconditional fine for committing a crime;
 - I have never accepted an out-of-court settlement for committing a crime;
 - I have never been imposed a penalty order by a public prosecutor for committing a crime;
 - I am currently not subject to prosecution for committing a crime;
 - I have never been responsible for one of the following categories of acts as referred to in Article 1 F of the 1951 Refugee Convention: a crime against peace, a war crime, a crime against humanity, a serious non-political crime (for example murder or terrorism), or acts contrary to the purposes and principles of the United Nations (for example terrorist acts); and
 - I am aware of the fact that a sentence for committing a crime may result in a refusal or termination of the right of residence.
 - I have not submitted any incorrect data during earlier residence procedures;
 - I did not reside in the Netherlands illegally in the past;
 - I am not subject to any entry ban.

- ☐ I am unable to certify the above for the following reasons:

2 Signing (by the foreign national)

I have completed this form truthfully.

2.1 Name

2.2 Place and date

Place	Day	Month	Year
<hr/>	<hr/>	<hr/>	<hr/>

2.3 Signature

Please note!

If this antecedents certificate has not been completed truthfully, this will have consequences for your right of residence.



Do not enclose this appendix with the form!

Appendix

Fingerprints, passport photo and signature

In order to be able to make a residence document, the Immigration and Naturalisation Service (IND) need the fingerprints, passport photo and signature of the foreign national. How can the foreign national submit these?

This can be done while still abroad, by means of the Entry and Residence procedure

- The sponsor (in the Netherlands) will have submitted the application for Regular Provisional Residence Permit for the foreign national (who is still abroad).
 - If a positive decision is given, then the foreign national can collect the Regular Provisional Residence Permit from the Dutch Embassy or Consulate in his/her country of origin or long-term residence. When collecting the Regular Provisional Residence Permit, the foreign national must take a new (and not previously used) passport photo with him/her. This passport photo must comply with the requirements which also apply for Dutch passports. The Embassy can inform the foreign national where he/she is able to have passport photos made locally, which comply with the relevant requirements. A photo that does not comply with the requirements will cause unnecessary delay.
 - The employee at the Dutch Embassy or the Consulate will take fingerprints and the foreign national will also be required to sign the document.
- The foreign national has submitted the Regular Provisional Residence Permit to the Dutch Embassy or the Consulate in the country of origin or long-term residence.
 - When submitting the application, the foreign national must take a new (and not previously used) passport photo with him/her. The employee at the Dutch Embassy or the Consulate will also take the fingerprints and the foreign national will be required to sign the document.

When abroad, application for temporary Regular Residence Permit for persons who do not require a Regular Provisional Residence Permit

- If an application is submitted in the Netherlands by a (recognised) sponsor for a foreign national who does not require a Regular Provisional Residence Permit, then the foreign national must go to an Immigration and Naturalisation Service (IND) counter immediately after arrival in the Netherlands. The Immigration and Naturalisation Service (IND) employee will make fingerprints and a passport photo and the foreign national will be required to sign the document. No appointment needs to be made for this. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl

Applying for a residence permit in the Netherlands

During applications made in the Netherlands (first application, application to change the purpose of residence, application to extend the period of validity, application for a permanent residence permit, replacement or renewal) fingerprints and passport photos will be taken at the Immigration and Naturalisation Service (IND) counter. The foreign national will also be required to sign the document. The following rules apply hereby:

- The foreign national submits the application in writing (and sends the application by post to the Immigration and Naturalisation Service (IND)). The foreign national must then go to the Immigration and Naturalisation Service (IND) counter within 2 weeks in order to have his/her fingerprints and passport photo taken. No appointment is necessary for this purpose. The addresses and opening hours of the Immigration and Naturalisation Service (IND) counters can be found on the website www.ind.nl.
- The foreign national must submit the application immediately at the counter. A passport photo and the fingerprints will be taken at the counter. The foreign national will also be required to sign the document. Submitting an application to an Immigration and Naturalisation Service (IND) counter is by appointment only. Information about making appointments can be found on the website www.ind.nl.



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Do not enclose this appendix with the form!

Appendix

Submitting and paying for the application by the sponsor

Below, you can read how you can submit and pay for the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit.

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

Submitting the Entrance and Residence Procedure (TEV procedure), a residence permit without a regular provisional residence permit or a change to the restriction on the residence permit

You send the application form, the appendices and the requested evidence to the IND by post. Never send any original evidence. You must send clearly readable and full copies of the original evidence. Do not use any staples or paperclips. Do not send any USB sticks, CDs, DVDs and suchlike. Put all evidence in a sufficiently stamped envelope. Send your application to the following address:

Application for an economic purpose of residence (work, study, for example)

**Immigratie- en Naturalisatiedienst
Postbus 245
7600 AE Almelo**

Application for a social purpose of residence (family formation or family reunification, for example)

**Immigratie- en Naturalisatiedienst
Postbus 287
7600 AG Almelo**

How do you pay?

An application is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors and applications for recognition as sponsor*).

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

What happens with your application?

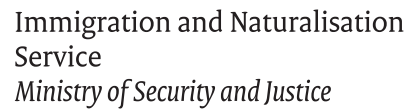
If you have submitted your application to the IND and paid the related costs, the IND will assess your application. If your application is incomplete, the IND will be unable to properly assess your application. If you fail to make a payment or timely payment or submit an incomplete application, the handling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

V-number

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

Personal Data Protection Act

Under the Personal Data Protection Act, the IND is obliged to inform you that the IND is the organisation that processes the data of your request or application. The IND does so in order to handle your request or application. You can ask any questions about this data processing by sending a letter to the IND, Postbus 287, 7600 AG Almelo. You can also ask for an overview of the data processed about you. Following this request, you can ask for your personal details to be changed, deleted or protected.



(One time authorisation - SEPA)

Debit collection takes place per foreign national and per procedure.
If assessment of the application shows that the foreign national does not
qualify for the requested residence permit, you will not be reimbursed.
See for current fees: www.ind.nl/fees

4 Details of the foreign national

4.1	Name	Surname as stated in the border-crossing document	
		<input type="text"/>	
		First names	
		<input type="text"/>	
4.2	Date of birth	Day	Month Year
		<input type="text"/>	<input type="text"/>

5 Signing

By signing this form, you authorise IND to send a once only direct debit collection order to your bank to debit your account for the legal fees to be paid. By signing this form you also authorise the bank to debit your account once only according to the order by IND.

5.1	Name	<input type="text"/>	
		Place	Day Month Year
5.2	Place and date	<input type="text"/>	<input type="text"/>
		Signature account holder	Stamp (optional)
5.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	<input type="text"/>	

Please note!

If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions.