



## Application for a residence for a 'long-term third country national from outside the EU' (foreign national)

*Read the explanation before you start to fill out the form.*

### For whom is this form intended?

You can only use this form if you are a foreign national staying in the Netherlands. You want to apply for a residence permit while you are staying in the Netherlands or you want to change your (valid) residence permit. If you are abroad, then you will need to approach the Dutch Embassy or Consulate in your country of origin or the country in which you are staying. If you are a sponsor and you want to submit an application for a foreign national, you can use the form 'Application for a residence permit for a 'long-term third country national from outside the EU' for the sponsor.

You can only use this form when you or the sponsor with whom you apply to stay:

- has the status of long-term resident in another EU country and now wants to apply for a residence permit in the Netherlands; or
- is a family member of a long-term resident and has already been admitted to another EU country as family member of the long-term resident

When your sponsor has the status of EU long-term resident and you want to apply to stay with this sponsor while at the same time you have not been admitted by another EC country, then you must use the form 'Application form for a residence permit with the purpose of residence Family Member and Relative'.

You can use this form in order to submit an application for a residence permit for one of the following purposes of residence:

- paid employment;
- intra-company transfer;
- work on a self-employed basis;
- carrying out work as a spiritual counsellor (officiating minister or teacher);
- cross-border service provision;
- working experience (trainee or apprentice);
- residence as economically inactive long-term resident;
- marriage, registered partnership and relationship; or
- minor child (younger than 18 years old).

### How do you fill out this form?

This form comprises different appendices; which appendices you need to fill out depends on your own situation. Only submit your application once you have completed filling out this form, signed and you have gathered together all the requested documents and evidence. If your application is incomplete, the IND will be unable to assess your application properly.

### Processing of personal data

The IND records your data in the IND systems to be able to carry out legal tasks. The IND uses and secures your personal data carefully and on the basis of the requirements of the privacy legislation. Read [how the IND handles your personal data](https://ind.nl/en/privacy) on [ind.nl/en/privacy](https://ind.nl/en/privacy).

### Would you like more information?

Then visit the IND website at [www.ind.nl](https://www.ind.nl). You can also contact the IND by telephone via 088 043 04 30 (normal charges apply). From abroad you can call +31 88 043 04 30.



# 1 Means of evidence

## Requirements of foreign means of evidence

You must gather together the means of evidence before submitting your application. You may be required to submit foreign means of evidence together with this application, for example a foreign marriage certificate. Your personal situation and the purpose of residence determine which foreign means of evidence you will need to include.

## Language

All foreign means of evidence must be compiled in Dutch, English, French or German. Is this not the case? Then you must have the means of evidence translated by a translator who has been sworn in by a District Court. Submit (a copy of) the translation and (a copy of) the means of evidence together with the application form. If you have the means of evidence translated in a foreign country and therefore not by a translator who has been sworn in by a District Court, then you are required to have the translation legalised or to have an apostille stamp provided by the competent authorities in the country of issue

## Official means of evidence

Official foreign means of evidence must be issued and legalised by the competent authorities of the country that issued the means of evidence. In some countries the document must then also be legalized by the Dutch embassy or the Dutch consulate in the country in question. In 'apostille countries' an apostille, issued by the competent local authorities, is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign means of evidence include, for example, birth certificates and marriage certificates. Having these means of evidence legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in the country of origin. For more information about legalisation or apostille requirements for documents per country and any exception exceptions to these requirements, you can telephone the 'Public Information Service', telephone number 1400. You can also visit the website [www.rijksoverheid.nl](http://www.rijksoverheid.nl).

## Special facts and circumstances

If you think special facts and circumstances may apply, that have to be considered when assessing your application, you have to provide a written declaration. You have to substantiate this declaration with as many (official) means of evidence as possible.

If you submit special circumstances in the context of Article 3.6ba, first paragraph, of the Aliens Decree, you must only submit these circumstances if this concerns your first application submitted in the Netherlands.

**Choose the purpose of residence.** You can only choose one purpose of residence. If you choose more than one purpose then (possibly) your application will be no longer valid. If you are in doubt about your purpose of residence then contact the IND. Do not submit your application if you are not sure whether you comply with the conditions. Visit the website [www.ind.nl](http://www.ind.nl) for more information about your purpose of residence.

## ☐ Paid employment (370)

Please enclose the following means of evidence with your application:

- a copy of the EC residence permit for long-term resident issued by the other Member State
- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the employment contract showing that you will be carrying out paid employment; and
- a copy of (the application for) the Work Permit (TWV).

*If you have residence permit for long-term EU residents, you may work in the Netherlands with a twv. This twv is required for the first 12 months. The employer applies for the twv at the [UWV](http://www.uvw.nl). Here you will also find more information about the twv requirement (including the exceptions).*

#### **❑ Intra-company transfer (370)**

Please enclose the following means of evidence with your application:

- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of your employment contract; showing that you will perform paid employment; and
- a copy of the (application) Work Permit

*If you have residence permit for long-term EU residents, you may work in the Netherlands with a twv. This twv is required for the first 12 months. The employer applies for the twv at the [UWV](#). Here you will also find more information about the twv requirement (including the exceptions).*

#### **❑ Self-employed person (377)**

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued by the other Member State;
- if applicable: a copy of the document that was issued by the competent Dutch authority showing that you have the necessary permits to be allowed to practice a particular profession or run a particular enterprise;
- a completed and signed 'Declaration of income of self-employed person' appendix together with the relevant required documents;
- a business plan that includes information about:
  - the personal details of the entrepreneur;
  - the product or the service;
  - a market analysis that is focussed on the relevant product or service;
  - the organisation;
  - the balance sheet;
  - the turnover and liquidity forecast, including calculations for at least three years;
  - specification and budget of labour creation and investments; and
  - turnover data from the Dutch market; and
  - and
- copies of all diplomas awarded. Does this include foreign diplomas?  
Then these must be provided with a Nuffic/Colo evaluation;
- if there is an enterprise in the country of origin: a copy of the deed of incorporation and the articles of association of the enterprise;
- employment contract(s) from the former employer(s);
- copies of certificates;
- turnover data relating to the Dutch market;
- if you are a freelancer: copies of agreement(s) relating to the assignment(s) that you will be carrying out as freelancer;
- a completed and signed appendix 'Statement due to European sanctions against Russia and Belarus.

Financial documents that support the application must be checked by the external expert who is authorised to do this. The IND considers a completed and signed 'Declaration of income of self-employed person appendix' as proof that you have long-lasting sufficient means to exist independently

#### **❑ Employment as a self-employed artist (562)**

Please enclose the following documents with your application:

In case of direct funding from a national culture fund (in Dutch: Rijkscultuurfonds). Information on national culture funds can be found at [www.cultuursubsidie.nl](http://www.cultuursubsidie.nl).

- a copy of the subsidy decision from the national culture fund.

In case there is **no** direct funding from a national culture fund:

- a substantiated statement showing that the cultural institution has the required artistic quality. This is in any case the case if the artistic content has been positively assessed by the Raad voor Cultuur or by a provincial or municipal arts council;
- a commission agreement between you and the Dutch cultural institution. The commission agreement will in any case include:
  - a) the considerations for arriving at the commission agreement;
  - b) a description of the content and performance of the commission;
  - c) the starting date and the end date of the assignment;
  - d) the fee;
  - e) signature of the signatories.
- the fully completed and signed Appendix 'Declaration on essential cultural importance'.

**Work experience within the framework of an EU action programme:**

☐ **within the context of a studies on hbo/wo level (523)**

☐ **after graduation at hbo/wo level (523)**

☐ **within the context of a studies on mbo level (643)**

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued by the other Member State;
- the completed and signed appendix 'Gegevens (over noodzaak) van lerend werken in het kader van studie (stagiair)' (only available in Dutch), completed with a trainee agreement;
- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the (application) Work Permit.

*If you have residence permit for long-term EU residents, you may work in the Netherlands with a twv. This twv is required for the first 12 months. The employer applies for the twv at the [UWV](#). Here you will also find more information about the twv requirement (including the exceptions).*

☐ **work experience for employment purposes (apprentice) (643)**

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued by the other Member State;
- the appendix 'Gegevens (over noodzaak) van lerend werken in het kader van arbeid (praktikant)' (only available in Dutch), completed and signed by the employer, supplemented by the supporting documents listed in the appendix;
- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of the (application) Work Permit.

*If you have residence permit for long-term EU residents, you may work in the Netherlands with a twv. This twv is required for the first 12 months. The employer applies for the twv at the [UWV](#). Here you will also find more information about the twv requirement (including the exceptions).*

☐ **Carrying out work as a spiritual counsellor (officiating minister or teacher) (642)**

Please take into account that once you have received the residence permit, you will be obliged to follow the [civic integration course](#) in the Netherlands.

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term residents issued by the other Member State;
- a copy of your employment contract showing that you will be carrying out paid employment;
- the completed and signed appendix 'Gegevens geestelijk bedienaar' (only available in Dutch);
- if the institution is not registered in the Commercial Register because this is not mandatory. Please enclose with your application: the surname, first names, date of birth, place of birth, nationality, citizenservice number and the position of all company directors or legal person;
- if the organisation is a religious organisation that forms part of an umbrella organization. Please enclose details indicating the legal form and articles of association with your application;
- an employer's declaration containing a description of the nature of the work showing the religious or ideological nature of the activities;
- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of (the application for) the Work Permit (TWV) of the foreign national

*If you have residence permit for long-term EU residents, you may work in the Netherlands with a twv. This twv is required for the first 12 months. The employer applies for the twv at the [UWV](#). Here you will also find more information about the twv requirement (including the exceptions).*

- a declaration of compliance with fiscal obligations (Verklaring betalingsgedrag nakoming fiscale verplichtingen). This declaration is issued by the Netherlands' Tax and Customs Administration (Belastingdienst); and
- financial statements of the closed financial year approved by an accountant; or
- a report of findings from an accountant about the continuity and solvency of the organization; or
- a bank statement showing that the continuity and solvency of the religious or philosophical organization in the Netherlands are sufficiently guaranteed.

☐ **Cross-border service provision (500)**

Choose this option if you do not have an EU/EEA nationality, but you do live and work in an EU/EEA country and you will be carrying out temporary services under assignment from a Dutch company. Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued by the other Member State;
- the completed and signed appendix 'Declaration by sponsor (employment)';
- a copy of your residence permit and your work permit showing that you have the right of residence in the country of your employer and that you are permitted to carry out work in the service of your employer; and
- a copy of your employment contract with your employer for whom you will be carrying out work temporarily in the Netherlands.

*Please note!* For cross-border service provision, the employer must register work online at [www.postedworkers.nl](http://www.postedworkers.nl). The IND checks whether the registration has taken place.

Please enter the registration number of the registration at [www.postedworkers.nl](http://www.postedworkers.nl):

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☐ **Economically inactive (763)**

Please enclose the following means of evidence with your application:

- a copy of the EU residence permit for long-term resident issued by the other Member State; and
- means of evidence showing that you have long-lasting sufficient means to exist independently, such as benefit payments that you receive from the Member State that also issued you with the EU residence permit for long-term resident (this must involve benefit payments that you are also permitted to receive in the Netherlands). An income from previous work outside the Netherlands will suffice (such as a salary, (company) pension or income on the basis of early retirement) or income from personal assets

Marriage and registered partnership

☐ **You are married to the sponsor or you have a registered partnership with the sponsor. The sponsor lives in the Netherlands. The sponsor has the status of a long term resident in another EU country (320)**

Please enclose the following means of evidence with your application:

- a copy of your residence permit showing that you were admitted by the other Member State as family member of the long-term resident (the sponsor);
- the completed and signed appendix 'Declaration by sponsor (family and relatives)';
- means of evidence showing that you (or together with the sponsor) have long-lasting sufficient means to exist independently, see 'Proof of income' appendix.

*If you are married, please also enclose:*

- a copy of the legalised marriage certificate.

*If you have a registered partnership, please also add:*

- a copy of the legalised certificate of registered partnership.

If the marriage or registered partnership is registered at the municipality (BRP) in the Netherlands, you do not need to enclose a copy of the legalised certificate.

☐ **You are married to the sponsor or you have a registered partnership with the sponsor (320 - 340)**

Please enclose the following means of evidence with your application:

- the completed and signed appendix 'Declaration by sponsor (family and relatives)';
- a copy of the EU residence permit for long-term resident issued by the other Member State;
- means of evidence of the income of the sponsor. Look in the 'Means of evidence of income' appendix for which documents are needed for your application.

*If this involves a marriage, then you must also submit:*

- a copy of the marriage certificate.

*If this involves a registered partnership, then you should also submit:*

- a copy of the deed of registered partnership.

If the marriage or registered partnership is registered at the municipality (BRP) in the Netherlands, you do not need to enclose a copy of the legalised certificate.

Minor child

☐ **You are a minor child (younger than 18 years old) of the sponsor or the spouse or (registered) partner of the sponsor. The sponsor lives in the Netherlands (326)**

Please enclose the following means of evidence with your application:

- a copy of your residence permit showing that you were admitted by the other Member State as family member of the long-term resident (the sponsor);
- the completed and signed appendix 'Declaration by sponsor (family and relatives)'; and
- means of evidence showing that you (or together with the sponsor) have long-lasting sufficient means to exist independently, see 'Proof of income' appendix.

Relationship

☐ **You are the unmarried partner of the sponsor. The sponsor lives in the Netherlands (322)**

Please enclose the following means of evidence with your application:

- a copy of your residence permit showing that you were admitted by the other Member State as family member of the long-term resident (the sponsor);
- means of evidence showing that you (or together with the sponsor) have long-lasting sufficient means to exist independently, see 'Proof of income' appendix;
- a copy of the unmarried status declaration relating to the sponsor.  
You must add an unmarried status declaration from country of origin of the sponsor and from the EU member state where the sponsor has obtained the EU residence permit for long-term residents;
- a copy of an unmarried status declaration relating to yourself.  
The unmarried status declaration must come from the country of origin and may not be more than six months old. If you are not staying in your country of origin but a country of continuous residence, you must add the unmarried status declaration from the foreign national's country of origin and also from the country of continuous residence;
- the completed and signed appendix 'Declaration by sponsor (family and relatives)'; and
- a 'Declaration of relationship' appendix that you and the sponsor have fully completed and signed.

☐ **You are the unmarried partner of the sponsor (322 - 342)**

Please enclose the following means of evidence with your application:

- the completed and signed appendix 'Declaration by sponsor (family and relatives)';
- a copy of the EU residence permit for long-term resident issued by the other Member State;
- means of evidence of the income of the sponsor. Look in the 'Means of evidence of income' appendix for which means of evidence are needed for your application;
- a 'Declaration of relationship' appendix that you and the sponsor have fully completed and signed;
- a 'Questionnaire for residence with partner' that the sponsor has fully completed and signed;
- a copy of the unmarried status declaration relating to yourself.  
You must add an unmarried status declaration from your country of origin and from the EU member state where you have obtained the EU residence permit for long-term residents. The unmarried status declaration may not be more than six months old; and
- a copy of an unmarried status declaration of the sponsor. The unmarried status declaration must come from the country of origin of the sponsor and may not be more than six months old. If the sponsor has Dutch nationality, a permanent residence permit or an asylum residence, he does not need to add an unmarried status declaration.

## 2 Biometric information, signature and Antecedents certificate

- You must have your fingerprints and facial image (passport photo) taken to determine your identity. The biometric information is also required to create a residence permit. For the residence permit the IND also needs a signature. See the appendix Fingerprints, passport photo and signature.  
NB. No fingerprints are taken from children younger than 6 years of age, only a passport photo is required.
- Fill out the Antecedents certificate appendix and submit this appendix together with your application.

### 3 Details of the sponsor

*Write in block letters*

Please note. You only need to fill in 'Details of the sponsor' if you choose a purpose of stay in the category of marriage and registered partnership, relationship or minor child.

3.1 Citizen Service Number (if known)

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3.2 Name  
(as stated in the passport)

*Surname*

*First names*

3.3 Sex

- ☐ Male  
☐ Female

3.4 Date of birth

| <i>Day</i> |  | <i>Month</i> |  | <i>Year</i> |  |  |
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3.5 Place of birth

3.6 Country of birth  
(as stated in the passport)

3.7 Nationality

3.8 Civil status

- ☐ unmarried (single or living together)  
☐ married  
☐ registered partnership  
☐ divorced  
☐ widow/widower

3.9 Home address

*Street*

*Number*

*Postcode*

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*Town*

3.10 Telephone number

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3.11 E-mail

3.12 Residence status

- ☐ Dutch nationality  
☐ Privileged  
☐ Residence Permit  
☐ Waiting for the application for a residence permit to be dealt with  
☐ None

## 4 Your personal details (the foreign national)

Write in block letters

4.1 Name

Surname as stated in the passport

First names

4.2 Sex

- ☐ Male  
☐ Female

4.3 Date of birth

| Day | Month | Year |  |  |  |  |  |  |
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4.4 Place of birth

4.5 Country of birth  
(as stated in the passport)

4.6 Nationality

4.7 Home address

Street

Number

Postcode

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Town

Country

4.8 Telephone number

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4.9 E-mail

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## 5 Identification

Submit the following copies:

*Of the sponsor*

- A copy of the page in the passport or the identity card of the sponsor showing the identity details. Make copies of all the pages with travel stamps as well. Do not copy empty pages; or
- A copy of the front and reverse sides of a valid Dutch residence permit.

*Of the foreign national*

- A copy of the passport. Make copies of all the pages with travel stamps as well. Do not copy empty pages.

## 6 Signing

Signing this form will bring you rights and obligations. If you do not know what these rights and obligations are, then visit the website [www.ind.nl](http://www.ind.nl).

- ✓ I declare I have completed this form truthfully.
- ✓ I know that the personal details supplied will be processed in connection with the Aliens Act 2000 and will be passed on to authorities that need these personal details for that purpose.
- ✓ I will pass on any changes to my situation, which will affect my right of residence, without delay to the IND. I am aware that if I do not do this, it may affect my right of residence as foreign national. I know that I may incur an [administrative fine](#).
- ✓ I know what my rights and obligations are.

> Please tick the applicable situation

- ☐ I have enclosed the signed appendix 'Declaration by sponsor', or
- ☐ I have not enclosed the 'Declaration by sponsor' appendix because I am staying under the scope of a 'working on a self-employed basis' or 'Economically inactive long-term resident' application.

6.1 I submit this form and \_\_\_\_\_ (number) of appendices/documents in evidence.

6.2 Name \_\_\_\_\_

6.3 Place and date \_\_\_\_\_

| Day         | Month       | Year        |
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6.4 Signature \_\_\_\_\_

## 7 Submitting the application and payment

You have gathered together all the means of evidence necessary for the application. Go to the appendix 'Submitting and paying for the application (by the foreign national)'.





## Appendix Antecedents Certificate

### Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph 18 of the Aliens Decree, every foreign national aged 12 years or older must complete this appendix.

*Please note!* This statement consists of 2 pages. You must complete **both** pages.

### 1 Declaration of the foreign national

On this form you fill in whether you have ever committed a crime or a criminal offence. These are crimes committed in the Netherlands and criminal offences committed outside the Netherlands. You must answer the questions with *Yes* or *No*. Not completing the form truthfully or failing to report is a criminal offence. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

*> Please tick the applicable situation*

Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offence abroad? ☐ Yes ☐ No

Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure or imprisonment or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offence abroad? ☐ Yes ☐ No

Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like a murder, war crime, genocide, terrorist crime or crimes against humanity? ☐ Yes ☐ No

Have you received an entry ban from one of the countries of the EU/EEA or Switzerland?\* ☐ Yes ☐ No  
Or a measure similar to an entry ban?

*\* This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*

Have you submitted incorrect data during earlier residence procedures in the Netherlands? ☐ Yes ☐ No

Have you ever stayed illegally in the Netherlands? ☐ Yes ☐ No

*> Have you ticked Yes for one or more questions? Then explain why.*



## 2 Signature of the foreign national

- ✓ I have completed this form truthfully.
- ✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
- ✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change in my situation.

2.1 V-number (if known) 

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2.2 Name 

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2.3 Date of birth

| Day |  | Month |  | Year |  |  |
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2.4 Place and date

*Place*

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| Day |  | Month |  | Year |  |  |
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2.5 Signature 

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### Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



## Appendix Fingerprints, passport photo and signature

***Please do not enclose this appendix with the form!***

For every new application you submit, the IND needs your photo, signature and fingerprints. The IND uses these biometric details to establish your identity and make your residence document. We do not need new biometrics in the following situations:

- Your biometrics have been taken at an IND desk or embassy abroad less than 6 months ago.
- You apply for a Foreign Nationals Identity Document (Type W and Type W2). Your biometrics have been taken at an IND desk or embassy abroad less than 5 years and 3 months ago. With a Foreign Nationals Identity Document you show that you are allowed to be in the Netherlands because you are waiting for a decision on your application. The IND then reuses old biometric details.

In all cases, the foreign national must bring a valid passport (this can also be a foreign national passport or a refugee passport) or ID card of the EU, EEA or Switzerland.

### **Situation: application starts when the foreign national is abroad**

#### **1. Entry and Residence procedure**

- The sponsor (in the Netherlands) will have submitted the application for a residence permit for the foreign national (who is still abroad).
  - When taking the basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints. The foreign national must place his signature. The passport photo must comply with the requirements which also apply for Dutch passports. The embassy can inform the foreign national where he 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.
  - If the foreign national does not have to take a basic civic integration examination abroad, the employee of the Dutch embassy or consulate will scan the passport photo of the foreign national and take his fingerprints when collecting the Regular Provisional Residence Permit (mvv). The foreign national must place his signature. The 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.

#### **2. Application for a Regular Provisional Residence Permit (mvv) by the foreign national**

- The foreign national has submitted the application for a 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 employee of the Dutch embassy or consulate makes a scan of the passport photo and takes the fingerprints. The foreign national must place his signature. The 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.

#### **3. 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) desk 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 place his signature. You have to make an online appointment via the website [www.ind.nl](http://www.ind.nl).



### **Situation: application starts when the foreign national is in the Netherlands**

#### **1. The application is submitted by post**

- The foreign national or sponsor sends the application by post to the IND. He will then receive a letter from the IND. This letter states whether the foreign national must have his fingerprints taken and that he must have a passport photo taken and place his signature. For this, the foreign national makes an appointment online at an IND desk. The addresses and opening times of the IND desks can also be found on [www.ind.nl](http://www.ind.nl). If the application form notes that the foreign national will collect the residence permit at an expat centre, then he can also have a passport photo and his fingerprints taken there. Please check [www.ind.nl](http://www.ind.nl) for how to make an online appointment. The addresses and opening hours of the Expat Centres can be found at [www.ind.nl](http://www.ind.nl).

#### **2. The foreign national submits the application in person**

- The foreign national submits the application personally at the IND desk. A passport photo is made at the desk and fingerprints are taken if necessary. The foreign national must also place his signature there. The application can only be submitted to the IND desk by appointment. To make an appointment, visit [www.ind.nl](http://www.ind.nl).

### **Processing of personal data**

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



## Appendix Exemption from the obligation to apply for a regular provisional residence permit and special situations

***Do not enclose this appendix with the form!***

Usually, you will need a regular provisional residence permit (in Dutch: machtiging tot voorlopig verblijf; hereinafter MVV) in order to apply for residence in the Netherlands. You do not apply for a MVV in the Netherlands, but in your country of origin or in the country where you may reside for more than 90 days under a residence permit (your country of continuous residence).

Sometimes, you do not require an MVV. These situations are mentioned and explained below. Please read all situations first. Then tick in the application form the situation that applies and enclose the requested documents with the application form.

### **1. Your residence permit has expired**

The validity of your residence permit is stated in your residence document. If you have been unable to extend the validity of your residence permit or to change the restriction in time, you must state the reason for this in a separate letter. Enclose this letter and as many pieces of evidence and documents as possible with your application in order to substantiate your story.

### **2. For health reasons, you are unable to apply for an MVV in your country of origin**

If you are in the Netherlands and, for medical reasons, it is not wise for you to travel to your country of origin, you do not have to apply for an MVV. You have to prove this with certain pieces of evidence and documents. You must enclose all the means of evidence mentioned in the Appendix 'Explanation and means of evidence medical circumstances', which you can find on [www.ind.nl](http://www.ind.nl). Read the appendix carefully and follow the instructions.

The IND asks the independent physician from the IND's Medical Advisors Office (Bureau Medische Advisering or BMA) for advice about your medical situation. If you do not submit all the requested details, then BMA cannot advise and the IND can not assess whether your medical situation is grounds for exemption from the MVV requirement.

### **3. You have a valid residence permit issued in a Schengen country**

You do not require an MVV if:

- you have a valid regular residence permit\* issued in a Schengen country\*\*; and
- a recognised sponsor has applied for your residence permit; and
- you meet the requirements for the purpose of residence.

Your family members also do not need to have an MVV if:

- they already had a residence permit to stay with you in the other Schengen country; and
- their application for a residence permit is submitted by a recognised sponsor.

\* Do you have a residence permit for asylum? Then you do need an mvv.

\*\* Visit [www.netherlandsworldwide.nl](http://www.netherlandsworldwide.nl) to find out which countries belong to the Schengen area.

### **4. You are residing as a privileged family member of a staff member of a foreign diplomatic or consular post accredited in the Netherlands who has (had) a privileged status**

Your family member qualifies for a permanent residence permit him/herself. If you are residing as a family member with someone having a privileged status and you currently also have a privileged status yourself, you do not require an MVV. This only applies if you and the family member you are residing with have submitted an application for a permanent residence permit simultaneously.



**5. You have resided in the Netherlands on the grounds of a special privileged status as an accredited member of an international organisation or you have resided in the Netherlands as his/her family member.**

**6. You worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer**

If you can demonstrate that you worked on a Dutch seagoing vessel or on the continental shelf for 7 years or longer, you do not require an MVV. Please enclose the proof hereof with this application.

**7. You have Turkish nationality and you worked legally in the Netherlands over the past year.**

If you have Turkish nationality and you have worked legally in the Netherlands for the same employer in the past year, you do not need an MVV. This only applies if you want to continue to work as an employee for the same employer in the Netherlands.

**8. You are the spouse, registered partner or minor child of a Turkish employee. You have been admitted to the Netherlands with this employee and have lived together with this employee continuously for three years**

If you have been admitted to the Netherlands as the spouse, registered partner or minor child of a Turkish employee and you have legally lived with this employee in the Netherlands for three years, you do not need an MVV.

**9. You are the child of a Turkish worker and you completed vocational training in the Netherlands**

If you are the child of a Turkish employee, who has been legally employed in the Netherlands for at least three years, and you have completed a vocational training course in the Netherlands, you do not need an MVV.

**10. You come under the scope of Decision 1/80 or the Additional Protocol. There are special individual circumstances that prevent you from applying for an MVV. You meet all other conditions for granting the residence permit**

Indicate the special, individual circumstances in a separate letter. Enclose the letter and the means of evidence showing the special circumstances with the application form.

**11. You are the spouse, registered partner or child of a Turkish employee or a Turkish self-employed person. You want to stay in the Netherlands with that Turkish employee or Turkish self-employed person and there are special and individual circumstances. If you have to leave the Netherlands to apply for an MVV, the Turkish employee or self-employed person is forced to go with you due to these special and individual circumstances**

Indicate the special, individual circumstances in a separate letter. Enclose the letter and the means of evidence showing the special circumstances with the application form.

**12. You were born in the Netherlands, you are 12 years of age or younger and you did not move the location of your principal residence outside the Netherlands**

A child aged 12 or younger, born in the Netherlands and forming part of the family of the sponsor (who did not move the location of his principal residence outside the Netherlands either) does not require an MVV. The parent(s) must lawfully reside in the Netherlands.

**13. You qualify for a residence permit with the purpose of residence 'cross-border service provision'.**

You do not need an MVV if you qualify for this residence permit.

**14. You are a victim of or witness reporting human trafficking**

If you are a victim of or witness reporting human trafficking, you must report to the police. You may be entitled to a residence permit based on this report. You are not obliged to submit a separate application for this. In that case, you do not need an MVV.

**15. You do not have a residence permit and you are a victim of or witness reporting human trafficking. You cannot or will not file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker because of important reasons.**

If you do not have a residence permit, are a victim of or witness reporting human trafficking and you cannot or will not file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker because of important reasons. You do not need an MVV if you qualify for a residence permit with the purpose of stay "temporary humanitarian" for these reasons.

**16. You do not have a residence permit and you have fallen victim to (or might fall victim to) honour-related violence or domestic violence.**

You do not need an MVV if you qualify for a residence permit with the purpose of stay "temporary humanitarian" for these reasons.



**17. You are a minor child of a person who has a residence permit on temporary humanitarian grounds in connection with human trafficking or honour-related violence or domestic violence**

If you are the minor child of someone who has a residence permit on temporary humanitarian grounds, as referred to above, and you are staying in the Netherlands with this parent, then you may be eligible for exemption from the requirement for an MVV.

**18. You are unable to depart from the Netherlands**

If you are not to blame for being unable to depart from the Netherlands, because you do not have a valid passport and, for valid reasons, you cannot be put into the possession of alternative travel documents, you do not require an MVV.

**19. You are a minor child and you actually resided in the Netherlands for at least three years**

You do not require an MVV if you:

- are under age;
- actually resided in the Netherlands for at least three years;
- are of school age; and
- intend to reside with a Dutch citizen or a sponsor with lawful residence.

**20. You are unable to leave the Netherlands because this is contrary to Article 8 of the ECHR**

You believe that you are unable to leave the Netherlands because it is an interference on your family or private life as set out in Article 8 of the ECHR. Enclose the following evidence with your application:

*In case of an appeal for protection of your family life:*

- evidence showing the relationship pertaining to family law between you and the sponsor, for example a copy of a birth certificate; and
- evidence showing how you conduct your family life with the sponsor.

*In case of an appeal for protection of your private life:*

- evidence showing your connections with the Netherlands and which also shows the intensity of these connections.

**21. You want to reside with your Dutch minor child of whom you are the only carer parent**

If you are the only carer parent of a Dutch minor child who you have to support and who must leave the European Union if no residence permit is granted to you, you do not require an MVV.

**22. You resided in another EU country as a holder of a European Blue Card and you apply for an European Blue Card in the Netherlands**

You do not need to have an MVV if you apply for a European Blue Card in the Netherlands and you have stayed in another EU country as a holder of the European Blue Card for at least 12 months (mobility), or have stayed in another EU country as a holder of a European Blue Card for at least six months after such stay (subsequent mobility).

**23. You resided as a family member with a holder of a European Blue Card in another EU country**

Please enclose with this application the documentary evidence showing the nature and duration of the residence in the other EU country.

**24. You are the victim of human trafficking and you are unwilling or unable to file a report of this or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats, and/or a medical or psychological limitation and/or you being a minor.**

You do not need an MVV if you can show that you are unable or unwilling to file a report or collaborate in another way with the criminal investigation and prosecution of the human trafficker in connection with serious threats, and/or a medical or psychological limitation and/or you being a minor. You are required to prove this by means of the following evidence:

- a statement from the police showing that there are indications that you are the victim of trafficking in human beings.

Add at least one of the three following statements:

- a statement from the police showing that you cannot be expected to collaborate in the criminal proceedings because of serious threats here in this country from the trafficker in human beings; or
- a dated and signed written declaration, not older than six weeks, from a medical practitioner, including:
  - the medical practitioner's name, address and registration number under the medical practitioner in the Individual Healthcare Professions Register (BIG), or the Netherlands Institute of Psychologists register;
  - which medical symptoms you have;
  - the effect of your medical symptoms for the collaboration in the criminal proceedings.

a statement from the police or Royal Netherlands Marechaussee (KMar) stating that you, in connection with being a minor, can not be expected to collaborate with the criminal proceedings. This statement contains detailed and specific comments on your individual situation, addressing the consequences of you being a minor for the collaboration in the criminal proceedings. You will only assumed to be a minor based on identifying documents, or when established by the IND (as described in paragraph C1/2.2 of the Aliens Act Implementation Guidelines).

**25. You have been a victim of work-related exploitation without a right of residence or you have been employed as a minor without a right of residence and you are eligible for a residence permit under a restriction related to temporary humanitarian grounds or you are the minor child under his/her authority..**

There is a criminal investigation or investigation for prosecution of the former employer of the foreign national, or a trial of the former employer before the court. The foreign national cooperates with the investigation. If the criminal investigation or investigation for prosecution has already been completed, there must be a wage claim procedure before the subdistrict court as referred to in Section 23(5) of the Foreign Nationals Employment Act (in Dutch: Wet Arbeid Vreemdelingen or Wav).

**26. You have a long-term residence permit in another EU country.**

Your family members do not need to apply for an MVV either. However, these family members must have lived with you in the other EU country.

**27. You have a residence permit as a researcher under Directive (EU) 2016/801 in another EU country. You come to do research in the Netherlands on the basis of long-term mobility.**

Your family members do not need to apply for an MVV either. However, these family members must have lived with you in the other EU country.

**28. You have temporary protection and you qualify for a temporary regular residence permit with a purpose of residence related to seasonal work, work as an employee, work as a highly skilled migrant or work as a self-employed person.**

**29. You are a minor foreign national. You are eligible for a 'humanitarian temporary' or 'humanitarian non-temporary' residence permit because you have been put under supervision by the juvenile court**

Your family members who qualify for a residence permit to stay with you, also do not need to apply for an MVV

**30. Other**

You want to apply for a regular residence permit and do not have a valid or correct MVV. If none of the other grounds for MVV exemption apply to your situation, you may be able to obtain a residence permit without an MVV only if special and individual circumstances apply. Explain in a separate letter why it is not possible for you to apply for an MVV in your country of origin or country of continuous residence. State all special and individual circumstances that should be included in the assessment. Are you applying for a residence permit to stay with a family member? Please also indicate who your family members are. State whether they have the right of residence in the Netherlands and any special circumstances of these family members. Enclose the letter with the application form.

**31. How do you submit the application?**

If you rely upon one of the exemptions from the MVV-requirement, you must submit the application immediately at the counter. 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](http://www.ind.nl). You will receive an invitation letter after making the appointment.



## Appendix Declaration of relationship

Only complete this declaration if you apply for a residence permit for residence with or for your unmarried partner.  
Please note! If the declaration of relationship is not completed truthfully, this will constitute an offence, which will be reported in all cases.

### 1 Details of sponsor (the partner)

*Write in block letters*

1.1 Name  
(as stated in the passport)

*Surname*

*First names*

1.2 Sex

- ☐ Male  
☐ Female

1.3 Date of birth

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

1.4 Place of birth

1.5 Country of birth  
(as stated in the passport)

1.6 Nationality

1.7 Civil status

- ☐ unmarried (single or cohabiting)  
☐ married  
☐ registered partnership  
☐ divorced  
☐ widow/widower

1.8 Home address

*Street*

*Number*

*Postcode*

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

*Town*



## 2 Details of foreign national

*Write in block letters*

2.1 V-number (if known)

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

2.2 Name  
(as stated in the passport)

*Surname*

*First names*

2.3 Sex

- ☐ Male  
☐ Female

2.4 Date of birth

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

2.5 Place of birth

2.6 Country of birth  
(as stated in the passport)

2.7 Nationality

2.8 Civil status

- ☐ unmarried (single or cohabiting)  
☐ married  
☐ registered partnership  
☐ divorced  
☐ widow/widower

2.9 Home address

*Street*

*Number*

*Postcode*

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

*Town*

### 3 Declaration

The sponsor and the foreign national declare that they maintain an exclusive relationship and that they are running (or will be running) a joint household, and that they have been (or will be) cohabiting at the address mentioned under 1.8, from:

3.1 Date

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

If you are not living together because your partner does not yet live in the Netherlands, please provide the expected date of arrival in the Netherlands).

The sponsor and the foreign national both declare that they will notify the Immigration and Naturalisation Service within 4 weeks if their exclusive relationship ends. Please use the 'Notification form for family members and relatives', which you can download from [www.ind.nl](http://www.ind.nl).

### 4 Signing

✓ I have completed this form truthfully.

4.1 Name

---

4.2 Place and date

Place

---

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

4.3 Signature of foreign national

---

4.4 Signature of sponsor

---

#### Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.





## Appendix Employer's declaration

*Please note! Not completing this employer's declaration truthfully may be considered a crime (such as forgery) and may lead to filing a police report.*

One copy must be completed and signed for each employer. The application form states when and of which person(s) you must enclose the employer's declaration with your application.

*Please note! The IND may check the correctness of your enclosed wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).*

### 1 Details of employee

*Write in block letters*

1.1 V-number (if known)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

1.2 Name  
(as stated in the passport)

*Surname*

*First names*

1.3 Sex

- ☐ Male  
☐ Female

1.4 Date of birth

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

1.5 Place of birth

1.6 Country of birth  
(as stated in the passport)

1.7 Nationality

1.8 Home address

*Street*

*Number*

*Postcode*

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

*Town*



## 2 Details of company/institution

Write in block letters

|     |                            |          |  |  |  |  |  |  |  |  |  |
|-----|----------------------------|----------|--|--|--|--|--|--|--|--|--|
| 2.1 | Name company/institution   |          |  |  |  |  |  |  |  |  |  |
| 2.2 | Chamber of Commerce number |          |  |  |  |  |  |  |  |  |  |
| 2.3 | Withholding tax number     |          |  |  |  |  |  |  |  |  |  |
| 2.4 | Visiting address           | Street   |  |  |  |  |  |  |  |  |  |
|     |                            | Number   |  |  |  |  |  |  |  |  |  |
|     |                            | Postcode |  |  |  |  |  |  |  |  |  |
|     |                            |          |  |  |  |  |  |  |  |  |  |
|     |                            | Town     |  |  |  |  |  |  |  |  |  |

## 3 Employment details

Write in block letters

|     |  |  |                          |        |                          |        |                          |        |                          |        |  |
|-----|--|--|--------------------------|--------|--------------------------|--------|--------------------------|--------|--------------------------|--------|--|
| 3.1 | Position of employee   |  |                          |        |                          |        |                          |        |                          |        |  |
| 3.2 | Date of employment   | Day  |                          | Month  |                          | Year   |                          |        |                          |        |  |
|     |  |  |                          |        |                          |        |                          |        |                          |        |  |
| 3.3 | Nature of the employment   | <input type="checkbox"/> Permanent employment contract               |                          |        |                          |        |                          |        |                          |        |  |
|     |  | <input type="checkbox"/> Temporary employment contract               |                          |        |                          |        |                          |        |                          |        |  |
|     |  | <input type="checkbox"/> On-call contract                            |                          |        |                          |        |                          |        |                          |        |  |
|     |  | <input type="checkbox"/> Zero hours contract                         |                          |        |                          |        |                          |        |                          |        |  |
|     |  | <input type="checkbox"/> Contract with minimum-maximum hours         |                          |        |                          |        |                          |        |                          |        |  |
|     |  | <input type="checkbox"/> On-call contract with preliminary agreement |                          |        |                          |        |                          |        |                          |        |  |
|     |  | <input type="checkbox"/> Contract with an employment agency          |                          |        |                          |        |                          |        |                          |        |  |
|     |  | ABU  | <input type="checkbox"/> | Fase A | <input type="checkbox"/> | Fase B | <input type="checkbox"/> | Fase C |                          |        |  |
|     |  | NBBU   | <input type="checkbox"/> | Fase 1 | <input type="checkbox"/> | Fase 2 | <input type="checkbox"/> | Fase 3 | <input type="checkbox"/> | Fase 4 |  |
| 3.4 | Is there a provision in the employment contract that wages do not have to continue to be paid if there is no work? | <input type="checkbox"/> No  |                          |        |                          |        |                          |        |                          |        |  |
|     |  | <input type="checkbox"/> Yes   |                          |        |                          |        |                          |        |                          |        |  |



### 3.5 Employment period

> Please tick the applicable situation and fill in

#### 3.5.1 ☐ Temporary employment contract

|        |     |       |      |  |  |  |  |
|--------|-----|-------|------|--|--|--|--|
|        | Day | Month | Year |  |  |  |  |
| from   |     |       |      |  |  |  |  |
|        | Day | Month | Year |  |  |  |  |
| up to* |     |       |      |  |  |  |  |

\* Example: if an employment contract is valid up to and including 31 December 2025 (last working day), enter 01-01-2026 in the "up to" field.

#### 3.5.2 ☐ Permanent employment contract

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

#### 3.6 Is there a trial period?

☐ No

☐ Yes, up to and including:

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

#### 3.7 Working hours per week

|                            |                         |
|----------------------------|-------------------------|
| Hours per week by contract | Hours per week actually |
|                            |                         |

#### 3.8 Gross salary (excluding holiday allowance)

☐ Per month, or  
☐ Per 4 weeks

All amounts rounded to whole euros

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| € |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

#### 3.9 Wage for social security purposes (excluding holiday allowance)

☐ Per month, or  
☐ Per 4 weeks

All amounts rounded to whole euros

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| € |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

#### 3.10 Net salary (excluding holiday allowance)

☐ Per month, or  
☐ Per 4 weeks

All amounts rounded to whole euros

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| € |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

#### 3.11 Holiday allowance

|  |  |   |
|--|--|---|
|  |  | % |
|--|--|---|

3.12 Period of residence in the Netherlands (maximum of 3 years)

**Only for the International Trade Regulation**

|               | Day                  | Month                | Year                 |
|---------------|----------------------|----------------------|----------------------|
| Date of entry | <input type="text"/> | <input type="text"/> | <input type="text"/> |

|                     | Day                  | Month                | Year                 |
|---------------------|----------------------|----------------------|----------------------|
| up to and including | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## 4 Signing by employer

I declare that the above employee is employed by the above company/institution. I have completed this form truthfully.

4.1 Name

---

4.2 Position

---

4.3 Telephone number

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
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|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

4.4 Place and date

Place

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| Day                  | Month                | Year                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

4.5 Signature and stamp of company/institution

Signature

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Stamp of company/institution

### Processing of personal data

The [IND privacy statement](#) explains how the IND handles your data.



## Appendix Proof of income

***Do not enclose this appendix with the form!***

This list shows indicates which means of proof of income are needed to assess the application. The application form indicates the person of whom you must enclose proof of income with your application. The proof of income must be enclosed as a copy.

*Please note!* The IND may check the correctness of your wage, work and benefit details with another government agency (for example the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

**1. You have or your (registered) partner has an employment contract that is valid for at least 1 year at the time of the application; or**

**You (the foreign national) will work as an employee (in the context of an EU action programme or an International Agreement to which the Netherlands is party)**

- Your current employment contract(s) and/or appointment approval(s);
- The completed and signed Appendix/Appendices employer's declaration which must not be older than 3 months;
- Payslips over the past 3 months.

*Please note: If you regularly earn more than evidenced by your employment contract due to irregular income (e.g. overtime), attach your pay slips for the past 12 months*

*If you are paid by a third party from a Personal Budget:*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB).

**2. You are applying for a residence permit for residence as a family member or relative, a residence permit for long-term residents EC, or a permanent regular residence permit.**

**Both conditions under A and B must apply to your situation. If this is not the case, you must enclose the evidence as indicated under one of the other categories.**

You or your (registered) partner

- A. have/ has, at the time of the application, income from paid employment at least 6 months, but less than 1 year; or will receive a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW) for at least 6 months, but less than 1 year; and
- B. have/has in the 12 months prior to the application only received income from paid employment or a benefit under the Unemployment Insurance Act (WW) or Sickness Benefits Act (ZW).
- At least 1 of the following means of proof:
  - Your current employment contract(s) and/or appointment approval(s), showing that you have work; or
  - A statement from the employer (for example the employment agency) showing that the income from paid employment will be available for another six months;
- The completed and signed Appendix/Appendices employer's declaration which must not be older than 3 months;
- Over the past 12 months:
  - all salary slips; and
  - the annual income statement; and
  - the (temporary) employment contract(s) and/or appointment approval(s); or
  - all specifications of unemployment and sickness benefits.



**3. You have or your (registered) partner has an employment contract that is valid for less than 1 year at the date the IND receives the application**

- Your current employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received.

**4. You or your (registered) partner work(s) as a temporary agency worker or under an on-call contract, seasonal work contract, zero hours contract or other contract with a deferred duty of performance**

- Your current (temporary) employment contract(s) and/or appointment approval(s), showing that you have work
- The completed and signed Appendix/Appendices employer's declaration (not older than 3 months)
- Over the past 3 years:
  - all annual income statements; and
  - all (temporary) employment contract(s) and/or appointment approval(s); and
  - confirmation(s) of benefits awarded and specification(s) of benefits received.

**5. You or your partner have a residence permit for the employment as an essential start-up employee**

- an employment contract indicating the nature of the work and the salary;
- a contract signed by both parties (company and essential staff member) indicating the form, the percentage, and the conditions of the employee participation and the associated participation scheme.

**6. You are or your partner is a researcher pursuant to Directive (EU) 2016/801, it concerns the following proof**

- if you receive sponsor funds: a sponsor agreement showing the amount of the sponsor funds and the duration of the sponsor agreement; or
- if you receive periodic payments in order to pay for the stay in the Netherlands: a proof of these payments; or
- if you receive a grant or stipend: proof showing the amount and the start and end date of the grant or stipend; or
- if you have paid work abroad: a copy of an employment contract with the current employer abroad; or
- if you become employed by the research institution: a copy of the employment contract that must be signed by both you and the research institution.

**7. You have or your (registered) partner has a (supplementary) benefit**

- The letter from your benefits agency granting your benefit;
- The most recent specification of benefits received.

**8. You are or your (registered) partner is director-major shareholder of a company**

- The official documents showing your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts if you have several jobs). Please note: if you are a sponsor and you do not have an employment contract with the B.V., you are regarded as a self-employed person and you must enclose the supporting documents belonging to a self-employed person;
- An original and completed Appendix employer's declaration, bearing a date, signature of the employer and company stamp (not older than 3 months);
- Details over the three months preceding the date of your application, showing that a monthly salary was paid (payslips, bank statements);
- Proof that the withheld wage tax was transferred by the company to the Tax and Customs Administration (bank statements).

**9. You are or your (registered) partner is self-employed**

- The Appendix declaration of income of self-employed person with the requested appendices, completed and signed by you and (for example) a registered accountant, accountant, accounting consultant, a tax consultant from the Tax Consultants Federation, a tax consultant from the Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration.

*If you are paid by a third party from a Personal Budget:*

- Evidence of the complete outsourcing of the salary administration to the Social Insurance Bank (SVB)

*If you are self-employed under the Dutch-American Friendship Treaty or the Dutch-Japanese Trade Treaty:*

- Documentary evidence that you have invested a substantial capital in your company/enterprise. For a sole proprietorship, general partnership (VOF), limited partnership (CV) or private limited liability company (BV) a minimum capital of € 4,500 applies. For a public limited company (NV) a capital investment of at least €11,250 applies.

#### 10. You have or your (registered) partner has an income from own funds

- A tax statement of the year preceding this application for residence permit.
- the most recent final assessment income tax as issued to you by the Tax and Customs Administration;
- the most recent provisional assessment income tax, only if you have applied for it and have received it from the Tax and Customs Administration; and/or
- documentary evidence showing the own funds at the time of submitting the application.

#### Exemption from the means requirement

In the situations below, the IND assesses whether you qualify for exemption from the means requirement.

##### 1. You submit an application for the purpose of residence as a family member or relative. The sponsor has reached the state pension age (AOW).

When processing your application, the IND will assess whether the sponsor has reached the state pension age.

##### 2. You submit an application for the purpose of residence as a family member or relative. The sponsor is permanently and fully unable to work

*The sponsor receives a WAO, WAZ or Wajong benefit*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received (of at least one year after the confirmation of benefits awarded);
- The most recent reassessment;
- A letter from the benefits agency stating the date of reassessment.

*The sponsor receives benefit under the WIA or the Wet Wajong*

- The confirmation of benefits awarded showing that you are incapacitated for work (and the degree of incapacity for work);
- The most recent specification of benefits received;
- The most recent reassessment.

*The sponsor is permanently incapacitated for work but does not receive a WAO, WIA, WAZ, Wet Wajong or Wajong benefit.*

- A statement from the Municipal Health Service, company doctor or medical examiner, showing that you are fully incapacitated for work, for how long you have been incapacitated for work and the expected duration of the incapacity for work.

*The sponsor has a wsw indication*

- Proof of a valid wsw indication.

*The sponsor has an indication of a job agreement (indicatie banenafspraak) for at least 2 years on the basis of the act 'Wet banenafspraken en quorum arbeidsbeperkten'*

- An indication job agreement (banenafspraken) issued by the UWV.

##### 3. You submit an application for the purpose of residence as a family member or relative. The sponsor receives social assistance benefit and is permanently exempted from the obligation to accept work

- All decisions over the past 5 years and any correspondence with the municipality showing that the sponsor is exempted from all obligations to work
- Proof showing that a labor integration is not to be expected within one year.

#### Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.





## Appendix Declaration on income of self-employed person

This declaration is used to determine whether the self-employed person has long-term and independent, sufficient of support in the meaning of the Aliens Act 2000. Fill in this declaration if you are applying for a residence permit or a short stay visa and you, as a foreign national or sponsor, have an income as a self-employed person. Include, as a part of this declaration (under 5) a signed compilation report from an administrator/accountant. Enclose the completed and signed declaration, including the compilation report, with your application.

*Please note! The IND may check the contents of this declaration with another government agency (the Netherlands Employee Insurance Agency or the Tax and Customs Administration, for example).*

### 1 Details of self-employed person

*Write in block letters*

| 1.1   | V-number (if known)                             | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
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|   |   |   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
| 1.2   | Name<br>(as stated in the passport)             | <div><i>Surname</i><br/><hr/></div> <div><i>First names</i><br/><hr/></div>   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
| 1.3   | Date of birth                                   | <table><tr><th><i>Day</i></th><th><i>Month</i></th><th><i>Year</i></th></tr><tr><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td><td><table border="1"><tr><td></td><td></td><td></td><td></td></tr></table></td><td><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td></tr></table> | <i>Day</i> | <i>Month</i> | <i>Year</i> | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> |   |  |  |  |  |   | <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table> |  |  |  |  | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> |  |  |  |  |  |  |  |  |
| <i>Day</i>  | <i>Month</i>                                    | <i>Year</i>   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
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|   |   |   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
| 1.4   | Place of birth                                  | <hr/>   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
| 1.5   | Country of birth<br>(as stated in the passport) | <hr/>   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
| 1.6   | Nationality                                     | <hr/>   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
| 1.7   | Home address                                    | <div><i>Street</i><br/><hr/></div> <div><i>Number</i><br/><hr/></div> <div><i>Postcode</i><br/><hr/></div> <div><table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><i>Town</i><br/><hr/></div>  |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
|   |   |   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |
| 1.8   | Name of the company                             | <hr/>   |            |              |             |   |   |  |  |  |  |   |   |  |  |  |  |   |  |  |  |  |  |  |  |  |



1.9 Visiting address

Street

Number

Postcode

|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
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Town

1.10 Chamber of Commerce  
registration number

|  |  |  |  |  |  |  |  |  |  |
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## 2 Details of the administrator/accountant

*Write in block letters*

2.1 Name accountant

---

2.2 Professional title

- ☐ Advisor from the Netherlands Association of Accounting and Tax Experts (Accounting + Tax Expert)
- ☐ Registered accountant
- ☐ Tax consultants from the Tax Consultants Register
- ☐ Accounting consultant
- ☐ Other, namely:

---

2.3 BECON number of Tax and  
Customs Administration

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
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2.4 Telephone number Accountant

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|  |  |  |  |  |  |  |  |  |  |  |  |
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2.5 Visiting address

Street

Number

Postcode

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Town

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### 3 Income from business activities

Write in block letters

#### Explanation of the calculation of profits or share in the profits

A company's profits for the closed financial year or the current financial year are calculated by deducting the total operating expenses from the total operating income. The income and the expenses must be calculated according to generally accepted commercial standards. With respect to this, the following is noted. If there is no closed financial year, the calculation of the monthly profits must be based on permanence. This means that both the operating income and the operating expenses must be attributable to the relevant period. If the company has the form of a private partnership, general partnership or limited partnership, the profits will then be divided among the partners or associates.

Please note! This explanation goes with 3.2, 3.5 and 3.12

#### Current financial year, immediately preceding the time at which the application was submitted

> Enter the period (from (date), to (date) below

3.1 The data included at 3.2 and 3.3 relate to the period (from/to)

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

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

3.2 Profits or share in the profits from business activities over the above period (see explanation)

| € |
|---|
|   |

3.3 Annual income mentioned at 3.2 gross profits divided by the number of months stated

| € |
|---|
|   |

#### Most recently closed financial year, immediately preceding the time at which the application was submitted

3.4 Financial year (from/to)

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

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

3.5 Profits or share in the profits from business activities in accordance with the financial statements (see explanation)

| € |
|---|
|   |

3.6 Amount stated at 3.5, divided by the number of months in the most recently closed financial year

| € |
|---|
|   |

3.7 Corrections of the above (share in the) profits from business activities for taxable profit\*

| € |
|---|
|   |

|   |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 3.8                                       | Taxable profit*   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>  | € |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| €   |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.9                                       | Status of processing of tax return by the Tax and Customs Administration  | <p>Please enclose from the last completed financial year and the current financial year a copy of:</p> <ul style="list-style-type: none"> <li>the profit and loss account;</li> <li>the income tax return;</li> <li>the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).</li> </ul>  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.10                                      | If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities? | <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Yes<br/> <input type="checkbox"/> No         </div> <div> <p>&gt; Please enclose an explanation in a separate appendix</p> </div> </div>  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Next-to-last closed financial year</b> |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.11                                      | Financial year (from/to)  | <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">from</div> <div style="margin-right: 10px;">Day</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> <div style="margin-right: 10px;">Month</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> <div style="margin-right: 10px;">Year</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> </div> <div style="margin-top: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">To</div> <div style="margin-right: 10px;">Day</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> <div style="margin-right: 10px;">Month</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> <div style="margin-right: 10px;">Year</div> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> </div> </div> |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.12                                      | Profits or share in the profits from business activities in accordance with the financial statements (see explanation)                            | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>  | € |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| €   |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.13                                      | Amount stated at 3.12, divided by the number of months in the most recently closed financial year   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>  | € |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| €   |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.14                                      | Corrections of the above (share in the) profits from business activities for taxable profit*  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>  | € |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| €   |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.15                                      | Taxable profit*   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">€</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table>  | € |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| €   |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.16                                      | Status of processing of tax return by the Tax and Customs Administration  | <p>Please enclose from the next-to-last closed financial year a copy of:</p> <ul style="list-style-type: none"> <li>the profit and loss account;</li> <li>the income tax return;</li> <li>the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).</li> </ul>  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.17                                      | If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities? | <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Yes<br/> <input type="checkbox"/> No         </div> <div> <p>&gt; Please enclose an explanation in a separate appendix</p> </div> </div>  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

(\*only for any inspection by the IND)

## 4 Signing by the self-employed person

I, the undersigned, hereby truthfully declare, as a self-employed person, to have acquired income from my own business in accordance with the above information.

4.1 Place and date *Place*

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

4.2 Signature

## 5 Compilation report administrator/accountant

Our client for this compilation report is the self-employed person mentioned under 1. of this declaration, and also signatory of this form under 4, namely:

5.1 Name *Surname*  
(as stated in the passport)

*First names*

5.2 Name of the company

5.3 Chamber of Commerce  
registration number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
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further referred to as: client

This compilation report is part of the declaration on income of self-employed person. Our client has this declaration on income of self-employed person filled in and signed for the purpose of an application procedure at the IND. This report is compiled by us for our client on behalf of the IND, with the aim of assessing whether the resource requirement has been satisfied for compliance with the applicable standard<sup>1</sup>. As a result, the statement may not be suitable for another purpose. The statement is intended solely for our client and the IND and should not be distributed to or used by other parties.

This compilation report, in accordance with the applicable regulations<sup>2</sup>, refers to the information under section 3 Income from business activities. This information is compiled by us based on the information provided by our client.

This compilation engagement has been performed by us in accordance with Dutch law, including the Dutch Standard 4410H, 'Compilation engagements', which is applicable to accountants<sup>3</sup>. The standard requires us to assist the client in the preparation and presentation of section 3 Income from business activities of the declaration on income of self-employed person. To this end we have applied our professional expertise in accounting and financial reporting.

In a compilation engagement, the client is responsible for providing us with all relevant information and the client is also responsible for ensuring the information is correct. Therefore, we have conducted our work, in accordance with the applicable regulations<sup>4</sup>, on the assumption that the client has fulfilled his responsibility. To conclude our work, we have read section 3 of the declaration to consider whether the statement as presented correspond with our understanding of the client. We have not performed any audit or review procedures which would enable us to express an opinion or a conclusion on section 3 of the declaration. During this engagement we have complied with the relevant ethical requirements prescribed by the 'Verordening Gedrags- en Beroepsregels Accountants' (VGBA, Dutch Code of Ethics)<sup>5</sup>. You and other users of

this statement may therefore assume that we have conducted the engagement in a professional, competent and objective manner and with due care and integrity and that we will treat all information provided to us as confidential.

### Signing

|     |   |       |       |  |       |  |      |  |  |  |
|-----|---|-------|-------|--|-------|--|------|--|--|--|
| 5.4 | Name of administration/<br>accountants office | <hr/> |       |  |       |  |      |  |  |  |
| 5.5 | Place and date                                | Place | <hr/> |  |       |  |      |  |  |  |
|     |   |       | Day   |  | Month |  | Year |  |  |  |
|     |   |       |       |  |       |  |      |  |  |  |
| 5.6 | Signature of administrator/<br>accountant     | <hr/> |       |  |       |  |      |  |  |  |

<sup>1</sup> See article 16 paragraph 1 (c) of the Aliens Act.

<sup>2</sup> For members of the NBA (The Royal Netherlands Institute of Chartered Accountants), the NOAB (Netherlands Association of Financial and Tax Experts) and RB (Register of Tax Advisers).

<sup>3</sup> And/or other applicable regulations, for example, if the administrator is a member of NOAB, RB or another body.

<sup>4</sup> For members of the NBA, the NOAB and RB.

<sup>5</sup> And/or other applicable provisions, for example, if the administrator is a member of NOAB, RB or another body.

### Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



## Appendix Submitting and paying for the application by the foreign national

***Do not enclose this appendix with the form!***

Below, you can read how you can submit and pay for the application for a residence permit or a change to the restriction on the residence permit.

*Please note!* If you rely on an exemption from the requirement to apply for a regular provisional residence permit you must first send the application by post. You will then receive a letter from the IND stating how you must pay the fees.

### Submitting an application for a residence permit or a change to the residence permit

You send the application form, the appendices and the evidence to the IND by post. Make copies of all documents and supplementary evidence and send with the application form. Never send any original evidence. You must make clearly readable and full copies of the original evidence on A4 size paper. Do not use other paper size, any staples or paperclips. Write down your V-number or client number on each copy. If you do not know these numbers, then please write your name and date of birth on each copy. Do not send any USB sticks, CDs, DVDs, photo albums, receipts 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 5**

**9560 AA Ter Apel**

*Application for a social purpose of residence (family members and relatives)*

**Immigratie- en Naturalisatiedienst  
Postbus 16**

**9560 AA Ter Apel**

*Application for medical circumstances*

**Immigratie- en Naturalisatiedienst  
Postbus 1**

**9560 AA Ter Apel**

You can also visit the IND Desk in person in order to submit your application for a residence permit. You need to make an appointment. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND. You must bring the original copies of all requested documents and evidence. The IND verifies and copies these documents, after which all original documents are returned to you. The copies must be enclosed with your application. You must also bring your valid border-crossing document (passport, for example) with you.

### How do you pay?

An application is not free of charge. The costs depend on the purpose of the residence applied by you. If you submit the application by post, you will receive a letter containing the amount of fees and information on how to pay, after the IND has received your application. If you submit the application at the IND Desk, you can pay the fees due at the IND Desk. You can pay with a bank card or in cash.

Here, you can find no information about the costs or any exemption from having to pay fees. Please visit [www.ind.nl](http://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.

### **Providing correct information**

Providing incorrect information or withholding relevant information may lead to withdrawal of the permit. If punishable offences are observed, the IND reports this to the police.

### **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.

### **Processing of personal data**

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



## Appendix Declaration by sponsor (employment)

*Please read the explanation on page 3*

### 1 Details of sponsor

*Write in block letters*

1.1 Name of company/institution  
(if applicable)

---

1.2 Chamber of Commerce  
registration number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

1.3 Name  
(as stated in the passport)

*Surname*

---

*First names*

1.4 Sex

- ☐ Male  
☐ Female

1.5 Where you keep the records of  
the foreign national?

*Street*

---

*Number*

---

*Postcode*

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

*Town*

---

#### Processing of personal data

The [IND privacy statement](#) explains how the IND handles your data.



### Statement due to European sanctions against Russia and Belarus

- 1.6 Is your company a subsidiary of a parent company? ☐ Yes Skip to question 1.7  
*If the company is a sole trader, then tick 'No'* ☐ No Continue with section 2
- 1.7 Is the parent company Russian or Belarussian? ☐ Yes Skip to question 1.8  
☐ No Continue with section 2
- 1.8 Is the parent company in Russia or Belarus on the European sanctions list? (see [www.sanctionsmap.eu](http://www.sanctionsmap.eu)) ☐ Yes Skip to question 1.9  
☐ No Continue with section 2
- 1.9 Is your company under control or owned by the parent company in Russia or Belarus? ☐ Yes  
*Please see the text below for a more detailed explanation of control or ownership.* ☐ No

### When does ownership or control exist?

This follows from the European Sanctions Guidelines ([pdf \(europa.eu\)](http://pdf.europa.eu)) under 55a and 55b:

**Ownership:** The criterion to be taken into account when assessing whether a legal person or entity is owned by another person or entity is possession of more than 50% of the proprietary rights of an entity or having a majority interest in it.

**Control:** The criteria to be taken into account when assessing whether a legal person or entity is controlled by another person or entity, alone or pursuant to an agreement with another shareholder or other third party, could include, inter alia):

- a. having the right or exercising the power to appoint or remove a majority of the members of the administrative, management or supervisory body of such legal person or entity;
- b. having appointed solely as a result of the exercise of one's voting rights a majority of the members of the administrative, management or supervisory bodies of a legal person or entity who have held office during the present and previous financial year;
- c. controlling alone, pursuant to an agreement with other shareholders in or members of a legal person or entity, a majority of shareholders' or members' voting rights in that legal person or entity;
- d. having the right to exercise a dominant influence over a legal person or entity, pursuant to an agreement entered into with that legal person or entity, or to a provision in its Memorandum or Articles of Association, where the law governing that legal person or entity permits its being subject to such agreement or provision;
- e. having the power to exercise the right to exercise a dominant influence referred to in point (d), without being the holder of that right;
- f. having the right to use all or part of the assets of a legal person or entity;
- g. managing the business of a legal person or entity on a unified basis, while publishing consolidated annual accounts;
- h. sharing jointly and severally the financial liabilities of a legal person or entity or guaranteeing them.

If any of these criteria are satisfied, it is considered that the legal person or entity is controlled by another person or entity.



## 2 Details of foreign national

Write in block letters

2.1 Name  
(as stated in the passport)

Surname

First names

2.2 Sex

☐ Male

☐ Female

2.3 Date of birth

Day

Month

Year

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

2.4 Place of birth

2.5 Country of birth  
(as stated in the passport)

## 3 Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1 Place and date

Place

Day

Month

Year

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

3.2 Signature

### Explanation

If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

### Obligation to provide information

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the 'Notification form for labour-related residence purposes', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report to the IND.

### Duty to keep records

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.





## Appendix Declaration by sponsor (family and relatives)

### Explanation

If you apply for residence for a family member to stay with you in the Netherlands, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that your family member meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. Is your family member no longer entitled to reside in the Netherlands? Then you must ensure that your family member leaves the Netherlands.

*Please note!* You only complete this statement for your own family members. Are you applying for a child that is not your own child, but that of your spouse/partner? In that case, your spouse/partner must complete this statement for the child.

### Report changes

Are there any changes in your situation, which could have any effect on the residence permit? If so, you are obliged to report these changes to the IND within 4 weeks. The IND refers to this as the obligation to provide information. Please use the 'Notification form for family members and relatives', which you can download from [www.ind.nl](http://www.ind.nl). The form lists the changes you need to report.

### Retain records

You are obliged to collect and store any relevant information about your family member. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence for 5 years after you are no longer the sponsor of the foreign national. The IND refers to this as the duty to keep and retain records. The IND can request data from you at any time. In this way the IND checks whether you comply with this obligation.

### Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

## 1 Details of sponsor

*Write in block letters*

1.1 Name  
(as stated in the passport)

*Surname*

*First names*

1.2 Sex

- ☐ Male  
☐ Female

1.3 Date of birth

| <i>Day</i>           | <i>Month</i>         | <i>Year</i>          |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |



|     |   |   |  |  |  |  |  |  |  |  |
|-----|---|---|--|--|--|--|--|--|--|--|
| 1.4 | Place of birth  | <hr/>   |  |  |  |  |  |  |  |  |
| 1.5 | Country of birth<br>(as stated in the passport)               | <hr/>   |  |  |  |  |  |  |  |  |
| 1.6 | Address where you keep the<br>records of the foreign national | <div style="margin-bottom: 5px;"><i>Street</i></div> <hr/> <div style="margin-bottom: 5px;"><i>Number</i></div> <hr/> <div style="margin-bottom: 5px;"><i>Postcode</i></div> <hr/> <div style="margin-bottom: 5px;"> <table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> </tr> </table> </div> <div style="margin-bottom: 5px;"><i>Town</i></div> <hr/> |  |  |  |  |  |  |  |  |
|     |   |   |  |  |  |  |  |  |  |  |

## 2 Details of the foreign national

*Write in block letters*

|            |   |  |            |              |             |
|------------|---|--|------------|--------------|-------------|
| 2.1        | Name<br>(as stated in the passport)             | <div style="margin-bottom: 5px;"><i>Surname</i></div> <hr/> <div style="margin-bottom: 5px;"><i>First names</i></div> <hr/>  |            |              |             |
| 2.2        | Sex   | <input type="checkbox"/> Male<br><input type="checkbox"/> Female   |            |              |             |
| 2.3        | Date of birth                                   | <div style="margin-bottom: 5px;"> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;"><i>Day</i></td> <td style="width: 25%;"><i>Month</i></td> <td style="width: 50%;"><i>Year</i></td> </tr> </table> </div> <div style="border: 1px solid black; height: 30px; position: relative;"> <div style="position: absolute; left: 0; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 12.5%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 25%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 37.5%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 50%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 62.5%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 75%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 87.5%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> </div> | <i>Day</i> | <i>Month</i> | <i>Year</i> |
| <i>Day</i> | <i>Month</i>                                    | <i>Year</i>  |            |              |             |
| 2.4        | Place of birth                                  | <hr/>  |            |              |             |
| 2.5        | Country of birth<br>(as stated in the passport) | <hr/>  |            |              |             |

## 3 Signing by sponsor

✓ I declare that I present myself as sponsor for the foreign national mentioned under 2 for whom I am applying for a residence permit.

|            |                |  |            |              |             |
|------------|----------------|--|------------|--------------|-------------|
| 3.1        | Place and date | <div style="margin-bottom: 5px;"><i>Place</i></div> <hr/> <div style="margin-bottom: 5px;"> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;"><i>Day</i></td> <td style="width: 25%;"><i>Month</i></td> <td style="width: 50%;"><i>Year</i></td> </tr> </table> </div> <div style="border: 1px solid black; height: 30px; position: relative;"> <div style="position: absolute; left: 0; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 12.5%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 25%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 37.5%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 50%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 62.5%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 75%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> <div style="position: absolute; left: 87.5%; top: 0; bottom: 0; border-right: 1px solid black; width: 12.5%;"></div> </div> | <i>Day</i> | <i>Month</i> | <i>Year</i> |
| <i>Day</i> | <i>Month</i>   | <i>Year</i>  |            |              |             |
| 3.2        | Signature      | <hr/>  |            |              |             |



## Appendix Questionnaire for residence with partner

The questions must be answered by the partner (the sponsor) who lives in the Netherlands.

### What is important in this questionnaire?

You must answer the following list of questions extensively and in detail. The IND can then assess whether your relationship is lasting and exclusive. Use separate sheets of paper when answering the questions. Mention the number of the question and your answer on the sheet. You must place your signature and the date of signing on each sheet of paper. You must substantiate your answers with as much documentary evidence as possible. For example, letters, photographs, e-mails and aeroplane tickets. You may submit copies. If you do not answer the questions in extensive detail and do not submit documentary evidence, the IND cannot assess your relationship properly. Your application can then be rejected.

### Questions

- 1 Since when do you know your partner? Name the day, month and year.
- 2 How did you come in contact with your partner?
- 3 Where did you get to know your partner? Name the place and exact location.
- 4.1 If you got to know each other via internet or family: have you already met each other in person?
- 4.2 If so, when and where did you meet? If not, why not?
- 5 Since when have you had a love affair with each other? Name the day, month and year. How did this happen?
- 6 How have you maintained the relationship since the beginning until now? Submit as much documentary evidence as possible, such as letters, e-mails, photographs and aeroplane tickets.
- 7.1 Has your partner ever been in the Netherlands?
- 7.2 If so, when was that? Name the day, month and year.
- 7.3 What was the reason for that stay?
- 7.4 In what place and with whom did your partner stay?
- 8 Have you previously had a relationship with someone who came from abroad to the Netherlands for you? If so, with whom and when was that?
- 9 Has your partner previously had a relationship with someone in the Netherlands? If so, with whom and when was that?
- 10.1 Does your partner have minor-aged children?
- 10.2 If so, what are those children's names, how old are they and where do they live now?
- 11.1 Will the children travel together with your partner to the Netherlands?  
*Please be aware that if your children will not travel immediately with your partner there may be a waiting period of 1 year.*
- 11.2 If not, why not? Who will take care of the children after your partner's departure to the Netherlands?
- 12 Are you related to your partner? If so, what is the family relationship?

### Please note!

- ✓ Have you signed and dated all the pages?
- ✓ Have you attached all the documentary evidence (as copies)?

### Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.







## Bijlage Gegevens (over noodzaak) lerend werken in het kader van arbeid (praktikant)

*This appendix is only available in Dutch*

### 1 Gegevens huidige werkgever van de vreemdeling

*Invullen in blokletters*

- 1.1 Is de vreemdeling in dienst bij een buitenlandse werkgever

- ☐ Nee  
☐ Ja, sinds:

|                        | Dag | Maand | Jaar |
|------------------------|-----|-------|------|
| Naam                   |     |       |      |
| buitenlandse werkgever |     |       |      |

> Stuur het cv van de vreemdeling mee, zonder (herkenbare) pasfoto

- 1.2 Is er een samenwerkingsovereenkomst tussen het Nederlandse en buitenlandse bedrijf

- ☐ Ja  
☐ Nee  
*Toelichting*

> Stuur een samenwerkingsovereenkomst tussen Nederlandse en buitenlandse werkgever met de handtekening van beide werkgevers en de vreemdeling mee

- 1.3 Neemt de vreemdeling een reguliere arbeidsplaats in bij het Nederlandse bedrijf

- ☐ Ja  
☐ Nee  
*Toelichting*

#### Verwerking van persoonsgegevens

De IND neemt uw gegevens op in de IND-systemen om wettelijke taken uit te kunnen voeren. De IND gebruikt en beveiligd uw persoonlijke gegevens zorgvuldig en op basis van de eisen van de privacywetgeving. U leest hoe de IND met uw [persoonsgegevens](https://ind.nl/privacyverklaring) omgaat op [ind.nl/privacyverklaring](https://ind.nl/privacyverklaring).

- 1.4 Zal de vreemdeling na terugkeer direct weer  
bij de buitenlandse werkgever in dienst  
komen
- ☐ Ja  
☐ Nee
- Toelichting*

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> *Stuur een getekende verklaring van de buitenlandse werkgever mee*

- 1.5 Wat is het doel van de tewerkstelling als  
praktikant?

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- 1.6 Is het leertraject van belang voor de  
ontwikkeling van de bedrijfsvoering van de  
buitenlandse onderneming
- ☐ Ja  
☐ Nee

*Toelichting*

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> *Stuur het gefaseerde leerplan mee, met daarin uitleg over;*

- *het werk dat de vreemdeling zal verrichten;*
- *wat de leerdoelen zijn;*
- *de begeleiding die de vreemdeling krijgt;*
- *de toegevoegde waarde van de werkervaring van de vreemdeling voor de buitenlandse werkgever.*

- 1.7 Aantal praktikanen dat gelijktijdig  
tewerkgesteld wordt

|  |  |  |  |
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- 1.8 Wat is nu het aantal personeelsleden in vaste  
dienst?

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#### Overzicht mee te sturen bewijsstukken praktikant

- Een samenwerkingsovereenkomst tussen Nederlandse en buitenlandse werkgever met daarin:
  - a. naam, adres en vestigingsplaats van de werkgever,
  - b. de naam van de functie;
  - c. de personalia van de vreemdeling;
  - d. het geboden brutoloon per maand; gedurende de tewerkstelling in Nederland
  - e. het aantal uren per week;
  - f. de duur van het uitzending (begin en einddatum);
  - g. de handtekening van de Nederlandse werkgever, de buitenlandse werkgever en de vreemdeling.
- Een cv van de vreemdeling;
- Een verklaring over terugkeer naar buitenlandse werkgever;
- Het gefaseerde leerplan met daarin vermeld: het werk dat de vreemdeling doet (geef aan welke taken hij in welke periode doet); de leerdoelen; de begeleiding die de werknemer krijgt en de toegevoegde waarde van de werkervaring van de vreemdeling voor de buitenlandse werkgever.





## Bijlage Gegevens (over noodzaak) van lerend werken (stagiair)

*This appendix is only available in Dutch*

Bij stage als onderdeel van de opleiding (stagiair)

> Ga naar 1

Bij stage na afronding HBO/WO-studie als werkervaringsplaats

> Ga naar 2

### 1 Gegevens huidige opleiding van de vreemdeling

*Invullen in blokletters*

1.1 Naam onderwijsinstelling

\_\_\_\_\_

1.2 Adres onderwijsinstelling

*Straat*

\_\_\_\_\_

*Huisnummer en toevoeging*

\_\_\_\_\_

*Postcode*

\_\_\_\_\_

|  |  |  |  |  |  |  |  |
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*Plaats*

\_\_\_\_\_

1.3 Website onderwijsinstelling

\_\_\_\_\_

1.4 Naam opleiding(srichting)

\_\_\_\_\_

1.5 Totale duur van de opleiding  
(in jaren)

|  |  |
|--|--|
|  |  |
|--|--|

1.6 In welk studiejaar zit de vreemdeling

|  |  |
|--|--|
|  |  |
|--|--|

1.7 Naam stagebegeleider

*Vanuit de opleiding:*

\_\_\_\_\_

*Op de stageplaats:*

\_\_\_\_\_

\_\_\_\_\_

1.8 Niveau van de opleiding naar  
Nederlandse maatstaven

- ☐ MBO  
☐ HBO  
☐ Universitair  
☐ Anders:

\_\_\_\_\_



1.9 Is de stage noodzakelijk voor het afronden van de studie

☐ Ja

> Voeg verklaring onderwijsinstelling toe waaruit blijkt dat stage noodzakelijk is

Toelichting

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☐ Nee

> Voeg een verklaring van de onderwijsinstelling toe waaruit blijkt dat betrokkene gedurende de stage staat ingeschreven bij de onderwijsinstelling of een verklaring dat de stage relevant is voor de opleiding.

Toelichting

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1.10 Zijn de leerdoelen van de stage in overeenstemming met het niveau en de studierichting van de opleiding

☐ Ja

☐ Nee

> Een in tijd gefaseerd stageplan bijvoegen met vermelding van de leercomponenten en educatieve doelstellingen

Toelichting

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1.11 Aantal stagiairs met een gecombineerde vergunning of met twv dat gelijktijdig stage loopt

|  |  |  |  |  |
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1.12 Stagevergoeding per maand

(afgerond in hele euro's)

> Kopie van een door stagiair en stagebieder getekende stageovereenkomst met vermelding van de stagevergoeding bijvoegen

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| € |  |  |  |  |  |
|---|--|--|--|--|--|

1.13 Heeft de vreemdeling nog andere inkomsten (beurs/eigen middelen)

☐ Ja

☐ Nee

> Stuur bewijsstukken van deze inkomsten mee (bijv. beursverklaring, bankafschriften van een bankrekening op naam van de vreemdeling, verklaring van ouders, etc.)

Toelichting

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Let op: het totale inkomen van de stagiair bij 1.12 en 1.13 moet minimaal 50% van het wettelijk minimum (jeugd)loon zijn.

#### Overzicht bij te voegen bewijsstukken bij stage gedurende de opleiding

- Het in tijd gefaseerde stageplan, met vermelding van de leerdoelen en educatieve componenten;
- De stageovereenkomst die is ondertekend door de werkgever die de stage aanbiedt en de vreemdeling (in de overeenkomst is de stagevergoeding vermeld).

Bij stage als onderdeel van de HBO/WO-studie voeg dan ook toe:

- Een door de onderwijsinstelling ondertekende verklaring waaruit blijkt dat de stage onderdeel is van de opleiding; of
- Een door de onderwijsinstelling ondertekende verklaring waaruit blijkt dat de vreemdeling gedurende de stage staat ingeschreven bij de onderwijsinstelling.

Bij stage als onderdeel van de MBO- (of andere) studie voeg dan ook toe:

- Een door de onderwijsinstelling ondertekende verklaring waaruit blijkt dat de stage noodzakelijk is.

## 2 Gegevens afgeronde opleiding van de vreemdeling

Invullen in blokletters

- 2.1 De HBO/WO-studie is maximaal 2 jaar geleden afgerond
- ☐ Ja  
> (kopie diploma bijvoegen vertaald naar het Nederlands of Engels. Indien de waarde niet uit het diploma blijkt, laat het dan naar Nederlandse maatstaven waarden (zie [www.idw.nl](http://www.idw.nl)). Dit diploma is afgegeven door een buitenlandse of Nederlandse onderwijsinstelling.

☐ Nee

- 2.2 Wat is het doel van de stage?

- 2.3 De werkervaringsplaats sluit aan bij de afgeronde opleiding

☐ Ja

☐ Nee

Toelichting

- 2.4 Zijn de leerdoelen van de werkervaringsplaats in overeenstemming met het niveau van de afgeronde opleiding?

☐ Ja

☐ Nee

Toelichting

- 2.5 De werkgever verklaart dat tijdens de stage het accent ligt op de leercomponenten en educatieve doelstellingen zoals opgenomen in het stageprogramma

☐ Ja

☐ Nee

- 2.6 Verklaring (kruis aan)

☐ Ik verklaar dat de stagiair geen reguliere arbeidsplaats inneemt

- 2.7 Stagevergoeding per maand

(afgerond in hele euro's)

> Kopie van een door stagiair en stagebieder getekende stageovereenkomst met vermelding van stagevergoeding bijvoegen.  
In deze overeenkomst dient ook het stageprogramma (bij voorkeur gefaseerd per maand) te zijn opgenomen met vermelding van de leercomponenten en educatieve doelstellingen.

|   |  |  |  |  |
|---|--|--|--|--|
| € |  |  |  |  |
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- 2.8 Heeft de vreemdeling nog andere inkomsten? (Bijvoorbeeld nog eigen middelen)?

☐ Ja

☐ Nee

Toelichting

> Stuur bewijsstukken van deze inkomsten mee (bijv. beursverklaring, bankafschriften van een bankrekening op naam van de vreemdeling, verklaring van ouders, etc.)

Let op: het totale inkomen van de stagiair bij 2.7 en 2.8 moet minimaal 50% van het wettelijk minimum (jeugd)loon zijn.

#### Overzicht bij te voegen bewijsstukken werkervaringsplaats (stage na afronding opleiding)

- Kopieën van diploma's en getuigschriften (vertaald in het Nederlands of het Engels door een beëdigd vertaler);
- Waardering van het diploma van de vreemdeling door een erkende instantie als uit het diploma niet blijkt wat het niveau is (meer informatie daarover vindt u op [www.idw.nl](http://www.idw.nl));
- De stageovereenkomst die is ondertekend door de werkgever die de stage aanbiedt en de vreemdeling (in de overeenkomst is de stagevergoeding vermeld); In de stageovereenkomst dient, naast de stagevergoeding, het stageprogramma met vermelding van de educatieve doelstellingen en leercomponenten te zijn opgenomen.
- Indien eigen middelen: Bewijsstukken andere inkomsten (beurs / eigen middelen).

#### Verwerking van persoonsgegevens

De Immigratie- en Naturalisatiedienst (IND) verwerkt persoonsgegevens tijdens de behandeling van uw aanvraag, melding of verzoek. Dit betekent dat de IND gegevens opvraagt bij uzelf en bij andere organisaties of personen als dat nodig is. Ook gebruikt en bewaart de IND gegevens en geeft deze door aan andere organisaties. De IND houdt zich daarbij aan de regels die in de privacywetgeving staan. Zo moet de IND zorgvuldig en veilig met gegevens omgaan. De wet geeft ook rechten. Als u dat vraagt, mag u bijvoorbeeld zien welke gegevens de IND over u verwerkt. Ook kunt u informatie krijgen over waarom de IND deze gegevens verwerkt en aan wie deze zijn doorgegeven. Op [www.ind.nl](http://www.ind.nl) leest u hoe de IND met uw gegevens omgaat en welke rechten u hebt. Ook leest u hoe u gebruik kunt maken van uw rechten.



## Appendix Statement due to European sanctions against Russia and Belarus

The European Union has introduced various sanctions against Russia and Belarus as a result of Russia's invasion of Ukraine. More information about the sanctions and which people, companies and organisations in Russia and Belarus are on a sanctions list can be found on: [www.sanctionsmap.eu](http://www.sanctionsmap.eu). These sanctions may have consequences for the granting of residence permits for the purposes of companies that have ties with Russian and/or Belarusian companies or persons included on a sanctions list. Under the Sanctions Act, it is in fact prohibited to make funds and/or economic resources available to listed companies or persons. The effect of the prohibition also extends to companies that are not on a sanctions list themselves, but are indeed owned by or under the control of a listed company or person. By making this statement, you indicate whether you or your company is affiliated with a Russian or Belarusian parent company on the sanctions list.

### 1 Details of the applicant

*Fill in in block capital letters*

- 1.1 Company name  
(name given in the articles of association according to Chamber of Commerce (KvK)) \_\_\_\_\_
- 1.2 Chamber of Commerce registration number 

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- 1.3 IND client number  
(if known) **1-**

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- 1.4 Business address
- Street*
- \_\_\_\_\_
- House number and addition*
- \_\_\_\_\_
- Postcode*
- \_\_\_\_\_
- |  |  |  |  |  |  |  |  |  |  |
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*City/town*
- \_\_\_\_\_
- 1.5 Telephone number 

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## 2 Statement

*Fill in in block capital letters*

- 2.1 Is your company a subsidiary of a parent company?  
*If the company is a sole trader, then tick 'No'*
- ☐ Yes Skip to question 2.2
- ☐ No Skip to question 2.5
- 2.2 Is the parent company Russian/Belarussian?
- ☐ Yes Skip to question 2.3
- ☐ No Skip to question 2.5
- 2.3 Is the parent company in Russia or Belarus on the European sanctions list?  
(see [www.sanctionsmap.eu](http://www.sanctionsmap.eu))
- ☐ Yes Skip to question 2.4
- ☐ No Skip to question 2.5
- 2.4 Is your company under control or owned by the parent company in Russia or Belarus?  
*See the text box on page 3 for a more detailed explanation of control or ownership*
- ☐ Yes
- ☐ No
- 2.5 Statement
- ☐ I declare that I am authorised to sign this statement on behalf of the company, and I declare that I have filled in the foregoing truthfully.

## 3 Signature

*Fill in in block capital letters*

- 3.1 Name
- 
- 3.2 City/town and date
- City/town*
- 
- | <i>Day</i> |  | <i>Month</i> |  | <i>Year</i> |  |  |  |  |
|------------|--|--------------|--|-------------|--|--|--|--|
|            |  |              |  |             |  |  |  |  |
- 3.3 Signature
-

#### When does ownership or control exist?

This follows from the European Sanctions Guidelines ([pdf \(europa.eu\)](#)) under 55a and 55b:

**Ownership:** The criterion to be taken into account when assessing whether a legal person or entity is owned by another person or entity is possession of more than 50% of the proprietary rights of an entity or having a majority interest in it.

**Control:** The criteria to be taken into account when assessing whether a legal person or entity is controlled by another person or entity, alone or pursuant to an agreement with another shareholder or other third party, could include, inter alia):

- a. having the right or exercising the power to appoint or remove a majority of the members of the administrative, management or supervisory body of such legal person or entity;
- b. having appointed solely as a result of the exercise of one's voting rights a majority of the members of the administrative, management or supervisory bodies of a legal person or entity who have held office during the present and previous financial year;
- c. controlling alone, pursuant to an agreement with other shareholders in or members of a legal person or entity, a majority of shareholders' or members' voting rights in that legal person or entity;
- d. having the right to exercise a dominant influence over a legal person or entity, pursuant to an agreement entered into with that legal person or entity, or to a provision in its Memorandum or Articles of Association, where the law governing that legal person or entity permits its being subject to such agreement or provision;
- e. having the power to exercise the right to exercise a dominant influence referred to in point (d), without being the holder of that right;
- f. having the right to use all or part of the assets of a legal person or entity;
- g. managing the business of a legal person or entity on a unified basis, while publishing consolidated annual accounts;
- h. sharing jointly and severally the financial liabilities of a legal person or entity or guaranteeing them.

If any of these criteria are satisfied, it is considered that the legal person or entity is controlled by another person or entity.

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## Appendix Declaration on essential cultural importance

Declaration by the cultural institution. The declaration states that the presence of the artist-applicant in question is of 'substantial cultural interest' for the Netherlands.

With this document the cultural institution \_\_\_\_\_ (*name cultural institution*)

declares that the artist-applicant with the following name \_\_\_\_\_ (*name artist*)

has been selected by the cultural institution and that his/her presence in the Netherlands and his/her contribution to the activities as described in the attached contract are of essential cultural importance.

These activities will take place over a period from and to \_\_\_\_\_ (*period*)

Describe the value and importance of the presence of the artist-applicant for the cultural institution and/or for the Dutch cultural sector:

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Additional comments:

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*Place*

\_\_\_\_\_

*Date*

*Name cultural institution*

\_\_\_\_\_

*Name of authorised signatory*

*Signature*

\_\_\_\_\_

*Place*

\_\_\_\_\_

*Date*

*Name artist-applicant*

\_\_\_\_\_

*Signature*

\_\_\_\_\_



### **Processing of personal data**

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