**NETHERLANDS - LONG TERM WORK PERMIT**

**Validity of work permit (MVV approval):**

Long term work permit are applied under the work permit category called as Highly Skilled Migrant Knowledge Migrant Program and is known as MVV approval or visa.

Work permit can be applied with duration of 6 months up to 5 years.

Dependant permit can be initiated along with the work permit application or can be initiated separately. The validity of the approval will be in line to the validity of the work permit approval

**Lead time to receive the work permit or dependant permit approval:**

8 weeks

**Process flow:**

MindTree Mind raises VisaRT (self and dependants – as applicable) request by choosing the long term WP category (PeopleHub > Request and Submission > Apply Visa) and gets it approved.

Travel & Immigration Group (TIG) sends the checklist.

MindTree Mind submits the documents to the TIG

Once all the documents and information are in place, the work permit documents are couriered to the attorney’s office in Netherlands

Attorney receives the work permit documents

Attorney files the work permit with the immigration authority in Netherlands

Once the work permit is approved attorney will share the approval reference number TIG

TIG will share the approval copy(MVV approval) with the reference # to MindTree Mind and travel desk will share the checklist of documents for visa stamping

MindTree Mind to confirm the appointment dates for personal appearance to submit the visa stamping documents

TIG will book an appointment slot and will update the MindTree Mind

MindTree Mind needs to submit the documents to travel desk in their \*respective locations two working days prior to the appointment. Travel desk will return the documents to MindTree Mind

MindTree Mind will personally visit the Consulate and submit the visa stamping documents. MindTree Mind to submit the receipt to travel desk to collect the passport after visa stamping

Travel desk will inform MindTree Mind on receipt of the passport

**Stages in work permit processing:**

**1. Work permit application (MVV approval):**

**Checklist of documents required to initiate the work permit:**

**All the documents mentioned below needs to be submitted as soft copies in the specified format to the TIG (contact: Ashwini\_nagabhushan@mindtree.com)**

1. Copies of all pages of passport (blank and non-blank pages) – Highlight the correction page in the passport (if any) as a PDF copy

**Below are the passport requirements:**

* Should be valid for more than 12 months during the work permit application as well as visa stamping application
* Passport should not be damaged (water/oil marks, lamination peel off are considered as a damaged passport)
* Passport must have at least two blank pages (both sides) to insert the visa.

1. Updated resume in MindTree format as a word document

PeopleHub > My Stuff > Resume Builder

1. Filled questionnaire as a word document



1. Job description as a word document – Please consult your manager to get the information
2. Project description as a word document - Please consult your manager to get the information
3. Convocation degree certificate copy – send the soft copy in pdf format
4. MindTree offer letter copy – as pdf copy (Please put the acceptance signature and fill all date fields in the MindTree offer letter and send the copy.)
5. MindTree Mind should initiate the legalization process for his/her Birth certificate(obtained from the Registrar of births & deaths) in parallel to the work permit application. Legalized birth certificate is required during the time of travel and to complete the registration formalities in Netherlands.

Refer the \*\*legalization process document for further information at the end of this stage

**Salient features:**

1. Can be extended up to 5 years
2. The work permit will be approved with a reference number and the approval will be electronically transferred to the respective Consulate. The approval will be valid for 6 months only from the date of approval. MindTree Mind has to complete the visa stamping and travel within this validity
3. MindTree Mind will be required to visit the respective Consulate personally to get the visa stamped. The visa type will be a “D” type of visa granted for 6 months. After traveling to NL, registration formalities have to be completed to get a Residence Permit. This permit will be a work – cum- residence permit.
4. The approval granted is client and location specific. MindTree Mind cannot use the work permit to work for any other client or location without the approval from the TIG

**Work permit approval:**

The work permit application is filed at the Immigration office in Netherlands by our attorneys. The lead time to get the approval is 8 weeks. Once the approval is granted, the attorneys share the copy of the approval through an email to the TIG. TIG will share the copy of the approval and the validity dates with the MindTree Mind.

**2. Visa stamping:**

C**ut off time: The documents should be submitted before 1 PM to travel desk in your \*respective locations. Documents will not be accepted beyond 1 PM.**

**Checklist of documents required to initiate the visa stamping:**

**MindTree Mind should visit the Consulate of Netherlands, Mumbai personally to submit the below documents. Once the TIG team shares the work permit approval, MindTree Mind should communicate the date of travel to Consulate and should raise domestic travel request to travel to Mumbai.**

**Address of the Consulate:**

**Consulate General of the Kingdom of The Netherlands,**

**Forbes Building, First Floor, Charanjit Rai Marg, Fort,**

**Mumbai 400 001**

1. Original passport valid for more than 18 months
2. Duly filled and signed Original visa application – The details needs to be filled in capital letters and signed as per the passport



1. 2 photographs in the size of 35-45 mm in width with white back ground, matt finish. The face should cover 70-80 percent of photo area
2. Covering letter from MindTree – Traveldesk will issue the letter
3. Copy of the MVV approval
4. Copy of first and last page of the passport
5. Copy of degree certificate
6. Appointment reference number – will be communicated by the TIG team

**Dependant Permits - Processing:**

Dependant permit can be initiated along with the MindTree Mind or separately. Dependant permit can be initiated separately once the MindTree Minds receives the work permit approval and the visa.

MindTree Mind should raise separate VisaRT requests for each of the dependants and should get it approved.

**Stage 1: Dependant permit**

**Checklist of documents required to initiate the dependant permit:**

**All the documents mentioned below needs to be submitted as soft/hard copies in the specified format to the TIG (contact: Ashwini\_nagabhushan@mindtree.com)**

1. Copies of all pages of passport (blank and non-blank pages) – Highlight the correction page in the passport (if any) as a PDF copy

**Below are the passport requirements:**

* Should be valid for more than 12 months during the work permit application as well as visa stamping application
* Passport should not be damaged (water/oil marks, lamination peel off are considered as a damaged passport)
* Passport must have at least two blank pages (both sides) to insert the visa.

1. Legalized marriage certificate – for spouse

* Original marriage certificate (obtained from the Registrar of marriages) needs to be legalized
* Date of issuance of the certificate should not be more that 6 months. If it is older than 6 months, the certificate has to be reissued.
* Required at the time of dependant permit processing. Legalized marriage certificate is mandatory to initiate the Dependant permit along with the work permit application of the MindTree Mind
* Refer the \*\*legalization process document for further information

1. Legalized birth certificate of the spouse

* Original birth certificate (obtained from the Registrar of births & deaths) needs to be legalized
* Date of issuance of the certificate should not be more that 6 months. If it is older than 6 months, the certificate has to be reissued.
* Required during the time of travel and to complete the registration formalities in Netherlands.
* Refer the \*\*legalization process document for further information

1. Legalized birth certificate of the child

* Original birth certificate (obtained from the Registrar of births & deaths) needs to be legalized
* Date of issuance of the certificate should not be more that 6 months. If it is older than 6 months, the certificate has to be reissued.
* Required at the time of dependant permit processing. Legalized birth certificate of the child is mandatory to initiate the Dependant permit along with the work permit application of the MindTree Mind
* Refer the \*\*legalization process document for further information

1. Copy of MindTree Mind’s work permit approval and visa copy in pdf format (if initiated separately)
2. Copy of MindTree Minds residence permit card in pdf format (if initiated separately and if the MindTree Mind is already in NL)
3. Copy of MindTree Mind’s passport copy in pdf format – all 36 pages along with entry stamping in NL if the MindTree Minds has already traveled

**Stage 2: Visa stamping**

**Dependants should visit the Consulate of Netherlands, Mumbai personally to submit the below documents. Once the TIG team shares the dependant permit approval, MindTree Mind should communicate the date of travel to Consulate and should raise domestic travel request to travel to Mumbai.**

C**ut off time: The documents should be submitted before 1 PM to travel desk in your \*respective locations. Documents will not be accepted beyond 1 PM.**

**Checklist of documents required to initiate the dependant visa stamping:**

1. Original passport valid for more than 12 months
2. Duly filled and signed Original visa application – The details needs to be filled in capital letters and signed as per the passport



1. 2 photographs in the size of 35-45 mm in width with white back ground, matt finish. The face should cover 70-80 percent of photo area
2. Covering letter from MindTree – Traveldesk will issue the letter
3. Copy of the MVV approval
4. Copy of first and last page of the passport
5. Copy of MindTree Mind’s work permit approval and visa copy in pdf format (if initiated separately)
6. Copy of MindTree Minds residence permit card in pdf format (if initiated separately and if the MindTree Mind is already in NL)
7. Copy of MindTree Mind’s passport copy in pdf format – all 36 pages along with entry stamping in NL if the MindTree Minds has already traveled

**\*\*Legalization - process document:**



**Process to be completed before traveling to NL:**

1. Raise relocation corner request
2. Raise international ticket request to book the tickets – choose the option as work permit travel
3. Attend the travel briefing session held on every Fridays between 10 am and 12 PM. The Venue and the program details will be sent by travel desk once the passport is received with the visa.
4. Inform TIG with the confirmed travel dates for self and dependants so that the team can inform the attorney to schedule an appointment with the IND (Immigration department) for completing the registration formalities after landing in NL

**Documents to be carried by MindTree Minds at the time of travel to NL:**

1. Valid original passport with the MVV visa stamped on the passport
2. Legalized birth certificate
3. Copy of the work permit(MVV) approval
4. Deputation letter/transfer letter
5. Confirmed air ticket
6. Medical Insurance
7. Foreign Exchange
8. List of addresses and telephone numbers of contact persons both in India and in NL

**Documents to be carried by Dependants at the time of travel to NL:**

1. Valid original passport with dependant visa stamped on the passport
2. Legalized marriage certificate and birth certificate – spouse’s travel
3. Legalization birth certificate – child’s travel
4. Copy of the MVV approval – spouse and child
5. Confirmed air ticket
6. Medical Insurance
7. Foreign Exchange
8. List of addresses and telephone numbers of contact persons both in India and in NL
9. Copy of MindTree Mind’s MVV visa – when dependants travel separately
10. Copy of MindTree Minds’s passport copy, first, last page and the entry visa stamped at the port of entry in NL – when dependants travel separately
11. Copy of MindTree Mind’s residence permit or IND sticker if the residence permit is still not received by the MindTree Mind - when dependants travel separately and when MindTree Minds is already in NL

**Process to be completed post traveling to NL on a work permit:**

1. Update the TIG on date of landing and share entry visa stamping copy
2. Share the accommodation address and contact details with the TIG
3. Date of completion of IND appointment and temporary IND sticker to be updated with TIG. Legalized certificates have to be carried for the appointment.
4. Appointment with the health department has to be taken to complete the tuberculosis test and the health forms should be sent to IND once the tests are completed. Date of completing the test and sending the forms should be updated with TIG
5. Register at the Town Hall with the accommodation address and accommodation contract to get the BSN. Legalized certificates have to be carried for the appointment
6. Date of completion of registration in Town hall and Burger Service Number (BSN) to be updated to TIG
7. After 4 weeks IND will send the invite to the MindTree Mind to collect the residence permit
8. MindTree Mind to collect the residence permit and should share the copy of the permit with the TIG

**Process to be completed while relocating from NL on a work permit:**

1. Raise relocation corner request
2. Request to disconnect the phone lines or any other service that was utilized, clear all the bills
3. Deregister from the town hall
4. Inform your landlords on your date of return and close any rental agreements

**Process to be completed after returning to India:**

1. Share the date of return and the copy of the exit visa stamped in NL with the TIG team
2. Submit the permit card to TIG for deregistration

**Extension of work permit:**

**Process:**

1. Extension process has to be initiated by raising a VisaRT request prior to 3 months of the resident permit expiry for self and dependants (as applicable) by sending a mail to the TIG contact person
2. TIG team will initiate the extension process.
3. Once the approval is granted, MindTree Mind has to visit the IND to apply for the new permit
4. After 4 weeks, IND will send the invite letter to collect the permit cards from their office
5. MindTree Mind should share the copies of the permit cards with the TIG team.

**\*Respective locations:**

**MindTree, Bangalore:**

[FCM\_traveldesk@mindtree.com](mailto:FCM_traveldesk@mindtree.com)

**MindTree, Chennai:**

Send an email to [FCM\_traveldesk@mindtree.com](mailto:FCM_traveldesk@mindtree.com) and copy [FCM\_Traveldeskchennai@mindtree.com](mailto:FCM_Traveldeskchennai@mindtree.com)

Short term visa stamping documents has to be submitted to Chennai travel desk

**MindTree, Pune:**

Send an email to [FCM\_traveldesk@mindtree.com](mailto:FCM_traveldesk@mindtree.com) and copy [Ashwini\_Kalbhor@mindtree.com](mailto:Ashwini_Kalbhor@mindtree.com)

Short term visa stamping documents has to be submitted to Ashwini Kalbhor

**MindTree, Hyderabad:**

Send an email to [FCM\_traveldesk@mindtree.com](mailto:FCM_traveldesk@mindtree.com) and copy [Triveni\_Lachapeta@mindtree.com](mailto:Triveni_Lachapeta@mindtree.com)

Short term visa stamping documents has to be submitted to Triveni Lachapeta