



## Application for the purpose of residence of 'paid employment' (recognised sponsor)

### 1 Who can submit this application?

You can only use this form if you have been recognised as sponsor by the IND or are the authorised representative of the recognised sponsor and the foreign national does not need a Single Permit (combined permit for residence and work) for paid employment. You can use this form in order to submit an application for a residence permit for one of the following purposes of residence:

> Please tick the applicable situation

- ☐ paid employment (370)
- ☐ carrying out work as a spiritual counsellor (370);
- ☐ International Trade Regulation (425)
- ☐ cross-border service provision (500)

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)
- ☐ for employment purposes (apprentice) (643)

It concerns an application for the following procedure:

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

Make sure that this application is received by the IND in time. Therefore, submit the application before the validity of the employee's current residence permit expires. *Please note!* Do not submit the application later than 4 weeks after the expiry date of the residence permit. This is important to prevent the employee encountering a residence gap. A residence gap is an interruption in the residence. This has consequences for any subsequent procedures. Do not submit an application for extension of the validity if the residence permit is still valid for more than 3 months. The IND will disregard an application for extension which is submitted earlier than 3 months before the expiration date of the residence permit.

## 2 Details of the employer

Write in block letters

2.1	Company name	<hr/>													
2.2	Business address employer	<i>Street</i> <hr/>													
		<i>Number</i> <hr/>													
		<i>Postcode</i> <hr/>													
		<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></tr></table> <i>Town</i> <hr/>													
2.3	Website	<hr/>													
2.4	Name of contact person (only if there is no authorised representative,, check 3)	<hr/>													
2.5	Telephone number	<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></tr></table>													
2.6	E-mail	<hr/>													
2.7	Postal address (only if not equal to address stated at 2.2)	<i>Street</i> <hr/>	<i>Number</i> <hr/>												
		<hr/>													
		<i>P.O. box (if applicable)</i> <hr/>													
		<i>Postcode</i> <hr/>													
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2.8	Chamber of Commerce number	<input type="checkbox"/> Yes: <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></tr></table>													
		<input type="checkbox"/> No, explanation: <hr/>													
		<hr/>													
2.09	Sector in which the company operates	<hr/>													
2.10	Total workforce	<hr/>													

2.11	Payroll tax number	<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></tr></table>													
2.12	RSIN	<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></tr></table>													

### 3 Details of the authorised representative (if applicable) Write in block letters

3.1	Company name	<hr/>													
3.2	Name authorised representative	<hr/>													
3.3	Name of contact person	<hr/>													
3.4	Postal address	<i>Street</i>	<i>Number</i>												
		<hr/>													
		<hr/>													
		<i>P.O. box (if applicable)</i>													
		<hr/>													
		<i>Postcode</i>													
		<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>													
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3.5	Telephone number	<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></tr></table>													
3.6	E-mail	<hr/>													

### 4 Details of the employee Write in block letters

4.1	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></tr></table>																	
4.2	Citizen Service 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></tr></table>																	
4.3	Name (as stated in the passport)	<i>Surname</i>																	
		<hr/>																	
		<i>First names</i>																	
		<hr/>																	
4.4	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female																	
4.5	Date of birth	<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><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>								
4.6	Place of birth	<hr/>																	

4.7 Country of birth  
(as stated in the passport)

#### 4.8 Nationality

#### 4.9 Civil status

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

#### 4.10 Details passport

Number

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*Country*

Valid from (date)

Day      Month      Year

*To (date)*

Day Month Year

4.11 Address outside the Netherlands, or, if the employee already resides in the Netherlands: address in the Netherlands

*Street*

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*Number*

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*Postcode*

Age Group	Percentage
18-24	10%
25-34	20%
35-44	25%
45-54	20%
55-64	15%
65-74	10%
75+	10%

Town

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*Country*

4.12 Telephone number

\_\_\_\_\_

#### 4.13 E-mail

#### 4.14 Education

#### 4.15 Housing

Are you going to house the foreign national hygienic and safe at a for occupancy permitted address?

- ☐ Yes
- ☐ No, explanation:

## 5 Statement on conditions

I state the following:

### General

- By completing this form, the employer will present itself as sponsor for the above foreign national, as referred to in Article 2a of the Aliens Act ☐ Yes ☐ No
- There is no ban on the foreign national carrying out work as meant in Section 2 of the Foreign Nationals Employment Act (in Dutch: Wet Arbeid Vreemdelingen or Wav). ☐ Yes ☐ No
- The employee has filled out and signed the antecedents certificate. ☐ Yes ☐ No
- In the antecedents certificate the employee has stated that he or she has no antecedents. ☐ Yes ☐ No
  - > If the antecedents certificate is not signed and / or if the employee has not declared that he or she has no antecedents, then enclose the antecedents certificate to the application.
- The employee has his principal residence in the Netherlands or will establish his principal residence in the Netherlands. ☐ Yes ☐ No
- The employee intends to undergo (if necessary) a TB test within 3 months after having arrived in the Netherlands (only applicable in case of first admission). ☐ Yes ☐ No
- The employee will practice a profession in individual healthcare for which registration is mandatory under [Articles 3 and 36a of the BIG Act](#). ☐ Yes ☐ No
  - If so, the employee is registered in the [BIG register](#). ☐ Yes ☐ No

*Please note!* In order to qualify for a regular residence permit to practice a profession in the Netherlands for which BIG registration is required, the employee must be registered in the BIG register. It is not permitted to work under the orders of a BIG-registered physician without BIG registration.

### By purpose of residence

#### Carrying out work as a spiritual counsellor

- The employer declares that the continuity and solvency of the institution is guaranteed. ☐ Yes ☐ No
- The employee is a spiritual counsellor who carries out his work in public and who has passed the civic integration examination abroad (only applicable on first admission). ☐ Yes ☐ No
- The employee has lasting and sufficient means of support. ☐ Yes ☐ No

*Please enclose with the application an employer's declaration containing a description of the nature of the work showing the religious or ideological nature of the activities. See also appendix "Civic Integration Examination Abroad".*

#### International Trade Regulation

- The employee has lasting and sufficient means of support. ☐ Yes ☐ No
- The employer has the decision of the Employee Insurance Agency showing that the activities comply with the terms of the regulation. ☐ Yes ☐ No
- The employer has registered the foreign national with the Employee Insurance Agency (UWV). ☐ Yes ☐ No

#### Cross-border service provision

- The employer has registered the employment online at [www.postedworkers.nl](http://www.postedworkers.nl) ☐ Yes ☐ No  
Please enter the registration number of the registration at [www.postedworkers.nl](http://www.postedworkers.nl):

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#### Work experience within the framework of an EU action programme

- The employer has supporting documents of the trainee's income. See 1.12 and 1.13, or 2.7 and 2.8 in the appendix Gegevens (over noodzaak) van lerend werken in het kader van studie (stagiair)' (only available in Dutch). ☐ Yes ☐ No
- The employee has lasting and sufficient means of support. ☐ Yes ☐ No

In case of work experience within the context of a studies on mbo/hbo/wo level

- The employer has a statement of the educational institution that the traineeship will take place within the framework of an EU action programme. ☐ Yes ☐ No

- The employer has a 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 and a trainee programme. ☐ Yes ☐ No
- The employer has a certificate of registration of the foreign national at an educational institution for mbo/hbo or wo. ☐ Yes ☐ No

*In case of work experience after graduation at hbo/wo level*

- The employer has a statement of the educational institution that the traineeship will take place within the framework of an EU action programmed. ☐ Yes ☐ No
- The employer has a 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 and a trainee programme; ☐ Yes ☐ No
- The employer has a hbo/wo diploma confirming that the foreign national is graduated no longer than two years ago. And if the value of the diploma is not apparent, the credential evaluation of the diploma by Dutch criteria (by IDW). This diploma was issued by a foreign or Dutch educational institution. ☐ Yes ☐ No

*In case of work experience for employment purposes (apprentice)*

- The employer has a completed and signed appendix 'Gegevens (over noodzaak) van lerend werken in het kader van arbeid (praktikant)' (only available in Dutch), completed with a trainee agreement, an education plan and a return statement. ☐ Yes ☐ No

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

Please note: if you are submitting an application to extend the period of validity of the residence permit and you were already the recognised sponsor for the foreign national in the previous residence application, you do not need to fill in this declaration. For all other applications, you do need to fill in the declaration.

- 5.1 Is your company a subsidiary of a parent company? ☐ Yes Skip to question 5.2  
*If the company is a sole trader, then tick 'No'* ☐ No Continue with section 6 of this form
- 5.2 Is the parent company Russian/Belarussian? ☐ Yes Skip to question 5.3  
☐ No Continue with section 6 of this form
- 5.3 Is the parent company in Russia or Belarus on the European sanctions list? ☐ Yes Skip to question 5.4  
 (see [www.sanctionsmap.eu](http://www.sanctionsmap.eu)) ☐ No Continue with section 6 of this form
- 5.4 Is your company under control or owned by the parent company in Russia or Belarus? ☐ Yes  
☐ No  
*See the text box below for a more detailed explanation of control or ownership*

### When does ownership or control exist?

This follows from the European Sanctions Guidelines ([pdf \(europa.eu\)](http://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):

- 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;
- 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.

## 6 Term of employment contract

The employer has an employment contract with the employee foreign national showing that the latter will perform labour or gain work experience as trainee or apprentice.

> Please tick the applicable situation and fill in

6.1 Temporary employment contract

from	Day	Month	Year

up to and including (last day of the contract)	Day	Month	Year

6.2 Permanent employment contract

from	Day	Month	Year

## 7 Entry date (if applicable)

7.1 The expected entry date of the employee

Day	Month	Year

This date will be the start date of the residence permit

## 8 Place of collection of regular provisional residence permit

(only if the employee enters with a regular provisional residence permit)

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

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

8.1 Place

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8.2 Country

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## 9 Location where the residence permit is collected

Please indicate below the location where the employee will collect the residence permit

- ☐ Amsterdam ☐ Goes ☐ 's-Hertogenbosch (Den Bosch) ☐ Den Haag  
☐ Maastricht ☐ Zwolle

## 10 Signing by sponsor

- ✓ I declare that I have completed this form fully and truthfully.
- ✓ I declare that I am aware of the rights and obligations of recognised sponsors according to the applicable laws and regulations, and related sanctions for failing to comply with the obligations.

10.1 Name 

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10.2 Place and date *Place* 

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Day		Month		Year		

10.3 Signature (by a person authorised for this purpose) 

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## 11 Means of evidence and documents

Please enclose the following documents with this form:

- A copy of the employee's passport (only the identity details and stamped pages).
- The completed appendix direct debit collection.

*In case of VVR-procedure for a regular residence permit, the foreign national resides in the Netherlands and has a nationality whereby he will need a Regular Provisional Residence Permit:*

- A copy of a valid residence permit issued by another Schengen member state\*.

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

If the antecedents certificate is not signed and / or if the employee has not declared that he or she has no antecedents:

- The antecedents certificate.

## 12 Biometric information (fingerprints, passport photo) and signature

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

## 13 Submitting the application and payment

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



### **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 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		

2.4 Place and date

*Place*

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Day		Month		Year		

2.5 Signature 

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## 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).

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## 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)

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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*

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*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

from

Day	Month	Year

up to and including  
(last day of employment contract)

Day	Month	Year

- 3.5.2 ☐ Permanent employment contract

from

Day	Month	Year

- 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

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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

€						
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- 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)

Date of entry

Day	Month	Year

**Only for the International Trade Regulation**

up to and including

Day	Month	Year

## 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 

--	--	--	--	--	--	--	--	--	--	--

4.4 Place and date *Place*

<i>Day</i>			<i>Month</i>			<i>Year</i>				
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4.5 Signature and stamp of company/institution *Signature*

*Stamp of company/institution*

### Processing of personal data

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



## Appendix Submitting and paying for the application by the sponsor

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

Below, you can read how you can submit and pay for the Entrance and Residence Procedure (TEV procedure), the application for a residence permit (without a regular provisional residence permit) or a change to the restriction on the residence permit. *Please note!* If the foreign national relies on an exemption from the requirement to apply for a regular provisional residence permit you cannot send the application by post. In that case, the foreign national must always submit the application to the IND Desk in person. Please visit [www.ind.nl](http://www.ind.nl) for the ways you can contact the IND.

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

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

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

**Immigratie- en Naturalisatiedienst  
Postbus 5  
9560 AA Ter Apel**

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

**Immigratie- en Naturalisatiedienst  
Postbus 16  
9560 AA Ter Apel**

### **How do you pay?**

An application is not free of charge. The costs depend on the purpose of the residence applied by you. After the IND has received your application, you will receive a letter stating the amount and the manner in which you have to pay (unless you use a direct debit collection) (*direct debit collection is not available for private persons, non-recognised sponsors, recognised sponsors relating to 'exchange' established in another Member State of the EU, EEA or Switzerland and applications for recognition as sponsor*). Here, you can find no information about the costs or any exemption from having to pay fees. Please visit [www.ind.nl](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.



Please note! If you do not agree with this withdrawal, you can have it reversed. Please contact your bank for this within 8 weeks. Ask your bank for the conditions. The IND does not accept a form that is not filled out completely or illegibly. (Version 2018b)

## Appendix Direct debit collection

(One time authorisation - SEPA)

Complete and sign the form. Do so for each foreign national separately.  
(Direct debit is only available for recognised sponsors and their authorised representatives. This paying method is not available for applications for recognition as sponsor.) IND debits your account for legal fees to be paid within three months stating the ID and reference of the collecting officer.

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

### 1 Details of collecting officer

1.1	Name	Immigration and Naturalisation Service
1.2	Postal address	PO Box: 5 Postcode: 9560 AA Town: Ter Apel Country: Netherlands
1.3	ID Collecting Officer	NL77ZZZ507204570001
1.4	Authorisation Reference	(future) invoice number of the application

### 2 Details of the bank account from which the fees are debited

> The IND only accepts authorisations for Euro accounts (SEPA).  
Fill in the details of the paying party and not the details of the bank.

2.1	Name account holder		
		Street	Number
2.2	Postal address		
		Postcode	Town
2.3	IBAN		
2.4	BIC		

### 3 Details of the foreign national

		Surname as stated in the passport		
3.1	Name			
		First names		
		Day	Month	Year
3.2	Date of birth			

## 4 Signing

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

4.1	Name	_____			
		Place	Day	Month	Year
4.2	Place and date	_____			
		Signature account holder		Stamp (optional)	
4.3	Signature account holder (by a person authorised for this purpose) and company/organisation stamp	_____			

### **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

☐ Ja, sinds:

> Voeg het cv van de vreemdeling toe

Dag	Maand	Jaar

☐ Nee

Naam buitenlandse werkgever

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

☐ Ja

☐ Nee

*Toelichting*

> Kopie overeenkomst of toelichting  
bijvoegen

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

☐ Ja

☐ Nee

*Toelichting*

- 1.4 Zal de vreemdeling na terugkeer direct weer bij de buitenlandse werkgever in dienst komen

☐ Ja

☐ Nee

*Toelichting*

> Voeg een getekende verklaring van de  
buitenlandse werkgever toe



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*

*> Kopie van het in (bij voorkeur per maand) gefaseerd leerplan bijvoegen, met daarin uitleg over het werk dat de vreemdeling zal verrichten, wat de leerdoelen zijn en de begeleiding die de vreemdeling krijgt*

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1.7 Aantal praktikanten dat gelijktijdig tewerkgesteld wordt

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1.8 Wat is nu het aantal personeelsleden in vaste dienst?

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#### Overzicht bij te voegen bewijsstukken praktikant

- Door de werkgever getekende conceptarbeidsovereenkomst of een [Werkgeversverklaring](#) 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 werkgever.
- Een cv van de vreemdeling.
- Overeenkomst tussen Nederlands en buitenlands bedrijf;
- Verklaring over terugkeer naar buitenlandse werkgever;
- Het (bij voorkeur per maand) gefaseerde leerplan met daarin vermeld: het werk dat de vreemdeling doet (geef aan welke taken hij in welke periode doet); de leerdoelen; de toegevoegde waarde van de werkervaring van de vreemdeling voor de buitenlandse werkgever.

#### 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.





## 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

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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

---

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

--	--	--	--	--

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

€					
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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.