



Application for a residence permit in connection with the Convention between the European Union and Turkey

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:

- have the Turkish nationality; or
- you are/(were) a family member of a foreign national who has the Turkish nationality.

You can use this form as a foreign national applying for the issue, or renewal or change to the purpose of residence of a temporary regular residence permit.

You can use this form for one of the following cases:

- you are working and you want to continue your residence on grounds of a Convention between the European Union and Turkey;
- you have stayed in the Netherlands for at least 3 years with a residence permit dependant on a family member and you want to an independent residence permit for continued residence;
- you want to stay in connection with looking for and carrying out work, whether or not as a paid employee (year in which you can look for work after marriage breakdown);
- you want continued residence after the end of the year in which you were looking for work;
- you want residence for work as a highly skilled migrant, but you do not want to submit your application via the recognised sponsor;
- you want to stay as a researcher within the meaning of Directive (EU) 2016/801, but you do not want to submit an application via the recognised sponsor;
- you want to work on a self-employed basis;
- you want a residence permit for paid employment under the Treaty between the European Union and Turkey.

NB. If you want to stay in the Netherlands in connection with family migration please use the form 'Application for the purpose of residence of 'family and relatives' (foreign national)'.

When extending the validity of your residence permit or changing the purpose of stay, please make sure that this application is received by the IND in time. Therefore, submit the application before the validity of your current residence permit expires. *Please note!* Do not submit the application later than 4 weeks after the expiry date of your residence permit. This is important to prevent you encountering a residence gap. A residence gap is an interruption in your residence. This has consequences for any subsequent procedures, such as an application for a permanent residence permit, an application for naturalisation or an application for a residence permit with purpose of residence 'humanitarian non-temporary', for example.

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 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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

Would you like more information?

Then visit the IND website at 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 Type of application

> Please tick the applicable situation

You want to submit an application for the issue of a residence permit.

This is only possible if you do not yet have a residence permit and you want to be considered for a residence permit on grounds under the Treaty between the European Union and Turkey.

> Proceed to 2 'What is your situation'

You want to submit an application for the renewal of the period of validity of a residence permit.

This is only possible if you have a residence permit at the present time on grounds of the Convention between the European Union and Turkey > Proceed to 4 'Means of evidence'

You want to submit an application for a change to the purpose of residence on residence permit (together with renewing the period of validity of the residence permit).

This is only possible if you have a valid residence permit at the present time and you want to change this residence permit to a purpose of residence in connection with the Convention between the European Union and Turkey.

> Proceed to 4 'Means of evidence'

2 What is your situation

> Please tick the applicable situation and follow the instructions

You are abroad and you do not have a Regular Provisional Residence Permit (MVV).

A Regular Provisional Residence Permit (MVV) is a visa with which you can enter the Netherlands (for a stay longer than 90 days) in order to apply thereafter for a residence permit.

You cannot use this form. You must apply for an mvv at the Dutch representation in the country of origin or country of continuous residence. [The forms for this can be found on the IND website.](#)

You are staying in the Netherlands. You will usually need a Regular Provisional Residence Permit (MVV) in order to apply for residence in the Netherlands. In exceptional circumstances this is not necessary and you are exempted from the Regular Provisional Residence Permit (MVV) requirement. In the appendix 'Exemption from requirement for Regular Provisional Permit and special situations', you can read what an MVV is and in which cases an MVV is not necessary. This appendix also states which means of proof you must enclose with the application. Follow the instructions below if you think that one of the exceptional circumstances apply to you.

Please indicate below which situation applies. You are applying for an exemption from the requirement for a Regular Provisional Residence Permit (MVV) because:

- your residence permit has expired;
- cannot apply for a Regular Provisional Residence Permit (MVV) in your country of origin due to health reasons;
- are residing as a family member with someone who had a privileged status;
- you worked on a Dutch seagoing vessel or in a mining installation on the continental shelf for 7 years or longer;
- you are a victim of, or witness reporting human trafficking;
Although you may be exempted from the Regular Provisional Residence Permit (MVV) requirement, this form is not intended for submitting an application in connection with your desired purpose of residence. You will need to complete the form 'Application for a residence permit for the temporary humanitarian and permanent humanitarian purpose of residence.'
- you are unable to depart from the Netherlands because this is contrary to Article 8 of the ECHR;
- as a Turkish employee you have worked legally in the Netherlands for the same employer in the past year and you are still working for the same employer;

- 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;
- you are the child of a Turkish employee who has been legally employed in the Netherlands for three years and you have completed vocational training in the Netherlands;
- you come under the scope of Decision 1/80 or the Additional Protocol, and there are special, individual circumstances preventing you from applying for an mvv and you meet all other requirements. Please indicate on the lines below what the special, individual circumstances are.

If you need more writing space, please enclose a separate sheet describing the special, individual circumstances. Please enclose supporting documents showing the special, individual circumstances.

- 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:

If you need more writing space, please enclose a separate sheet describing the special, individual circumstances. Please enclose supporting documents showing the special, individual circumstances.

- another reason, namely (for this please check the annex 'Explanation of exemption from mvv requirement and special situations'):

Please enclose (the requested) supporting documents.

3 Tuberculosis

You want to apply for a residence permit in the Netherlands. You may need to undergo an examination and treatment for tuberculosis (TB). This depends on your situation.

> Please tick the applicable situation

- You do not need to undergo a TB test because you have a valid residence permit in the Netherlands.
- You do not need to undergo a TB test because you were born in the Netherlands and you have not changed the location of your principal place of residence to outside the Netherlands since your birth.
- You are the foster child or adopted child that has undergone a TB test with a good outcome in your country of origin. Include a recent medical statement in which this fact is evident.
- You do not need to undergo a TB test because you have the Turkish nationality or you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'.

You have a different nationality and:

- have already undergone a TB test in the Netherlands. Enclose an original and recent 'TB test referral form' with the application. This form is the proof that you have undergone a TB test in the Netherlands. The form may not be more than 6 months old.
- have not yet undergone a TB test in the Netherlands. Then you should complete the Appendix Declaration of intent to undergo a TB test' and send this together with the application. You must sign this appendix yourself.

If you are in the Netherlands, then you should make an appointment for the test with the Municipal Health Service (GGD) in the region where you live or where you will be living (for further information, visit the website www.ggd.nl). Take the appendix 'TB test referral form' with you to the Municipal Health Service (GGD). The Municipal Health Service (GGD) will then send the form to the IND.

4 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 proof of income 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/authentication 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 exceptions to these requirements, you can telephone the 'Public Information Service', telephone number 1400. You can also visit the website www.rijksoverheid.nl.

Special facts and circumstances

If you think (other) 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 for more information about your purpose of residence.

You want to be considered for an independent residence permit:

- if you are currently an employee or family member of a Turkish worker and have 3 years of family-related residence permit (had) (301); or**
- you have had (in the past) three-year stay with a Turkish worker (301); or**
- you are a child of a Turkish worker who has worked in the Netherlands three years and you have completed a vocational education in the Netherlands (301).**

- You want continued residence after the end of the year in which you were looking for work after termination of marriage or registered partnership (304)**

Please enclose with your application means of evidence showing that had paid employment for at least 1 year before the moment when the period of validity of your residence permit expired.

- You want to stay in connection with looking for and carrying out work, whether or not as a paid employee (336)**

Please enclose the following means of evidence with your application:

- means of evidence showing that you were married for at least 3 years and that the marriage has been dissolved;
- means of evidence showing that your residence was rightful for at least 1 year on grounds of your marriage (a copy of your residence permit)

- Paid employment on grounds of the Convention between the European Union and Turkey (337)**

For this residence permit, you must have worked legally for the same employer in the Netherlands for a continuous period of one year and you must still be working for this employer. Please enclose the following means of evidence with your application:

- proof of your income, see Appendix proof of income;
- means of evidence showing that you have been employed for at least 1 year by a Dutch enterprise and that you still work for the same employer;
- if necessary: a copy of (the application for) the Work Permit (TWV).

Have your employer fully complete and sign the 'Statement due to European sanctions against Russia and Belarus' (see section 7 of this application form).

In most cases a Work Permit (TWV) is required if paid employment is carried out. The employer must apply for the Work Permit (TWV). More information about the Work Permit (TWV) can be gained from the Employee Insurance Agency (UWV) (www.werk.nl);

- Work as highly skilled migrant (396)**

Please enclose the following means of evidence with your application:

- an employment contract;
- a recent Employer's Declaration; and
- wage specifications for the last 3 months (if available).

Have your employer fully complete and sign the 'Statement due to European sanctions against Russia and Belarus' (see section 7 of this application form)

☐ Researcher within the meaning of Directive (EU) 2016/801 (498))

Please enclose a hosting agreement from a research institution together with your application showing:

- that the research project has been approved by the research institution;
- that you have a suitable diploma relating to higher education;
- what the legal relationship and the terms and conditions of employment are; and
- that you have long-term independent means of existence.

Also enclose the following documents in case of inbound long-term mobility for researchers:

- a copy of the valid residence permit for research as issued by the first Member State;
- a certificate from the research institute showing that the conditions for admission of long-term mobility researchers have been met.

Have your employer fully complete and sign the 'Statement due to European sanctions against Russia and Belarus' (see section 7 of this application form)

☐ Self-employed person (377)

Please enclose the following means of evidence with your application:

- a copy of the document that was issued by the competent Dutch authorities showing that you have the necessary permits to be allowed to practice a particular profession or run a particular enterprise; and
- a completed and signed 'Declaration of income of self-employed person appendix' with the appendices demanded therein;
- 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;
- a business plan that includes information about:
 - the personal details of the owner;
 - the product or the service (specify what makes the product or service unique);
 - a market analysis that is focussed on the relevant product or service;
 - the organisation;
 - the (opening)balance;
 - the turnover and liquidity prognosis, including the calculations;
 - a specification and budget of labour creation and investments (if available).

NB. The market analysis has to at least contain information about the characteristics of the specific market, the target audience, competition (what is your distinctive character), potential market share, marketing, risks, pricing policy. To substantiate the market analysis submit the following means of evidence:

- business sector details of the specific market you are targetting;
- copies of actual declarations of intent (scope of time and money involved) of future clients; already obtained orders (if any);
- turnover data from the Dutch market;
 - a copy of the employment contract(s) from your previous employment(s) and references;
 - copies of all diplomas awarded. Does this involve foreign diplomas? Then these must include an evaluation from Nuffic/Vocational Education Labour Market (SBB)

To substantiate turnover data (if any) submit the following means of evidence:

- VAT declarations and decisions, definitive annual accounts, interim balance sheets and operating figures, income tax returns and assessments, wage tax declarations, sales invoices and bank statements (only end of the period under review)
- if it concerns a private limited company/general partnership/limited partnership, submit the partnership contract showing at least the contribution and responsibilities of the partners and their part/role in the results;
- if you are a freelancer: copies of agreement(s) relating to the assignment(s) that you will be carrying out as freelancer.

Fully complete and sign the 'Statement due to European sanctions against Russia and Belarus' (see section 7 of this application form).

Financial documents that support the application must be checked by an independent external expert who is authorised to do this (chartered accountant, an accountant/administration consultant [a Dutch accountant's qualification], bookkeeper or a financial advisor).

7 Statement due to European sanctions against Russia and Belarus

Have you ticked the purpose of residence 'Self-employed person'?

Please complete and sign the 'Statement due to European sanctions against Russia and Belarus' below.

Please note: if you are submitting an application to extend the period of validity of the residence permit you do not need to fill in this declaration. For all other applications, you do need to fill in the declaration.

Have you ticked one the purposes of residence below?

- Paid employment on grounds of the Convention between the European Union and Turkey;
- Work as highly skilled migrant;
- Researcher within the meaning of Directive (EU) 2016/801.

Please have your employer complete and sign the 'Statement due to European sanctions against Russia and Belarus' below.

Please note: if you are submitting an application to extend the period of validity of the residence permit you do not need to fill in this declaration. For all other applications, you do need to fill in the declaration.

Have you ticked another purpose of residence?

Then the 'Statement due to European sanctions against Russia and Belarus' below does not have to be completed.

Statement due to European sanctions against Russia and Belarus

7.1 Is your company a subsidiary of a parent company? Yes Skip to question 7.2

If the company is a sole trader, then tick 'No' No Skip to 7.5

7.2 Is the parent company Russian/Belarusian? Yes Skip to question 7.3

No Skip to 7.5

7.3 Is the parent company in Russia or Belarus on the European sanctions list? Yes Skip to question 7.4

(see www.sanctionsmap.eu) No Skip to 7.5

7.4 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

7.5 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.

Signature

7.6 Name

7.7 Plaats en datum

Plaats

Dag

Maand

Jaar

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7.8 Handtekening

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.

8 Identification

Enclose a copy of your passport with your identity details together with your application. Make copies of all the pages with travel stamps as well. Do not copy any empty pages.

9 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.

- ✓ 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.

9.1 I submit this form and _____ (number) of appendices/documents in evidence.

9.2 Name _____

9.3 Place and date *Place* _____

<i>Day</i>		<i>Month</i>		<i>Year</i>		

9.4 Signature _____

10 Submitting the application and payment

You have gathered together all the means of evidence necessary for the application. Proceed 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

2.3 Date of birth

<i>Day</i>	<i>Month</i>	<i>Year</i>

2.4 **Place and date** *Place*

<i>Day</i>	<i>Month</i>	<i>Year</i>

2.5 **Signature**

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 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.

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. 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 for how to make an online appointment. The addresses and opening hours of the Expat Centres can be found at 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.

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 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 of intent to undergo a TB test

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1.11 Details passport

Number

Country

Valid from (date)

Day	Month	Year

To (date)

Day	Month	Year

1.12.1 Do you have a spouse or (registered) partner?

- No
> Go to 2 'Signing'
- Spouse
> Please complete the requested details below
- Registered) partner
> Please complete the requested details below

1.12.2 Name (as stated in the passport)

Surname

First names

1.12.3 Sex

- Male
- Female

1.12.4 Nationality

1.12.5 Home address

Street

Number

Postcode

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Town

2 Signing

- ✓ I hereby declare that I am prepared to cooperate in a tuberculosis test and any treatment.
- ✓ I am aware of the fact that I must undergo a TB test within three months after the residence permit has been received. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1 Name of foreign national

2.2 Place and date

Place

Day		Month		Year		

2.3 Signature of foreign national

2.4 Name in case of legal representative

2.5 Place and date

Place

Day		Month		Year		

2.6 Signature of legal representative

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.



Appendix TB test referral form

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

In order to undergo the TB test, you must make an appointment with the Municipal Health Service. For this appointment, you must complete the referral form as much as possible (part 1) and take it with you.

Please complete the referral form before you make an appointment with the Municipal Health Service. See also www.ggd.nl for information about the Municipal Health Service. The completed form signed by the Municipal Health Service, showing that you underwent a TB test, must have been received by the IND from the Municipal Health Service within three months after having received your residence permit.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EC residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1.10 Details passport

Number

Country

Valid from (date)

Day		Month		Year		

To (date)

Day		Month		Year		

1.11.1 Do you have a spouse or (registered) partner?

No

Spouse

> Please complete the requested details below

(Registered) partner

> Please complete the requested details below

1.11.2 Name (as stated in the passport)

Surname

First names

1.11.3 Sex

Male

Female

1.12.4 Nationality

1.12.5 Home address

Street

Number

Postcode

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

Town

2 Statement by physician from the Municipal Health Service

The undersigned, employed by the Municipal Health Service as a physician, states that he/she has, for the State Secretary for Justice and Security, tested the foreign national referred to in this form for tuberculosis (in the respiratory organs) under the below number.

> *The physician from the Municipal Health Service completes this section (part 2)*

2.1 Name of Municipal Health Service _____

2.2 Name of physician _____

2.3 Test number and date *Test number* _____

2.4 Place and date

Day	Month	Year						

Place _____

Day	Month	Year						

2.5 Signature of physician _____

> *The Municipal Health Service sends this completed and signed statement to the Immigration and Naturalisation Service. Use the address that applies to the situation of the foreign national.*

2.6 Submit form Did the foreign national submit an application for the residence purpose of work, scientific researcher, highly skilled migrant, work experience, seasonal labour or study?

Yes

Immigratie-en Naturalisatiedienst
Postbus 5
9560 AA Ter Apel

No

Immigratie-en Naturalisatiedienst
Postbus 17
9560 AA Ter Apel

Processing of personal data

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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. 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 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. You will receive an invitation letter after making the appointment.



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
Day *Month* *Year*

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

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

- Permanent employment contract
- Temporary contract
- On-call contract
 - Zero hours contract
 - Contract with minimum-maximum hours
 - On-call contract with preliminary agreement
- Contract with an employment agency

ABU Fase A Fase B Fase C

NBBU Fase 1 Fase 2 Fase 3 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?

- No
- Yes

3.5 Employment period

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

	Day	Month	Year				
from							

	Day	Month	Year				
to							

3.6 Is there a trial period?

- No
- Yes, until:

	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 the nearest full euro

€							
---	--	--	--	--	--	--	--

3.9 Wage for social security purposes (excluding holiday allowance)

- Per month, or
- Per 4 weeks

All amounts rounded to the nearest full euro

€							
---	--	--	--	--	--	--	--

3.10 Net salary (excluding holiday allowance)

- Per month, or
- Per 4 weeks

All amounts rounded to the nearest full euro

€							
---	--	--	--	--	--	--	--

3.11 Holiday allowance

		%
--	--	---

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

	Day	Month	Year				
from							

= date of entry

Only for the International Trade Regulation

	Day	Month	Year				
to							

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>																		

4.5 Signature and stamp of company/institution *Signature*

Stamp of company/institution

Processing of personal data

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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).

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).

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 1 and 2 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

1. 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
 2. 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.

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 salary slips; and
 - 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.

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 salary slips; and
 - 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.

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.

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.

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.

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.

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).

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.

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 banenafspraak en quotum arbeidsbeperkten'

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

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

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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)

€

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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)

€

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

€

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

€

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

3.8 Taxable profit*

€																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3.9 Status of processing of tax return by the Tax and Customs Administration
 Please enclose from the last completed financial year and the current financial year a copy of:

- the profit and loss account;
- the income tax return;
- the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).

3.10 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?
 Yes
 No
 > Please enclose an explanation in a separate appendix

Next-to-last closed financial year

3.11 Financial year (from/to)

from

<i>Day</i>	<i>Month</i>	<i>Year</i>

To

<i>Day</i>	<i>Month</i>	<i>Year</i>

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

€																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3.13 Amount stated at 3.12, divided by the number of months in the most recently closed financial year

€																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

€																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3.15 Taxable profit*

€																			
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3.16 Status of processing of tax return by the Tax and Customs Administration
 Please enclose from the next-to-last closed financial year a copy of:

- the profit and loss account;
- the income tax return;
- the provisional and final assessment imposed by the Tax and Customs Administration (as a result of this return).

3.17 If the Tax and Customs Administration has already imposed an assessment, is this assessment based on the stated profits from business activities?
 Yes
 No
 > Please enclose an explanation in a separate appendix

(*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

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

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 standard¹. 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 regulations², 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 accountants³. 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 regulations⁴, 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)⁵. 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/
accountants office _____

5.5 Place and date Place _____

Day		Month		Year		

5.6 Signature of administrator/
accountant _____

¹ See article 16 paragraph 1 (c) of the Aliens Act.

² 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).

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

⁴ For members of the NBA, the NOAB and RB.

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

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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 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 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.

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Appendix Exemption from the obligation to undergo a tuberculosis (TB) test

Do not enclose this appendix with the form!

If you have the nationality of one of the countries on this list, you do not have to undergo a tuberculosis (TB) test.

Albania	Grenada	Panama
Algeria	Guatemala	Paraguay
Andorra	Guyana	Poland
Antigua and Barbuda	Honduras	Portugal
Argentina	Hong Kong (SAR)	Qatar
Armenia	Hungary	Romania
Australia	Iceland	Russia
Austria	Iran	Rwanda
Azerbaijan	Iraq	Samoa
Bahamas	Ireland	San Marino
Bahrain	Israel	Saudi Arabia
Barbados	Italy	Serbia
Belarus	Jamaica	Seychelles
Belgium	Japan	Singapore
Belize	Yemen	Slovakia
Benin	Jordan	Slovenia
Bosnia and Herzegovina	Kazakhstan	Solomon Islands
Brazil	Kosovo	South-Korea
Brunei	Kuwait	Spain
Bulgaria	Latvia	Sri Lanka
Burkina Faso	Lebanon	St Kitts & Nevis
Cape Verde	Libya	St Lucia
Canada	Liechtenstein	St Vincent and the Grenadines
Chile	Lithuania	Sudan
China	Luxembourg	Suriname
Colombia	Macau (SAR)	Sweden
Comoros	Malaysia	Switzerland
Costa Rica	Maldives	Syria
Croatia	Mali	Tadjikistan
Cuba	Malta	Taiwan
Cyprus	Mauritania	Togo
Czech Republic	Mauritius	Tonga
Denmark	Mexico	Trinidad and Tobago
Dominica	Moldova	Tunisia
Dominican Republic	Monaco	Turkey
Ecuador	Montenegro	Turkmenistan
Egypt	Morocco	Ukraine
El Salvador	Netherlands	United Arab Emirates
Estonia	New Hebrides	United Kingdom
Fiji	New Zealand	United States of America
Finland	Nicaragua	Uruguay
France	Niger	Uzbekistan
Galapagos Islands	Niue	Vanuatu
Georgia	North-Macedonia	Venezuela
Germany	Norway	
Greece	Oman	



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:

Additional comments:

Place

Date

Name cultural institution

Name of authorised signatory

Signature

Place

Date

Name artist-applicant

Signature

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