



# Request for advice preceding the actual application for a provisional residence permit (mvv)

Read this page and the notes on the following page before you begin completing the application.

From the translation of this form no rights can be derived.

## Why this form?

You can use this form to submit a request for advice preceding the actual application for a provisional residence permit on behalf of a foreign national. Any person who wishes to reside in the Netherlands for longer than three months will usually require a provisional residence permit or a valid residence document. If you would like a foreign national to come and stay with you, you can ask the IND to issue advice with regard to the granting of a provisional residence permit to this foreign national. In this case, you will be acting as his or her sponsor. In order to issue advice, the IND will require information about both you and the foreign national. There is no fee associated with a request for advice.

**Employers please note!** If the foreign national will be in paid employment for the purpose of work experience or as an employee, trainee, guest lecturer, spiritual leader, teacher of religious knowledge or director and major shareholder, the IND recommends that you use the form entitled 'Request for advice (work as an employee)'. If the foreign national will be in paid employment as a scientific researcher, you should first visit [www.ind.nl](http://www.ind.nl), IND Labour and Highly Skilled Migrants Desk (under 'Highlights').

## How to complete this form

Complete one form for each person for whom you are submitting a request for advice. The form consists of 16 pages and 8 annexes. Answer all of the questions and follow the instructions. Which annexes you are required to complete and submit will depend on the foreign national's situation. This is stated next to the questions as well as in the annexes. If your request for advice is incomplete, it will not be possible to assess your request properly. If you submit an incomplete request for advice, there may be a delay in the processing of your request.

## Has the foreign national passed the civic integration examination abroad?

This form should only be submitted if the foreign national has passed the civic integration examination abroad or if you are able to demonstrate that the foreign national is exempt from taking this examination. Further information can be found on page 13 of this form. The civic integration examination abroad must be taken by all individuals who are subject to an obligation to hold a provisional residence permit, who are aged between 18 and 65 and who wish to come to the Netherlands for the purpose of family reunification (with the exception of residence with a family member who holds a permanent or temporary asylum residence permit), family formation, paid employment as a spiritual leader or teacher of religious knowledge and residence as a foster child (in the case of children aged 18 or over). Foreign nationals who wish to stay in the Netherlands as an au pair or for the purpose of study, medical treatment or to visit family are not required to take the civic integration examination abroad. In addition, a number of categories of individuals are exempt from the requirement to take the civic integration examination abroad. For further details see section 4, 'Civic Integration Examination Abroad'.

**Please note!** Did the foreign national pass the civic integration examination more than 1 year ago? If so, he or she must take the examination again when you submit the request for advice. A pass in the civic integration examination abroad is valid for 1 year.

## How to submit a request for advice

You must send the request for advice preceding the actual application for a provisional residence permit to the IND. Only submit your application once you have completed this form in full and collected together all of the required documents and documentary evidence. You must not submit the application in parts. You must submit all of the documents requested together with your request for advice. Use the return envelope that came with the form. The address can be found on the attached sticker sheet. Use the address sticker that applies to the foreign national's situation.

## Signature of the sponsor

COMPLETE IN BLOCK CAPITALS

I hereby request the Immigration and Naturalisation Service [Immigratie- en Naturalisatiedienst, IND] to issue advice in relation to the granting of a provisional residence permit to the foreign national stated. I have completed this form truthfully. I am aware that the personal data provided on this form will be processed in implementation of the Aliens Act 2000 and will be passed on to authorities that require this data for this purpose. I will immediately inform the IND in the event of any changes to my situation or those of the foreign national that relate to his or her right of residence.

Name

City/Town

Date

       

Signature

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

# Notes

## What will happen to your request for advice?

Once your request for advice has been received, the IND will send you confirmation of receipt. The IND will then assess whether the foreign national may be eligible to reside in the Netherlands for longer than three months. The IND will issue advice with regard to your request as soon as possible. You will receive written notification of this. The IND aims to issue this advice within three months.

## What should the foreign national do?

The foreign national must wait in his or her country of origin, or his or her country of permanent residence, until the IND has issued an advice. A country of permanent residence is a country in which the foreign national is entitled to reside for longer than three months on the basis of a residence permit. If the IND issues positive advice, the foreign national himself or herself must submit an application for a provisional residence permit at the Dutch Embassy or Consulate.

## Does the foreign national require a provisional residence permit?

Foreign nationals usually need a provisional residence permit in order to apply for a Dutch residence permit. The foreign national can use a provisional residence permit to enter the Netherlands and to apply for a residence permit for the same purpose of stay as that for which the provisional residence permit is issued.

In some cases, the foreign national will not require a provisional residence permit. These situations are listed and explained below:

- Individuals who are nationals of one of the following countries: Australia, Austria, Belgium, Bulgaria, Canada, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, New Zealand, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, South Korea, Spain, Sweden, Switzerland, the United Kingdom, the United States and the Vatican.
- If the foreign national has worked on board a Dutch ocean-going vessel or on a mining platform on the Dutch continental shelf for 7 or more years.
- If a child is born in the Netherlands and actually forms part of your family. This only applies if the child is aged 12 or under and you, the parent(s), are residing in the Netherlands lawfully.
- Family members of EU citizens, who themselves are not nationals of one of the EU/EEA Member States or Switzerland, but who do enjoy a right of free movement in accordance with Community Law. An application for a short stay visa may be submitted to the Dutch representation in the foreign national's country of origin for this purpose. In this case, the EU citizen with whom the foreign national intends to stay must exercise his or her right of free movement himself or herself. In principle, family members of Dutch citizens, although EU citizens, are not included in this category and are therefore required to hold a provisional residence permit.

## If a provisional residence permit is not required

Even if the foreign national does not require a provisional residence permit, it may be sensible to apply for one. This would provide the foreign national with the assurance, before he or she travels to the Netherlands, that he or she will later be granted a residence permit, as the grant of a residence permit to provisional residence permits holders are in fact only refused in exceptional cases.

## EU/EEA Member States

The following countries belong to the European Union (EU): Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden and the United Kingdom. The following countries belong to the European Economic Area (EEA): Liechtenstein, Norway and Iceland.

## Work permit (for non EU subjects)

A twv is often required in order to work as an employee. For further information on the twv, visit the website of the Centre for Work and Income [Centrum voor Werk en Inkomen, CWI]: [www.werk.nl](http://www.werk.nl)

The employer will apply for a twv from the CWI on behalf of the foreign national. It may be the case that the employer has not yet received a decision in respect of the application for a twv, although you must attach a copy of the twv to the request for advice. In this case you should attach a copy of the application for a twv. As soon as the employer has received the twv, you must send a copy of the twv to the IND.

## Language of documents to be attached

All documents must be drawn up in Dutch, English, French or German. If this is not the case, you must have the documents translated by a translator who has been sworn in by a Dutch court, and submit the translation and the document to the IND together with your request for advice.

## Foreign documents

Official foreign documents a person needs to submit must be legalised or must have an Apostille stamp attached by the competent authorities in the country of origin. This includes documents such as birth certificates, unmarried status declarations (issued within the last 6 months), marriage certificates, court decisions in respect of adoption and guardianship. This may take some time. You should therefore start to make arrangements for all relevant documents to be legalised or have an Apostille stamp attached in the country of origin several months before you plan to submit your request for advice. If the documents were legalised or apostilled after 15 May 2006, you should also enclose a copy of the questionnaire drawn up by the Dutch Embassy or Consulate. For further information about the legalisation or Apostille requirements for documents of specific countries and exceptions to this, please call the Ministry of Foreign Affairs on telephone number +31 (0)70 348 5901, or visit: [www.minbuza.nl](http://www.minbuza.nl)

## Special circumstances

If you believe that there are special facts or circumstances that should be taken into account in the assessment of the request for advice, you should notify the IND of these facts or circumstances in a separate letter. Attach the letter to this form. You should also attach as much documentary evidence as possible in support of the content of your letter.



### 3. Purpose of stay in the Netherlands

Please state below the specific reason for the stay for which you are submitting a request for advice on behalf of the foreign national. You must tick the most important purpose of stay and following the instructions given. You must not give any other reasons for the foreign national's stay in the Netherlands. If you tick more than one purpose, your request for advice will only be assessed with regard to the first purpose you have ticked.

#### ☐ for a stay with a family member

If the foreign national wishes to stay with a family member who already resides in the Netherlands. This also applies to holders of a temporary asylum residence permit who want to arrange for their spouse, (registered) partner or children to join them within 3 months.

> Go to **A** on page **5** and follow the instructions with regard to this purpose of stay.

#### ☐ to work as an employee

If the foreign national wishes to work as an employee for a business established in the Netherlands.

> Go to **B** on page **9** and follow the instructions with regard to this purpose of stay.

**Employers please note!** If the foreign national will be in paid employment for the purpose of work experience or as an employee, trainee, guest lecturer, (unpaid) scientific researcher, spiritual leader, teacher of religious knowledge or director and major shareholder, the IND recommends that you use the form entitled 'Request for advice preceding the actual application for a provisional residence permit (work as an employee)' for the purpose of submitting your request for advice. You can order or download this form from the IND website: [www.ind.nl](http://www.ind.nl). You can also complete the form via the form module on the website.

It is also possible to order the form by sending an e-mail to the IND Office for Labour and Highly Skilled Migrants: [arbeid@ind.minjus.nl](mailto:arbeid@ind.minjus.nl).

#### ☐ to work as a cross-border supplier of services

If a foreign national (the supplier of services) does not have EU/EEA citizenship, but legally lives and works in an EU/EEA Member State, and will be temporarily providing services for a Dutch business (recipient) on the instructions of his or her employer (service provider).

> Go to **C** on page **10** and follow the instructions with regard to this purpose of stay.

#### ☐ to work on a self-employed basis

If the foreign national wishes to pursue an occupation as a self-employed person or run a business in the Netherlands.

> Go to **D** on page **10** and follow the instructions with regard to this purpose of stay.

#### ☐ to work on the basis of an international treaty

If the foreign national wishes to work as an employee for a business established in the Netherlands or to pursue an occupation as a self-employed person or run a business in the Netherlands on the basis of an international treaty.

> Go to **E** on page **10** and follow the instructions with regard to this purpose of stay.

#### ☐ to study

If the foreign national wishes to follow a course of study or educational programme in the Netherlands.

> Go to **F** on page **11** and follow the instructions with regard to this purpose of stay.

#### ☐ for exchange purposes

If the foreign national wishes to learn about Dutch society and culture via the 'Working Holiday Scheme', the 'Working Holiday Program' or via a private organisation.

> Go to **G** on page **11** and follow the instructions with regard to this purpose of stay.

#### ☐ as an au pair

If the foreign national wishes to stay with a host family as an au pair in order to learn about Dutch society and culture.

> Go to **H** on page **11** and follow the instructions with regard to this purpose of stay.

#### ☐ on religious or ideological grounds

If the foreign national wishes to stay at a religious or ideological organisation in the Netherlands.

> Go to **I** on page **12** and follow the instructions with regard to this purpose of stay.

#### ☐ for medical treatment

If the foreign national wishes to stay in the Netherlands in order to undergo medical treatment.

> Go to **J** on page **12** and follow the instructions with regard to this purpose of stay.

#### ☐ other, due to special and individual circumstances

Please state why the foreign national wishes to apply for a provisional residence permit in a separate letter. Attach this letter to your request for advice, together with as much documentary evidence and as many documents in relation to the special circumstances as possible. If the IND has any further questions, you will receive a letter following submission of this form.

> Go to **5** on page **14**

## A Provisional residence permit for stay with a family member

Please state below the specific reason for the stay for which you are submitting a request for advice on behalf of the foreign national. You must tick the most important purpose of stay and following the instructions given. You must not give any other reasons for the foreign national's stay in the Netherlands. If you tick more than one purpose, your request for advice will only be assessed with regard to the first purpose you have ticked.

☐ **the foreign national is married to you or has a registered partnership with you, and you reside in the Netherlands**

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of your income, see the Proof of Income Annex
- An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
- Copies of all of the pages of your identity papers if you are a Dutch national or of the front and back of your residence permit or of all of the pages of your passport in which the residence permit has been entered
- A copy of the registration of your marriage/registered partnership in the GBA

**If you are married, you must also attach**

- A copy of the registration of your marriage in the Municipal Administration (see the notes on 'Foreign documents' and 'Language' on page 2 of this form)

**If you are in a registered partnership, you must also attach**

- A copy of the registration of your registered partnership in the Municipal Administration
  - A copy of the registered partnership certificate
- > Go to **4** on page **13**

☐ **You hold a temporary asylum residence permit and wish to arrange for your spouse, (registered) partner or child to join you in the Netherlands within 3 months of the date on which your asylum residence permit was issued**

You must submit the following additional documents and documentary evidence together with your request for advice:

- An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
- A copy of the front and back of your residence permit or of all pages of your passport in which the residence permit has been entered
- Documents regarding your family relationship to the foreign national:
  - In the case of a spouse: a copy of the marriage certificate
  - In the case of a partner: documents that together demonstrate the existence of a partnership and cohabitation in the country of origin.
  - In the case of a child: a copy of the birth certificate

**Please note! These foreign documents do not need to be legalised. If you are unable to send these documents with your request, you must send a separate letter detailing the reasons for this.**

> Go to **5** on page **14**

☐ **the foreign national is your unmarried partner, and you reside in the Netherlands**

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of your income, see the Proof of Income Annex
  - An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
  - Copies of all of the pages of your identity papers if you are a Dutch national or of the front and back of your residence permit or of all of the pages of your passport in which the residence permit has been entered
  - The sponsor Declaration (Exchange Organisation) Annex completed in full and signed by you
  - A copy of your unmarried status declaration (if you do not have Dutch nationality or a permanent residence permit, the unmarried status declaration must have been issued in your country of origin. See the notes on 'Foreign documents' and 'Language' on page 2 of this form)
  - A copy of the foreign national's unmarried status declaration (this unmarried status declaration must have been issued in the foreign national's country of residence or a country in which the foreign national is permitted to reside for longer than 3 months on the basis of a residence permit. See the notes on 'Foreign documents' and 'Language' on page 2 of this form)
- > Go to **4** on page **13**

☐ **the foreign national is a minor child (under 18) of you or your spouse or (registered) partner, you live in the Netherlands**

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of your income and/or of your spouse's or (registered) partner's income, see the Proof of Income Annex
  - An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
  - Copies of all of the pages of your and your spouse's or (registered) partner's (if appropriate) identity papers if you and your spouse or (registered) partner are Dutch citizens, or of the front and back of the residence permit or of all pages of the passport in which your and your spouse's or (registered) partner's residence permit has been entered
  - A copy of the foreign national's birth certificate
- If the foreign national is a child from your or your spouse or (registered) partner's previous relationship, you must also attach**
- A declaration of consent from the parent remaining in the country of origin with regard to the child's departure from that country (in the case of joint custody)
  - Copies of all of the pages of the identity papers held by the parent remaining in the country of origin
  - The sponsor Declaration (Exchange Organisation) Annex completed in full and signed by you
- > Is the child **under 18**? Go to **5** on page **14**
- > Is the child **18 or over**? Go to **4** on page **13**

Read further on the next page

## A Provisional residence permit for stay with a family member

- **the foreign national is your family member, but not your spouse, (registered) partner, or minor child, but rather, for example, your spouse or (registered) partner's adult child (over 18), and you reside in the Netherlands**

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of your income and/or of your spouse's or (registered) partner's income, see the Proof of Income Annex
- An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
- Copies of all of the pages of your and your spouse or (registered) partner's (if appropriate) identity papers if you and your spouse or (registered) partner are Dutch citizens, or of the front and back of the residence permit or of all pages of the passport in which your and your spouse or (registered) partner's residence permit has been entered
- The sponsor Declaration Annex completed in full and signed by you (and your partner if appropriate)
- A copy of the foreign national's unmarried status declaration (this unmarried status declaration must have been issued in the foreign national's country of residence or a country in which the foreign national is permitted to reside for longer than 3 months on the basis of a residence permit.
- Documents regarding the family relationship between you and the foreign national (e.g. a copy of a marriage booklet, birth certificate or family extract from the register of births, deaths and marriages. See the notes on 'Foreign documents' and 'Language' on page 2 of this form)
- Documents regarding your family life with the foreign national in the country of origin before you took up residence in the Netherlands
- Documents regarding your family life with the foreign national in the country of origin after you took up residence in the Netherlands
- Documents regarding family with whom the foreign national is residing or is able to reside in the country of origin
- Proof that it would cause unreasonable hardship if the foreign national had to stay behind in the country of origin (e.g. documentary evidence that there are no family members remaining in the country of origin, that the foreign national is dependent on you or your spouse or (registered) partner and/or that the foreign national is not able to maintain himself or herself independently in the country of origin)
- Documentary evidence of contributions towards the costs of upbringing and the living expenses of the foreign national since you took up residence in the Netherlands (e.g. money deposit receipts or bank statements)

### **If the foreign national is your minor child you must also attach**

- Documents regarding the exercising of physical custody of the foreign national (e.g. documentary evidence showing that you or your spouse or (registered) partner are or have been involved in making important decisions with regard to the care and/or upbringing of the foreign national, including decisions in respect of choice of school, accommodation and social development)
- > **Go to 4 on page 13**

- **the foreign national wishes to visit you as a family member (for longer than 3 months and a maximum of 6 months)**

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of your income and/or of your spouse's or (registered) partner's income, see the Proof of Income Annex
- Proof of your family member's income, see Proof of Income Annex
- A copy of your family member's return ticket, or other proof that the family member has sufficient means to pay for his or her return journey
- An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
- Copies of all of the pages of your identity papers if you are a Dutch national or of the front and back of your residence permit or of all of the pages of your passport in which the residence permit has been entered
- Documents regarding the family relationship between: you and the foreign national (e.g. a copy of a marriage booklet, birth certificate or family extract from the register of births, deaths and marriages. See the notes on 'Foreign documents' and 'Language' on page 2 of this form)

### **If the foreign national himself or herself does not have sufficient means of existence, you must also attach**

- A sponsor Declaration Annex completed in full and signed by you or by another relation of the foreign national in the Netherlands
- > **Go to 5 on page 14**

- **the foreign national is a member of your family, and you are a minor foreign national and the holder of a temporary asylum residence permit**

You must submit the following additional documents and documentary evidence together with your request for advice:

- Copies of the front and back of your residence permit
- Documentary evidence that the foreign national is your blood relative in the ascending line (father, mother, grandfather, grandmother)

### **If the foreign national has a different nationality to you, you must also attach**

- Proof that you will not be admitted to the country of which the foreign national is a national

### **If you submit this request more than three months after the date on which the asylum residence permit was issued, you must also attach**

- Proof of your income, see Proof of income appendix.

### **If you have now reached the age of 18, you must also attach**

- Documentary evidence that a Dutch court has appointed a guardian or mentor due to the fact that you are suffering from a mental disorder
- > **Go to 5 on page 14**

Read further on the next page



## A Provisional residence permit for stay with a family member

### ■ the foreign national is a member of your family, and you are residing in the Netherlands as non-privileged NATO personnel

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of your income, see the Proof of Income Annex
- Copies of all of the pages of your identity papers if you are a Dutch national or of the front and back of your residence permit or of all of the pages of your passport in which the residence permit has been entered
- Documents regarding your family relationship to the foreign national (see the notes on 'Foreign documents' and 'Language' on page 2 of this form):
  - In the case of a spouse: a copy of the marriage certificate
  - In the case of a child under the age of 21: a copy of the birth certificate
  - In the case of a relation by blood or affinity (also children aged over 21): a document showing your family relationship to the foreign national as well as documentary evidence that you or your spouse have financial responsibility for the foreign national

> Go to **5** on page **14**

### ■ the foreign national is your father or mother and is aged 65 or over and single, and you reside in the Netherlands

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of your income and/or that of your spouse or (registered) partner and/or of the income of other children of the foreign national residing in the Netherlands if these children will also be acting as guarantor(s), see Proof of Income Annex
- An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
- Copies of all of the pages of your identity papers if you are a Dutch national or of the front and back of your residence permit or of all of the pages of your passport in which the residence permit has been entered
- Copies of all pages of the identity papers of other children of the foreign national who have Dutch nationality and who reside in the Netherlands or of the front and back of the residence permit(s) or of all pages of the passport(s) in which the residence permit(s) of the other child(ren) of the foreign national residing in the Netherlands has/have been entered
- The sponsor Declaration Annex completed in full and signed by you (and your partner if appropriate)  
If there are other children residing in the Netherlands who will be acting as a guarantor for the foreign national, they (and their partners where appropriate) must also complete in full and sign a sponsor Declaration Annex
- Documents regarding the family relationship between: you and the foreign national (e.g. a copy of a marriage booklet, birth certificate or family extract from the register of births, deaths and marriages See the notes on 'Foreign documents' and 'Language' on page 2 of this form)
- The foreign national's divorce certificate or a death certificate relating to his or her (registered) partner, or an extract from the population register in the country of origin showing that the foreign national is single (see the notes on 'Foreign documents' and 'Language' on page 2 of this form)
- Documents regarding the family composition of the foreign national (number of children) (see the notes on 'Foreign documents' and 'Language' on page 2 of this form)
- An original extract (not a copy) from the Municipal Administration showing your address and the family composition of the other children of the foreign national residing in the Netherlands. This extract must be dated within the last 6 months

> Go to **5** on page **14**

### ■ you are applying for a residence permit on behalf of the foreign national, for the purpose of conducting family life in accordance with Article 8 of the European Convention for the Protection of Human Rights and Fundamental Freedoms

You must submit the following additional documents and documentary evidence together with your request for advice:

- Copies of all of the pages of your identity papers you are a Dutch national or of the front and back of your residence permit or of all of the pages of the passport in which your residence permit has been entered
- Documents regarding the family relationship between: you and the foreign national (e.g. a copy of a marriage booklet, birth certificate or family extract from the register of births, deaths and marriages. See the notes on 'Foreign documents' and 'Language' on page 2 of this form)
- Documentary evidence of the foreign national's involvement in your family life (e.g. relating to arrangements regarding parental contact or maintenance)

> Go to **5** on page **14**

### ■ the foreign national is your (family's) foster child, and you reside in the Netherlands

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of your income, see the Proof of Income Annex
- An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
- Copies of all pages of your identity papers and those of your (registered) partner (if appropriate) if you and your (registered) partner (if appropriate) are Dutch citizens, or of the front and back of your residence permit and that of your (registered) partner (if appropriate) or of all pages of the passport in which your residence permit has been entered and that of your (registered) partner (if appropriate)
- A copy of the declaration with regard to the medical situation of the foreign national
- Documentary evidence that the foreign national's parents or representatives have given their consent for him or her to reside with you in the Netherlands. If the foreign national has no parents or representatives: documents issued by the competent authorities in the country of origin indicating that they give their consent for the foreign national to reside with you in the Netherlands (see the notes on 'Foreign documents' and 'Language' on page 2 of this form)
- Documents regarding your family relationship to the foreign national (e.g. a copy of a marriage booklet, birth certificate or family extract from the register of births, deaths and marriages. See the notes on 'Foreign documents' and 'Language' on page 2 of this form)
- A written explanation of the foreign national's special circumstances or those of his or her family members in the country of origin, showing that he or she cannot be cared for or only cared for with great difficulty by family members living in the country of origin
- The sponsor Declaration (Exchange Organisation) Annex completed in full and signed by you

> Go to **5** on page **14**

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## A Provisional residence permit for stay with a family member

### ■ You have not yet adopted the foreign national but intend to adopt him or her into your family

You must submit the following additional documents and documentary evidence together with your request for advice:

- An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
  - Copies of all pages of your identity papers and those of your (registered) partner (if appropriate) if you and your (registered) partner (if appropriate) are Dutch citizens, or of the front and back of your residence permit and that of your (registered) partner (if appropriate) or of all pages of the passport in which your residence permit has been entered and that of your (registered) partner (if appropriate)
  - A copy of the consent in principle issued by the Directorate-General for Prevention, Youth and Sanctions of the Ministry of Justice
  - A copy of the declaration showing that an accredited mediation organisation was used for this purpose. If an accredited mediation organisation was not used for this purpose: a declaration of agreement issued by the Directorate-General for Prevention, Youth and Sanctions of the Ministry of Justice
  - A copy of the declaration with regard to the medical situation of the foreign national, as referred to in the Placement of Foreign Foster Children Act, issued in the country of origin within the last 6 months (see the notes on 'Foreign documents' and 'Language' on page 2 of this form)
  - A copy of the official decision issued by the competent authorities in the country of origin (e.g. an official judgment handed down by a court in the country of origin), as well as a translation of this. This must state that you are permitted to take the child into your family and that the authorities in the country of origin have given their consent for the foreign national to be taken into your family (see notes on 'Foreign documents' and 'Language' on page 2 of this form)
  - Documents stating that the parent(s) are or will be relinquishing the foreign national (the abovementioned judgment will be accepted as proof of such consent. See the notes on 'Foreign documents' and 'Language' on page 2 of this form)
- > Go to **5** on page **14**

### ■ You have immediately adopted the foreign national on the basis of a judgment handed down in adoption proceedings, and you reside in the Netherlands

You must submit the following additional documents and documentary evidence together with your request for advice:

- An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
- Copies of all pages of your identity papers and those of your (registered) partner (if appropriate) if you and your (registered) partner (if appropriate) are Dutch citizens, or of the front and back of your residence permit and that of your (registered) partner (if appropriate) or of all pages of the passport in which your residence permit has been entered and that of your (registered) partner (if appropriate)
- A copy of the consent in principle issued by the Directorate-General for Prevention, Youth and Sanctions of the Ministry of Justice
- A copy of the declaration showing that an accredited mediation organisation was used for this purpose. If an accredited mediation organisation was not used for this purpose: a declaration of agreement issued by the Directorate-General for Prevention, Youth and Sanctions of the Ministry of Justice
- A copy of the official decision issued by the competent authorities in the country of origin (e.g. an official judgment handed down by a court in the country of origin), as well as a translation of this. This must state that you are permitted to take the child into your family and that the authorities in the country of origin have given their consent for the foreign national to be taken into your family (see notes on 'Foreign documents' and 'Language' on page 2 of this form)
- Documents stating that the parent(s) are or will be relinquishing the foreign national (the abovementioned judgment will be accepted as proof of such consent). See the notes on 'Foreign documents' and 'Language' on page 2 of this form)

**If a decision has been handed down in adoption proceedings, and the decision was reached by an authority in another country that has applied the Hague Adoption Convention, you must also attach**

- A Declaration of Conformity
- > Go to **5** on page **14**



## B Provisional residence permit to work as an employee

Please state below the specific reason for the stay for which you are submitting a request for advice on behalf of the foreign national. You must tick the most important purpose of stay and following the instructions given. You must not give any other reasons for the foreign national's stay in the Netherlands. If you tick more than one purpose, your request for advice will only be assessed with regard to the first purpose you have ticked.

### ☐ to work as an employee

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of the foreign national's income, see the Proof of Income Annex
  - Where required: a copy of the (application for a) work permit (for non EU subjects) (see the notes on 'work permit (for non EU subjects)' on page 2 of this form)
- > Go to **5** on page **14**

### ☐ to work as a trainee

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of the foreign national's income for the duration of his or her stay for training purposes, see the Proof of Income Annex
- Where required: a copy of the (application for a) work permit (for non EU subjects) (see the notes on 'work permit (for non EU subjects)' on page 2 of this form)
- A copy of the trainee contract

If the foreign national will be carrying out a traineeship within the context of the 'Young Workers Exchange Program' (YWEPP), you must also attach

- Proof that the foreign national has Canadian nationality
  - Proof that the foreign national was studying at the time that the request for advice was made, or that the foreign national completed his or her studies no more than 12 months ago
- > Go to **5** on page **14**

### ☐ for the purpose of work experience

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of the foreign national's income for the duration of his or her stay for work experience purposes, see the Proof of Income Annex
  - Where required: a copy of the (application for a) work permit (for non EU subjects) (see the notes on 'work permit (for non EU subjects)' on page 2 of this form)
  - A copy of the work experience contract
- > Go to **5** on page **14**

### ☐ as a guest lecturer or paid scientific researcher

You must submit the following additional documents and documentary evidence with your request for advice:

- Proof of the foreign national's income, see the Proof of Income Annex
  - Where required: a copy of the (application for a) work permit (for non EU subjects) (see the notes on 'work permit (for non EU subjects)' on page 2 of this form)
- > Go to **5** on page **14**

### ☐ as an unpaid scientific researcher

You must submit the following additional documents and documentary evidence together with your request for advice:

- Documentary evidence issued by an individual or organisation issuing a grant or the European Union stating that a grant has been awarded to the foreign national or proof of the foreign national's income, see Proof of Income Annex
- > Go to **5** on page **14**

### ☐ as a spiritual leader or teacher of religious knowledge

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of the foreign national's income, see the Proof of Income Annex
  - Where required: a copy of the (application for a) work permit (for non EU subjects) (see the notes on 'work permit (for non EU subjects)' on page 2 of this form)
- > Go to **4** on page **13**

### ☐ to carry out paid employment as a director and major shareholder

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of the foreign national's income, see the Proof of Income Annex
  - Where required: a copy of the (application for a) work permit (for non EU subjects) (see the notes on 'work permit (for non EU subjects)' on page 2 of this form)
  - Proof that the foreign national's (the shareholder's) interest in the company is less than 25%. If he or she has an interest that is greater than 25%, you must submit a request for advice in respect of work on a self-employed basis
- > Go to **5** on page **14**

### ☐ as non-privileged NATO personnel

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of the foreign national's income, see the Proof of Income Annex
- > Go to **5** on page **14**

### ☐ after having worked on board a Dutch ocean-going vessel or on a mining platform on the continental shelf for 7 or more years

You must submit the following additional documents and documentary evidence together with your request for advice:

- A letter detailing why the foreign national wishes to come to the Netherlands (to work on Dutch soil, for a period of leave, or due to illness or unemployment)
- Proof of the foreign national's income, see the Proof of Income Annex
- Proof of the foreign national's employment history, on board a Dutch ocean-going vessel or on a mining platform on the continental shelf (e.g. a copy of the foreign national's or employment contract). If there are gaps in the employment history:
  - documents regarding the duration of and reasons for this gap or these gaps; and (if applicable)
  - documents regarding any benefits that the foreign national may have received
- Documentary evidence of the social security contributions made in the context of the foreign national's employment relationship as a result of a treaty in respect of social security entered into by the Netherlands or for the purpose of social security schemes in the Netherlands
- An overview of the periods during which the foreign national was unemployed or when the foreign national was not working on board an ocean-going vessel or on a mining platform on the continental shelf

If the foreign national wishes to spend a period of leave in the Netherlands, you must also attach

- Documentary evidence that he or she has spent almost all of his or her periods of leave in the Netherlands during his or her employment history
  - Documentary evidence that the foreign national will have a job on board a Dutch ocean-going vessel or on a mining platform on the continental shelf for at least one year, and that he or she will therefore have sufficient, long-term, means of existence
- > Go to **5** on page **14**

### ☐ to spend a period of leave in the Netherlands whilst carrying out work on a mining platform on the continental shelf

You must submit the following additional documents and documentary evidence together with your request for advice:

- Documentary evidence that the foreign national will have a job on a mining platform on the continental shelf for at least one year, and that he or she will therefore have sufficient, long-term, means of existence. See Proof of Income Annex
- > Go to **5** on page **14**

## C Provisional residence permit to work as a cross-border supplier of services

### ■ to work as a cross-border supplier of services

You must submit the following additional documents and documentary evidence together with your request for advice:

- A copy of the residence permit and (if necessary) the work permit showing that the foreign national is entitled to stay in the country in which the service provider is established and to carry out work in the employment of the service provider in that country (if you have these documents)
  - A copy of the employment contract with the employer
- > Go to **5** on page **14**

## D Provisional residence permit to work on a self-employed basis

### ■ to work on a self-employed basis (in an economic sense)

You must submit the following additional documents and documentary evidence together with your request for advice:

- Proof of the foreign national's income, see the Proof of Income Annex
- Where required: a copy of a document issued by a competent Dutch authority stating that the foreign national is entitled to pursue an occupation or run a business
- A copy of the business plan that includes:
  - Information about the foreign national (personal details, family and income situation, financial obligations, qualifications and professional experience)
  - Business details (information on the sector in which the foreign national will be operating, the start date and place of the foreign national's business)
  - Legal aspects (the legal form of the company, business name, licences, liability, insurance and delivery conditions)
  - Commercial aspects (a description of the type of business and product, the innovative character of these, a description of the market, the target group and the competition, supported by contracts and references)
  - Management aspects (a description of the organisation of the company and the number of personnel)
  - Financial aspects (investment estimate, financing plan, repayment plan, operating estimate and liquidity forecast)

- A copy of the deed of incorporation showing the authorities and responsibilities of the partners and the profit-sharing arrangement (in the case of a general or limited partnership)

It is your responsibility to support your request for advice by providing as much documentary evidence as possible that the foreign national's company can make a significant contribution to the Dutch economy. To this end, you may attach the following additional documents and documentary evidence: copies of diplomas obtained (if the diploma was obtained abroad, the diploma must be recognised by the Netherlands Organisation for International Cooperation in Higher Education. You are responsible for ensuring that this is the case), copies or certificates from (Dutch) degree programmes (degree, doctorate), reference(s) and/or certificates from previous employer(s), employment contract(s) from previous employment relationship(s), contract(s) or references from Dutch (business) partners, turnover figures for the Dutch market. If the foreign national has a company in his or her country of origin, you must also attach the company's deed of incorporation and articles of association.

**If the foreign national is a self-employed freelancer, you must also attach**

- Contract(s) for professional services showing that the foreign national will be carrying out work as a freelancer on the basis of contracts
- > Go to **5** on page **14**

## E Provisional residence permit to work on the basis of an international treaty

### ■ to work as an employee within the context of an EU action programme or an International Agreement to which the Netherlands is party

You must submit the following additional documents and documentary evidence together with your request for advice:

- Documentary evidence showing that the foreign national will be temporarily carrying out paid research or paid work within the context of an EU action programme or an International Agreement to which the Netherlands is a party, or proof of the foreign national's income, see Proof of Income Annex
- > Go to **5** on page **14**

## F Provisional residence permit for secondary or vocational education study purposes

If the foreign national wishes to follow a course of study at an institution of higher education or a university, you should not use this form, but speak to the educational institution.

### ■ study in secondary or vocational education

You must submit the following additional documents and documentary evidence together with your request for advice:

- Documentary evidence that the foreign national has (provisionally) registered with or been admitted to the institution, issued by the competent authority at the educational institution
- Only if the foreign national will be receiving a study grant: a copy of the document stating that a study grant has been awarded
- A written explanation as to why the Netherlands is the most appropriate country for the foreign national to pursue this course of study and in what sense the course of study would make a positive contribution towards the labour market in his or her country of origin
- A declaration from the Ministry of Education in the country of origin showing that it would not be possible to pursue the course of study in the country of origin

If the foreign national or a third party (e.g. a private individual or a legal entity) will be (partially) funding the course of study abroad

- A copy of a bank statement relating to a bank account that is jointly or exclusively in the foreign national's name showing the balance available for the study year; or
- An original declaration from a bank (not a copy) stating the amount that is being transferred to the foreign national each month to a bank account that is jointly or exclusively in the foreign national's name

If you (the financial backer) will be funding the course of study, you must also attach

- A sponsor Declaration Annex completed in full and signed by you and your spouse or (registered) partner (if appropriate)
  - Proof of your income and/or of your spouse's or (registered) partner's income, see the Proof of Income Annex
  - Copies of all pages of your identity papers and those of your (registered) partner (if appropriate) if you and your (registered) partner (if appropriate) are Dutch citizens, or of the front and back of your residence permit and that of your (registered) partner (if appropriate) or of all pages of the passport in which your residence permit has been entered and that of your (registered) partner (if appropriate)
  - An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
- > Go to **5** on page **14**

## G Provisional residence permit for exchange purposes

Please state below the specific reason for the stay for which you are submitting a request for advice on behalf of the foreign national. You must tick the most important purpose of stay and following the instructions given. You must not give any other reasons for the foreign national's stay in the Netherlands. If you tick more than one purpose, your request for advice will only be assessed with regard to the first purpose you have ticked.

### ■ as part of an exchange programme via a private organisation

You must submit the following additional documents and documentary evidence together with your request for advice:

- An original extract (not a copy) from the Municipal Administration showing the address and family composition of the host family. This extract must be dated within the last 6 months
- The sponsor Declaration (Exchange Organisation) Annex completed in full and signed by you

If the foreign national will be involved in voluntary work, you must also attach

- A copy of the work permit (for non EU subjects) issued by the Centre for Work and Income (see the notes on 'work permit (for non EU subjects)' on page 2 of this form)
- > Go to **5** on page **14**

### ■ exchange on the basis of the 'Working Holiday Scheme' or the 'Working Holiday Program'

You must submit the following additional documents and documentary evidence together with your request for advice:

- A copy of the foreign national's return ticket or documentary evidence that he or she has sufficient means to purchase a return ticket
- > Go to **5** on page **14**

## H Provisional residence permit for stay as an au pair

### ■ as an au pair

**Please note! The au pair must be at least 18, but not yet have reached the age of 26 at the time of submitting an application for a residence permit in the Netherlands.**

You must submit the following additional documents and documentary evidence together with your request for advice:

- An original extract (not a copy) from the Municipal Administration showing your address and family composition. This extract must be dated within the last 6 months
  - Proof of your income and/or of your spouse's or (registered) partner's income, see the Proof of Income Annex
  - The sponsor Declaration (Exchange Organisation) Annex completed in full and signed by you
  - A description of the foreign national's daily schedule (nature and duration of tasks)
  - A description of how the foreign national will learn about Dutch society and culture
- > Go to **5** on page **14**

## I Provisional residence permit for a stay at a religious or ideological organisation

### ■ on religious or ideological grounds

The religious or ideological organisation must submit the following additional documentary evidence with the request for advice:

- A written explanation of the need for the foreign national's stay at a religious or ideological organisation
- Written documentary evidence showing that the foreign national was already part of the religious or ideological organisation at the time of the application
- A detailed description of the activities that the foreign national will carry out for or as a result of the religious or ideological organisation
- A written statement of the resources that will be used to fund the foreign national's stay (what provisions will the foreign national receive at the organisation's expense)
- The sponsor Declaration (Religious and Ideological Organisations) Annex completed in full and signed by the organisation
- The Declaration of Awareness of transitional scheme for religious or ideological grounds Annex completed in full and signed
- Documentary evidence demonstrating that the organisation or convent/monastery is in possession of sufficient financial resources and can support the foreign national during his or her stay

If the stay is intended to be with an organisation other than:

- de Stichting Jeugd met een Opdracht, Heerde; or
- de Kerk van Jezus Christus van de Heiligen der Laatste Dagen, Dordrecht; or
- Centraal Missie Commissariaat, The Hague; or
- de Syrisch Orthodoxe Kerk, Losser; or
- Stichting Congregatie FIC, Maastricht; or
- Maharishi European Research University/Maharishi Vedic University, Vlodrop; or
- Stichting International Buddhist Progress Society Holland, Amsterdam; or
- at a private convent/monastery

then the religious or ideological organisation or convent must submit the following additional information:

- Documentary evidence showing that a foreign national has been accommodated at the intended organisation on religious or ideological grounds at some point within the five years prior to this regulation entering into force (8 January 2004). This does not include accommodation provided on study or employment grounds.

> Go to **7** on page **20**

## J Provisional residence permit for medical treatment

### ■ for medical treatment

You must submit the following additional documents and documentary evidence together with your request for advice:

- The Medical Information Disclosure Consent Form Annex completed and signed by the foreign national. If the foreign national has more than one treating physician, separate consent must be given in respect of each treating physician. Consent must be granted for both the treating physician in the Netherlands and the treating physician in the country of origin to be approached
- Proof of insurance in respect of any medical costs to be incurred in the Netherlands or another document showing that arrangements have been made with regard to the funding of the costs of the medical treatment
- A written explanation as to why the Netherlands is the most appropriate country for the foreign national to undergo the medical treatment in question. Attach as much documentary evidence as possible to the request for advice

> Go to **5** on page **14**

## 4. Civic integration examination abroad

The foreign national must take the civic integration examination abroad if he or she is at least 16, but has not yet reached the age of 65. In some cases, the foreign national may be granted an exemption on the basis of diplomas, certificates or other documents. Tick the situation that applies to the foreign national and attach any documents requested to the request for advice.

*Please note! Did the foreign national pass the civic integration examination abroad more than 1 year ago? If so, he or she must take the examination again when you submit your request for advice. A pass in the civic integration exam abroad is valid for 1 year.*

- the foreign national is not required to take the civic integration examination abroad, as he/she wishes to come to the Netherlands to stay as a family member with a holder of a permanent or temporary asylum residence permit, or for one of the following purposes: to stay with an EU citizen, to or for the purpose of visiting family, for the purpose of adoption, or as an employee (excluding working as a spiritual leader or teacher of religious knowledge), as a self-employed person on the basis of an international treaty, or for exchange, for study, for a stay as an au pair, or for the purpose of undergoing medical treatment. This also applies to the foreign national's family members with one of the above purposes of stay.

> Go to **5** on page **14**

- the foreign national is unable to take the civic integration examination abroad for medical reasons

*For example, due to a severe mental or physical impediment, such as blindness, deafness or deaf-muteness. In this case, the foreign national will be required to undergo a medical examination. This medical examination will be carried out by a doctor designated by the Dutch representation in the country of origin. The foreign national must give his or her consent for the doctor to pass on the completed medical questionnaire.*

You must submit the following additional documentary evidence together with the request for advice:

- A copy of the medical questionnaire completed in full and signed by a doctor who has been designated by the Dutch representation in the country of origin

> Go to **5** on page **14**

- the foreign national has Surinamese nationality and has undergone at least primary education in Dutch

You must submit the following additional documents and documentary evidence together with your request for advice:

**If the foreign national completed at least primary education in Surinam prior to 25 November 1975, you must also attach**

- A diploma or certificate relating at least to primary education, as well as a declaration from the Population Affairs Department bearing an Apostille stamp, showing that the foreign national was residing in Surinam at the time of completing primary or secondary education (see the notes on 'Foreign documents' and 'Language' on page 2 of this form)

**If the foreign national completed at least primary education in Surinam after 25 November 1975, you must attach**

- A school diploma or leaving certificate issued by the Surinamese Ministry of Education and Community Development, obtained in Surinam, showing that the foreign national completed at least primary school or primary education in the Dutch language, or a declaration from the Ministry of Education and Community Development Examinations Bureau demonstrating this. The diploma, certificate or declaration must be Apostilled (see the notes on 'Foreign documents' and 'Language' on page 2 of this form)

**If the foreign national has attended primary education in the Netherlands, you must also attach**

- An extract (stating his or her historical address details) from the Municipal Administration or a certified historical overview issued by the Residence Register (in The Hague), showing that the foreign national resided in the Netherlands at the age of 11, 12 or 13

**If the foreign national has attended higher education in the Netherlands, you must attach**

- A copy of the certificate obtained after completing his or her education at an educational institution in the Netherlands

> Go to **5** on page **14**

- the foreign national holds one of the following diplomas, certificates or documents exempting him or her from the civic integration examination abroad

*Please note! If the foreign national holds a diploma that was not issued in the Netherlands, the diploma or certificate must be Apostilled. In some cases you must also attach a list of marks. This only applies if the foreign national is required to have obtained a pass mark in the subject of Dutch language.*

You must submit the following additional documentary evidence together with your request for advice:

- The civic integration diploma as referred to in the Civic Integration Act
- A diploma issued by, for instance, a university, an institution of professional education, upper secondary vocational education, pre-university education, senior general secondary education, junior general secondary education or pre-vocational secondary education. The foreign national holds this type of diploma if the diploma refers to legislation such as: the Higher Education and Research Act, the Secondary Education Act, the Adult and Vocational Education Act or the Part-Time Vocational Education Act
- A 'Dutch as a Second Language' state examination diploma (programme I or II)
- A school leaving certificate obtained in Belgium or Surinam. In this case, the course of study must have been held in Dutch. In addition, the foreign national must have obtained a pass mark in the subject of Dutch language. The level of the course must be higher than primary or elementary school and the diploma issued must have a legal basis. The Act in question does not have to be an education act
- A diploma, certificate or other document, obtained within the context of Dutch education in the Netherlands Antilles or Aruba, provided that the foreign national obtained a pass mark in the subject of Dutch language. This concerns the following diplomas: Junior general secondary education, senior general secondary education, pre-university education, junior secondary vocational education, upper secondary vocational education, a Diploma in Higher Senior Vocational Education or a Diploma in University Education
- A European baccalaureate diploma from a European school. The foreign national must have studied Dutch as a first or second language. In addition, the foreign national must have obtained a pass mark in the subject of Dutch language.
- An International Baccalaureate Middle Years Programme Certificate, an International General Certificate of Secondary Education or International Baccalaureate. In this case, the foreign national must have obtained a pass mark in the subject of Dutch language.
- The Naturalisation Test Certificate
- A Civic Integration Certificate as referred to in the Civic Integration (Newcomers) Act. This should be accompanied by a declaration from the Regional Training Centre stating that the foreign national has obtained a minimum of level 2 for all of the 'Dutch as a Second Language' modules. The declaration must also state that the foreign national has obtained level 2 for the social orientation modules as well
- A Settled Immigrant Civic Integration Certificate stating that the foreign national has obtained:
  - level NT2 2 for the "Listening" and "Speaking" modules, and
  - level NT2 1 for the "Reading" and "Writing" modules
- The Civic Integration Act Short-Term Exemption Test certificate

**Read further on the next page**



#### 4. Civic integration examination abroad

- A letter from the mayor and aldermen stating that the foreign national was not required to follow a civic integration programme as referred to in the Civic Integration (Newcomers) Act as he or she already has sufficient command of the Dutch language
  - A letter from the mayor and aldermen stating that the foreign national was not able to follow the civic integration programme as referred to in the Civic Integration (Newcomers) Act as a result of psychological or physical problems
  - An extract from the Municipal Administration showing that the foreign national resided in the Netherlands for at least 8 years whilst he or she was of compulsory school age (5 to 16 years).
- > Go to **5** on page **14**

#### ■ the foreign national has passed the civic integration examination abroad

You must submit the following additional documentary evidence together with the request for advice:

- A copy of the confirmation that the foreign national has passed the civic integration examination abroad
- > Go to **5** on page **14**

#### 5. Identification

You must submit the following additional documentary evidence together with the request for advice:

- Copies of all of the pages of the foreign national's passport, identity card or other document satisfactorily establishing nationality

**If the foreign national is a minor child (under 18) and does not hold an individual valid passport, identity card or other document satisfactorily establishing nationality, you must also attach**

- Copies of all of the pages of the parent's valid passport, identity card or other document satisfactorily establishing nationality in which the name of the minor child has been entered.
- > Go to **6** on page **14**

#### 6. Submitting your request for advice

- > Check that you have completed the form in full.
- > Attach all appendices, documents and documentary evidence requested to your application.
- > Now sign the front of this form.
- > Submit the request for advice to the IND in good time. Use the return envelope and the address stickers that came with the form.
- > Did you download this from [www.ind.nl](http://www.ind.nl)? Use your own envelope and write the address that applies to your situation on the envelope.
  - If you are submitting a request for advice for the purpose of stay work as an employee/trainee/for work experience purposes, send your request for advice to the IND, t.a.v. IND-loket kennis- en arbeidsmigratie, Postbus 3022, 2280 GA Rijswijk.
  - In all other cases, you should submit your request for advice to the IND, t.a.v. afdeling mvv, Postbus 70567, 5201 CZ 's-Hertogenbosch





**Nederlandse versie**

Dit aanvraagformulier is ook verkrijgbaar in het Nederlands. Bel met 0900 1234561 (€ 0.10 p.m.). Vanuit het buitenland belt u +31 20 8893045. Of kijk op: [www.ind.nl](http://www.ind.nl) om dit formulier aan te vragen of te downloaden.

**Personal Data Protection Act**

The Personal Data Protection Act requires the IND to inform you that the IND is the organisation that processes the details of your application. The IND does this to determine whether the foreign national is eligible for a residence permit. The Minister of Justice is responsible for this. If you have any questions regarding the data processing practices please send these in writing to the IND, Postbus 1200, 2280 CE Rijswijk. You can also send a request for an overview of information about you that is held on file to this address. Further to this request, you can ask to have your personal data changed, removed or blocked.

**Further information**

For further information on this application form or on your situation please call the IND. The IND can be contacted on 0900 1234561 (€ 0.10 p.m.) on working days between 9.00 a.m. and 5.00 p.m. From abroad ring: +31 20 889 3045, or visit: [www.ind.nl](http://www.ind.nl) You can also visit one of the IND offices in person. If you would like to know where your closest IND office is located, please visit [www.ind.nl](http://www.ind.nl) or call 0900 1234561 (€0.10 per minute).

This list indicates what proof of income the IND requires in order to assess your request for advice. The application form states whose income you need to enclose proof of with your request. This is usually you (the sponsor) and your (registered) partner. The documents can be copies, unless stated otherwise.

Please note! the IND may verify the accuracy of any information that you provide with regard to income, employment and benefits with another government agency (e.g. the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

■ **If you or your (registered) partner have/has an employment contract that is valid for at least 1 year at the time that the application is submitted**

■ **If the foreign national will be working as an employee (within the context of an EU action programme or an International Agreement to which the Netherlands is party)**

- The current employment contract(s) of the foreign national
- The fully completed and signed Employer's Declaration Annex(s) (no older than 3 months)
- Documentary evidence that the employer has registered the current employment contract for the foreign national with the competent authority in connection with the payment of social security contributions and taxes (you should ask the employer about this, rather than the Tax and Customs Administration or the UWV)
- Payslips for the last 3 months

**Only if the foreign national regularly earns more than stated in the employment contract (e.g. due to overtime)**

- Payslips for the last 12 months

■ **If you or your (registered) partner have/has an employment contract that is valid for less than 1 year at the time that the application is submitted**

- Your current employment contract(s), showing that you will be working for at least the next 6 months
- The fully completed and signed Employer's Declaration Annex(s) (no older than 3 months)
- Documentary evidence that your employer has registered your current employment contract with the competent authority in connection with the payment of social security contributions and taxes (you should ask your employer about this, rather than the Tax and Customs Administration or the UWV)
- For the past 3 years:
  - all salary breakdowns; and
  - all annual income statements; and
  - all employment and temporary employment contract(s); and
  - award decision(s) and benefit slip(s)

■ **If you or your (registered) partner work as a temporary employment agency worker on the basis of an on-call contract, minimum terms contract, seasonal work contract, 'zero hours' contract or another agreement involving a postponed duty to perform**

- Your current (temporary) employment contract(s), showing that you will be working for at least the next 6 months
- The fully completed and signed Employer's Declaration Annex(s) (no older than 3 months)
- Documentary evidence that your employer has registered your current employment contract with the competent authority in connection with the payment of social security contributions and taxes (you should ask your employer about this, rather than the Tax and Customs Administration or the UWV)
- For the past 3 years:
  - all salary breakdowns; and
  - all annual income statements; and
  - all employment and temporary employment contract(s); and
  - award decision(s) and benefit slip(s)

■ **If you are an unpaid research worker**

- If you are receiving sponsor money: documentary evidence of how much money you are receiving and the duration of the sponsorship agreement; or
- If you are receiving regular payments in order to fund your stay in the Netherlands: documentary evidence of these payments; or
- If you are in paid employment abroad: a copy of your employment contract with your current employer abroad

■ **If you or your (registered) partner receive/receives an (additional) benefit**

If you or your (registered) partner receive/receives (additional) benefit (e.g. unemployment benefit [WW], sickness benefit [ZW], old-age pension [AOW], surviving dependant's benefit [ANW] or disability benefit [REA])

- The letter from the benefits agency stating that you are entitled to benefit
- Your most recent benefit slip

**Do you or your (registered) partner receive invalidity benefit [WAO], self-employed persons invalidity benefit [WAZ] or young person's invalidity benefit [Wajong]**

- The award decision showing that you are unfit for work (and to what percentage)
- Your most recent benefit slip (dated no less than one year after the award decision)
- A letter from the benefits agency stating the date of retesting

**If you or your (registered) partner has/have received invalidity benefit since 1 January 2006 on the basis of the Work and Income Act [WIA]**

- The award decision showing that you are unfit for work (and to what percentage)
- Your most recent benefit slip

**If you or your (registered) partner are/is permanently unable to work and not in receipt of any benefit under the WAO, WIA, WAZ or Wajong**

- A declaration from the Municipal Medical and Health Service/ Municipal Health Service, company doctor or medical examiner, showing that you are 100% unfit for work, when you became unfit for work and how long you are expected to be unfit for work

**If you or your (registered) partner receive/receives social assistance benefit, and you or your partner are/is permanently unable to resume work**

- All award decisions from the last 5 years, as well as any correspondence with the mayor and aldermen with regard to exemption from the obligation to seek work for the last 5 years, and documentary evidence stating that a resumption of work cannot be expected within a reasonable period

■ **If you or your (registered) partner work/works on a self-employed basis**

- The Declaration of Income (Independent Entrepreneur) Annex, completed in full and signed by you and a registered accountant (e.g. a chartered accountant, an accountant, an accounting consultant, a tax advisor from the Dutch Federation of Tax Advisors or the Netherlands Tax Consultants Association) or an accountant with a BECON number from the Tax and Customs Administration, together with the annexes requested
- A recent, original extract of the registration with the Chamber of Commerce of the company/business

■ **If you or your (registered) partner are/is the director and principle shareholder**

- The official documents showing the size of your interest in the company (ownership percentage);
- A copy of your employment contract (or contracts, if you have more than one job);
- An original, fully completed Employer's Declaration Annex, bearing the date, signature of your employer and company stamp (no older than 3 months);
- Details with regard to the three months prior to the date of your application, showing that you are paid a monthly salary (payslips, bank statements);
- Documentary evidence that the company transfers the income tax deducted to the Tax and Customs Administration every three months (bank statements)

If you have more than one employer, please copy this annex yourself. 1 copy must be completed and signed for each employer.

The request for advice states whether you need to enclose an Employer's Declaration with your request, and if so, who you need to obtain declarations from.

Please note! the IND may verify the accuracy of any information that you provide with regard to income, employment and benefits with another government agency (e.g. the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

### Employee's personal details

Surname as stated in passport or identitycard

First names

☐ Male ☐ Female

Street

Number

Postcode

City/Town

Personal public service number (BSN)

Date of birth

Place of birth

Country of origin

Nationality

### Details of company/institution

Name

Wage tax and social security contributions number

Street

Number

Postcode

City/Town

### Details of employment

Position of the employee

Employment commencement date

Please indicate the nature of the employment (tick as applicable)

fixed employment

☐ indefinite period

☐ definite period from

to

on-call contract

☐ indefinite period

☐ definite period from

to

ongoing temporary work

☐ indefinite period

☐ definite period from

to

Is the employee entitled to continued payment of salary during the term of the contract if there is no work available?

☐ No

☐ Yes

Probationary period ☐ no ☐ yes, until

Hours per week (contractual)

Hours per week (actual)

Gross salary excluding holiday allowance

☐ per month or

☐ per 4 weeks

€

Net salary excluding holiday allowance

☐ per month or

☐ per 4 weeks

€

Holiday allowance %

### Employer's signature

I herewith declare that the aforementioned employee is employed at the aforementioned company/institution. I have completed this form truthfully

Name

Telephone number

Position

City/Town and Date

Signature

Company/institution stamp

Complete this declaration if the situation applies to you. If you have more than one doctor, please make copies of this annex and complete the details of each doctor. Enclose the completed and signed declaration with your request for advice.

Name \_\_\_\_\_

Date of birth  V-number

1. The undersigned hereby declare(s) that he/she does not object to the medical advisor requesting details about his/her state of health from the doctor(s)/practitioner(s) listed below in relation to an investigation into the medical circumstances surrounding his/her residency status in the Netherlands.
2. He/she also gives his/her consent to the medical advisor to forward his/her medical details to a medical specialist, in the event that such a specialist is deployed in the assessment of the application.
3. The undersigned gives his/her consent for copies of this completed consent form to be forwarded to the doctors/care providers to be approached.
4. Finally, he/she gives his/her consent to the medical advisor to forward his/her medical details to the officials at the Immigration and Naturalisation Service responsible for decision-making, the officials at the Repatriation and Departure Service responsible for making medical arrangements before, during or after removal, the relevant lawyers at the State Advocate Office as well as to the legally appointed authorities charged with the dispensation of justice.

The undersigned hereby authorises the doctor(s)/practitioner(s) below, who are listed in the registers referred to in the Individual Healthcare Professions Act (BIG) and/or the Netherlands Institute of Psychologists (NIP) (*doctors, dentists, clinical psychologists, psychotherapists, physiotherapists, obstetricians, nurses, special education experts and pharmacists*), to provide information to the medical advisor from the Ministry of Justice.

#### Details of the doctor

Name \_\_\_\_\_ general practitioner/COA doctor/specialist\*

Name of hospital/practice/institution \_\_\_\_\_ Telephone number

Street \_\_\_\_\_ Number

Postcode  City/Town \_\_\_\_\_

#### Details of the doctor

Name \_\_\_\_\_ general practitioner/COA doctor/specialist\*

Name of hospital/practice/institution \_\_\_\_\_ Telephone number

Street \_\_\_\_\_ Number

Postcode  City/Town \_\_\_\_\_

#### Signatures

Name \_\_\_\_\_ Name of the legal  
foreign national \*\* representative \*\*

City/Town \_\_\_\_\_ City/Town  
and Date \_\_\_\_\_ and Date \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

\* The doctor must be listed in the registers of Individual Healthcare Professions or the Netherlands Institute of Psychologists. Do you have more than one doctor? If so, please complete the details of each doctor on a separate annex.

\*\* To be completed by the representative if the foreign national is aged under 12 or incapable of performing legal acts. To be completed by the foreign national and his or her representative if he or she is above the age of 12 and below the age of 16. Only to be completed by the foreign national if he or she is over the age of 16.

Only complete this declaration if you are submitting a request on behalf of a foreign national for advice in respect of his/her stay:

- with his/her unmarried partner
- with his/her child
- as a foster child
- as a family member (other than child/parent)
- to visit family
- for study purposes
- as an au pair
- as the dependent family member of someone who works for an International Organisation and who himself or herself does not have sufficient means of support

Attach the completed and signed declaration to your application.

The undersigned shall act as a guarantor for any costs incurred by the State and other public bodies as a result of the foreign national's stay in the Netherlands for a period of five years. This guarantee will expire in the event that sufficient assurance has been provided in another form, the foreign national has left the Netherlands, has been issued a residence permit under other restrictions, or has become a Dutch citizen. In addition, the undersigned declares that any costs, these not being social assistance costs, incurred by the State and other public bodies as a result of the foreign national's stay in the Netherlands, including the costs associated with travel by the foreign national to a location outside of the Netherlands to which he or she is guaranteed access, can be recovered from the guarantor to an annual maximum amount of € 5000. In addition, the undersigned declares that he or she is aware of the fact that, if the foreign national is in receipt of benefits pursuant to the Work and Social Assistance Act [Wet Werk en Bijstand], the costs incurred in benefits paid to the foreign national (in proportion to the amount of the benefits applicable at that time according to the standard amount stipulated by the Work and Social Assistance Act, in addition to the aforementioned annual amount of € 5,000) shall be recovered from the guarantor.

#### Details of foreign national

Surname as stated in passport or identitycard

First names

☐ Male ☐ Female

Date of birth

( d d ) ( m m ) ( y y y y )

V-number

( X X X X X X X X )

#### Details of guarantor

Name

Street

Number

( X X X X )

Postcode

( X X X X ) ( X X )

City/Town

Date

( d d ) ( m m ) ( y y y y )

Signature

If you are married or are in a registered partnership please have your (registered) partner sign the declaration to indicate his or her agreement.

Name partner

Signature

A copy of the valid identity papers of the guarantor and his/her partner (if applicable) must be attached to the request for advice if the above individuals are both Dutch citizens. If one of the above individuals is a national of another country: attach a copy of his or her valid passport, identity card or other document satisfactorily establishing nationality, in which his or her residence permit has been entered or a copy of the front and back of the residence permit. If the guarantor is someone other than the foreign national's sponsor, attach a copy of the guarantor's valid identity papers to the application. This is not necessary if the sponsor is completing and signing this guarantor's declaration on behalf of an organisation or institution.



**Only complete this declaration if you are submitting a request for advice for exchange purposes.**  
**Enclose the completed and signed declaration with your request for advice.**

The undersigned, in his or her capacity as representative of an exchange organisation, hereby guarantees that, with a view to the residence in the Netherlands of the foreign national named below within the context of the individual exchange programme, the following, cumulative conditions will be met:

- the foreign national is at least 15, but has not yet reached the age of 26;
- will hold a valid passport for the duration of his or her stay;
- has not previously resided in the Netherlands on the basis of a residence permit;
- has not previously been in the employment of the host family abroad;
- is unmarried and does not have a duty of care in respect of dependent family members;
- does not constitute a risk to public order or national security;
- will undergo a tuberculosis test (if applicable).

The organisation shall act as a guarantor for:

- any costs arising from the foreign national's stay in the Netherlands and his or her departure (*forced or otherwise*) from the Netherlands;
- any costs in relation to the taking out of an adequate health insurance policy as well as an insurance policy in respect of statutory liability;
- the immediate disclosure of any changes (*e.g. of address or of the host family*) to the Aliens Police and the Immigration and Naturalisation Service;
- the fact that the foreign national shall not be permitted to carry out paid work or that any voluntary work shall not be performed without a work permit (for non EU subjects) first being issued;
- that the foreign national will leave the Netherlands at the appropriate time, and under no circumstances later than one year from the date on which he or she entered the Netherlands.

#### Details of foreign national

Name

Date of birth

Nationality

#### Details of exchange organisation

Name organisation

City/Town

Name contact person

Position

City/Town and Date

Signature

This declaration only needs to be completed and signed by an accountant if you are submitting a request for advice and you or your sponsor have/has an income as an independent entrepreneur. Attach the declaration, completed and signed by your accountant, to your request for advice. Please note! the IND may verify the content of this declaration with another government agency (e.g. the Netherlands Employees Insurance Agency or the Tax and Customs Administration).

V-number

This form incorporates a number of questions with regard to the income of a foreign national or of an individual who has an interest in the granting of a residence permit to a foreign national. Your answers will be used to establish whether the person in question has sufficient, long term and independent, means of existence within the meaning of the Aliens Act 2000.

The undersigned, an accountant,

Professional title ☐ Tax Advisor from the Netherlands Tax Consultants Association ☐ Tax Advisor from the Dutch Federation of Tax Advisors (tick as applicable) ☐ Chartered accountant ☐ Accounting consultant ☐ NOAB Advisor ☐ Other, namely

BECON number Tax and Customs Administration

Telephone number

Street

Number

Postcode

City/Town

hereby truthfully declares that,

Surname as stated in passport or identitycard

First names

Date of birth

Place of birth

Nationality

Street

Number

Postcode

City/Town

Name of the company

Street

Number

Postcode

City/Town

Chamber of Commerce Registration Number

has acquired income for business activities in accordance with the information provided on the reverse of this declaration.

### Notes on the reverse of this declaration

#### Note 1

A company's profit during the financial year that has closed or the current financial year is calculated by deducting the total operating costs from the total operating income. The income and costs must be calculated in accordance with generally accepted commercial concepts. The following should also be pointed out in this regard. If the financial year has not yet closed, calculations of the monthly profit must be based on the so-called 'permanence'. This means that both the operating income and costs must be attributable to the relevant period. If the company is a partnership, a commercial partnership or a limited partnership, the profit shall be subsequently distributed amongst the partners or associates.

#### Note 2

With this fixed reduction of 20%, harmonisation is sought with the Work and Social Assistance Act. If you are of the opinion that the actual net income is higher than the amount calculated according to this method, you have the option to demonstrate the actual net income yourself on the basis of a declaration from a Chartered Accountant, an Accounting Consultant, an advisor of the Dutch Association of Accountancy and Tax Experts (NOAB), a tax advisor from the Dutch Federation of Tax Advisors, a tax advisor from the Netherlands Tax Consultants Association or an accountant with a BECON number from the Tax and Customs Administration.

The information below relates to the period	from	( d d ) ( m m ) ( y y y y )	to	( d d ) ( m m ) ( y y y y )
1. Profit or profit share from business activities during the abovementioned period ( <i>see notes</i> )	€	( V V V V V V V V )	.	( V V )
2. 80% of profit or profit share ( <i>see notes</i> )	€	( V V V V V V V V )	.	( V V )
3. Net annual income ( <i>see notes</i> ) divided by the number of months stated	€	( V V V V V V V V )	.	( V V )

Financial year	from	to	
1. Profit or profit share from business activities in accordance with the annual accounts*	€		
2. 80% of the sum stated under 1*	€		
3. Sum stated under 2, divided by 12	€		
4. Adjustments to the above profit (share) from business activities in respect of taxable profit**	€		
5. Taxable profit**	€		

**Status with regard to the processing of the income tax return by the Tax and Customs Administration**  
(tick one option and only enclose the relevant document with the application)

- If the Tax and Customs Administration has already imposed an assessment, is this based on the profit from business activities stated?
- ☐ No > *attach an explanation on a separate annex* ☐ Yes

Financial year	from		to	
1. Profit or profit share from business activities in accordance with the annual accounts*	€			
2. 80% of the sum stated under 1*	€			
3. Sum stated under 2, divided by 12	€			
4. Adjustments to the above profit (share) from business activities in respect of taxable profit**	€			
5. Taxable profit**	€			

**Status with regard to the processing of the income tax return by the Tax and Customs Administration**  
(tick one option and only enclose the relevant document with the application)

- If the Tax and Customs Administration has already imposed an assessment, is this based on the profit from business activities stated?
- ☐ No > *attach an explanation on a separate annex* ☐ Yes

City/Town	Signature of the
and Date	financial administrator

**Only complete this declaration if you are submitting a request for advice in respect of stay for religious or ideological purposes: Attach the completed and signed declaration to your application.**

V-number











The undersigned, further referred to as the representative of the organisation, hereby declares with regard to the foreign national's intended stay at the organisation:

Surname as stated in passport or identitycard

First names

☐ Male ☐ Female

Date of birth











Nationality

As follows:

the representative of the organisation is hereby aware that:

- the aforementioned foreign national will only be granted permission to stay at the organisation in the Netherlands for religious or ideological purposes;
- the foreign national is not permitted to work;
- that by virtue of the restrictions under which residence is permitted, the foreign national or the organisation shall be expected to notify the IND in the event that the foreign national is staying in the Netherlands for a purpose other than in accordance with the permit that has been granted.
- within the context of the supervision of foreign nationals, the Aliens Police may visit or summon the organisation and the foreign national to attend an interview either for a specific reason or in the form of a random check.

the organisation's representative declares:

- that substantial recruitment activities have taken place and that these show the foreign national's stay is necessary to fill the needs of the organisation;
- that the costs, these not being social assistance costs, incurred by the State and other public bodies as a result of the foreign national's stay in the Netherlands, including the costs associated with travel by the foreign national to a location outside the Netherlands to which he or she is guaranteed access can be recovered from the organisation to an annual maximum amount of € 5.000,-;
- to be aware that, if the foreign national is in receipt of benefits pursuant to the Social Assistance Act or from 1 January 2004, the Work and Social Assistance Act, the costs incurred in benefits paid to the foreign national (in proportion to the amount of the benefits applicable at that time according to the standard amount stipulated by Social Assistance Act or from 1 January 2004, the Work and Social Assistance Act), in addition to the aforementioned annual amount of € 5.000,- shall be recovered from the organisation.

#### Details of the organisation

Name of organisation

Street

Number






Postcode







City/Town

Name of representative

Position in the organisation

City/Town and Date

Signature

**Only complete this declaration if you are submitting a request for advice in respect of stay for religious or ideological purposes: Attach the completed and signed declaration to your application.**

V-number

The undersigned,

Surname as stated in passport or identitycard

First names  ☐ Male ☐ Female

Street  Number

Postcode       City/Town

Date of birth           Place of birth

Country of birth  Nationality

Herewith declares to be aware that:

- A stay will only be permitted for him/her for a definite period of time for religious or ideological purposes with;

- His/her stay will only be permitted on the grounds that he/she resides at the religious or ideological organisation for religious or ideological purposes, and when this ceases to be the case, he/she will leave the Netherlands.
- He/she is not permitted to engage in any other activities whilst in the Netherlands, other than those permitted for the purpose of stay.

This declaration must be signed by him/her before the intended residence permit can be granted.

City/Town and Date

Signature