

INSTRUCTION SHEET

Application for a residence permit with the purpose of residence 'looking for work and carrying out work whether or not as an employee' (foreign national)

1. What is your situation? (page 2)

Please tick off box 1

- You have a valid residence permit in the Netherlands and you want to change the residence permit (as well as renewing the period of validity of the residence permit) to a different purpose of residence.**

You want to submit an application for changing the purpose of residence of your residence permit.

2. Tuberculosis

Please tick off box 1

- You do not need to undergo a TB test because you have a valid residence permit in the Netherlands.**
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3. Means of evidence (page 3)

Please read through the text in this part.

→ Choose the situation that applies to you

4. Biometric information (fingerprints, passport photo) and signature, Antecedents certificate

Please read the section 'the foreign national is in The Netherlands' in the **Appendix fingerprints, passport photo and signature.**

Please complete the appendix 'Antecedents certificate' on page 7.

1. Certificate

Please read through the text in this form carefully. If you agree with the options under 'I certify that', you can check the first box.

If you cannot certify, please explain the reason under box 2

2. Signing

Do not forget to sign the Antecedents certificate. Please write down your name as stated in your passport, current place, date and signature.

5. Your personal details (page 4)

Complete the required details.

Some explanations:

5.1 V-number

This number can be found on the back of your Dutch residence permit card after VNR if you have one. If not, please leave this section blank.

5.2 Citizen Service number

You should have received this number from the City hall where you are registered. In Dutch it is called BSN (Burger Service Nummer). If you are not yet registered, please leave this section blank.

5.8 Home address

Note that you must fill in your registered Dutch address details. If you will move, please fill in your new Dutch address details and inform the municipality about the change of your address.

6. Location where the residence permit is collected

Please tick one of the boxes

7. Identification

Please follow the instructions in the application form.

8. Signing (page 5)

Please follow the instructions in the application form.

9. Submitting the application and payment

We advise you to make an appointment with one of the IND offices instead of submitting your application by post. The reason is that this procedure is quicker and you will receive a sticker in your passport that you have applied for this purpose. The sticker will allow you to look for a job/internship while your application is being processed.

When you submit the application at the IND Desk, you can pay the fees due at the IND Desk. You can pay with a Dutch bank card or in cash. Please visit www.ind.nl (<https://ind.nl/en/Pages/Costs.aspx>) if you want to know the costs beforehand.

Appendix

Statement on completion of study (page 19)

This statement can be signed by your institution if you have graduated and will receive your diploma later on. The officer will check your graduation with the Student Administration before signing the 'Statement on completion of study'.