Checklist extension residence permit

- Knowledge Migrant
- Researcher (salaried)
- If applicable: family member(s)

The International Service Desk (ISD) needs the following documents and information in order to prepare an extension of your residence permit:

- Please inform us by email or at our desk: What is your current official home address?
- Copy of both sides of your current residence permit
- Copy of your passport (pages with personal details and period of validity only)
- Signed Antecedents Certificate (see page 3)

These documents can be emailed to us or submitted at our desk during opening hours. We will apply once we have received all required documents and the transfer of the necessary payment. If applicable, you will find the list of required documents regarding your family members below.

HR Services

The Human Resource Services department will send us the documents regarding your appointment, which we need for the extension of your residence permit.

Family Member(s)

- Copy of both sides of the current residence permit.
- Copy of the passport (pages with personal details and period of validity only).
- Antecedents Certificate (see page 3), signed by your spouse/partner and by any child that is 12 years or older.
- Declaration of Authorisation (see page 4), signed and filled out by you, being the knowledge migrant/researcher in order to give us permission to apply for the extension of your spouse/partner’s and/or child(ren)’s residence permit.
- Declaration by sponsor (see page 5-6), signed and filled out by you, being the knowledge migrant/researcher (i.e. the ‘sponsor’) for your spouse/partner and/or child(ren) (i.e. the ‘foreign national’). Please note: per family member such a form is required.

> Please read the IND Brochure ‘Enabling a family-member or relative to come to the Netherlands’: [https://ind.nl/EN/Documents/3085.pdf](https://ind.nl/EN/Documents/3085.pdf)

Paying for the extension application(s)

The fees for extending the residence permits depend on the type of residence permit (see the backside of your permit to see what applies to you):

- “Wetenschappelijk onderzoeker in de zin van Richtlijn 2005/71/EG”: € 317¹
- “Kennismigrant”: € 396¹
- For the extension of your spouse/partner: € 237¹
- For the extension of your child/children: € 51² (per child)

You will need to pay the fees for the extension(s) yourself. As decided by the Board this will not be reimbursed. We need to have received the transfer of the fees before we can send out the application(s).

¹ If holder of the Turkish nationality: € 51
² If your child has the Turkish nationality: € 29
Bank account details
Please transfer your payment to the University’s bank account:
  Bank account holder name: Rijksuniversiteit Groningen
  Bank: ABN AMRO
  Bank account number (IBAN code): NL49ABNA0497563215
  BIC/SWIFT code: ABANL2A
  Bank address: Grote Voort 247, 8041 BL Zwolle, The Netherlands

Make sure that in the payment reference (Dutch: “Omschrijving”) you mention the following details: [your full name]

IND and IWCN
You need to visit the Immigration and Naturalisation Service (IND), located at the International Welcome Center North (IWCN), to collect your residence permit, or to have your biometrical details taken.
In order to have your new residence permit card produced, the IND needs to have your biometrical details. This means that you may have to visit the IWCN to have your fingerprints and photo taken. An appointment is necessary: please email them at formalities@iwcn.nl.

Please note: If you have already given your biometric details at one of the IND offices in the Netherlands, or at the Dutch Embassy where you picked up your visa after 1 February 2014, you do not have to do this again. Your biometrical details will be kept in a database for 5 years and used again for a new residence permit card.

The IWCN is located at this address:
  IWCN
  Gedempte Zuiderdiep 98
  9711 HL Groningen
  formalities@iwcn.nl

> Always bring your passport and your current/old residence permit!
1

Certificate

☐ I certify that:
• I have never been sentenced to imprisonment or a custodial measure for committing a crime;
• I have never been sentenced to perform community service for committing a crime;
• I have never been imposed an unconditional fine for committing a crime;
• I have never accepted an out-of-court settlement for committing a crime;
• I have never been imposed a penalty order by a public prosecutor for committing a crime;
• I am currently not subject to prosecution for committing a crime;
• I have never been responsible for one of the following categories of acts as referred to in Article 1F of
the 1951 Refugee Convention: a crime against peace, a war crime, a crime against humanity, a serious
non-political crime (for example murder or terrorism), or acts contrary to the purposes and principles of
the United Nations (for example terrorist acts); and
• I am aware of the fact that a sentence for committing a crime may result in a refusal or termination of the
right of residence.
• I have not submitted any incorrect data during earlier residence procedures;
• I did not reside in the Netherlands illegally in the past;
• I am not subject to any entry ban.

☐ I am unable to certify the above for the following reasons:

2

Signing (by the foreign national)

I have completed this form truthfully.

2.1 Name

2.2 Place and date

2.3 Signature

Please note!
Not completing this antecedents certificate truthfully is an offense of which in all cases a report
will be made.
This declaration must be completed by the foreign national who submits an application for his family members using a recognised sponsor. This application is submitted by the recognised sponsor.

Appendix
Authorisation and sponsorship declaration

1 Details of foreign national

1.1 Name

First names

1.2 Sex and Date of birth

> Please tick the applicable situation Day Month Year

Male

Female

1.3 Place of birth

1.4 Country of birth

> Please tick and fill in

I hereby authorise:

Name of company, institution or educational institution

University of Groningen / University Medical Center Groningen

to submit the application for a residence permit for my dependent family members.

> Please tick

Declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for my family members for whom a residence permit is applied for through the intervention of my recognised sponsor.

2 Signing

2.1 Place and date

2.2 Signature

Please note!
I am aware of the fact that if this declaration is not based on the truth, this may have consequences for the right of residence.
If you apply for a residence permit for a foreign national, you are the sponsor. This comes with responsibilities. As a sponsor, you must ensure that the foreign national meets the conditions for a residence permit. Not only when applying for a residence permit, but also afterwards. If the foreign national can no longer lawfully reside in the Netherlands, you, as sponsor, are responsible for the foreign national leaving the Netherlands.

**Please note!** If you are (also) requesting for a child, who is not your own child, but a child from a previous relationship of your spouse/partner to come over to the Netherlands, then not you, but your spouse/partner must complete the ‘Declaration by sponsor’ regarding the child.

## 1 Details of sponsor

<table>
<thead>
<tr>
<th>1.1 Name</th>
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</thead>
<tbody>
<tr>
<td>Surname as stated in the passport</td>
</tr>
<tr>
<td>First names</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.2 Sex and Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please tick the applicable situation</td>
</tr>
<tr>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1.3 Place of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.5 Where you keep the records of the foreign national?</th>
</tr>
</thead>
</table>

## 2 Details of foreign national

<table>
<thead>
<tr>
<th>2.1 Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname as stated in the passport</td>
</tr>
<tr>
<td>First names</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>2.2 Sex and Date of birth</th>
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<tbody>
<tr>
<td>Please tick the applicable situation</td>
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<tr>
<td>Male</td>
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<tr>
<td>Female</td>
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<table>
<thead>
<tr>
<th>2.3 Place of birth</th>
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<tbody>
<tr>
<td>Street</td>
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<tr>
<td>Postcode</td>
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<tr>
<th>2.4 Country of birth</th>
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</table>

### Obligation to provide information

You are obliged to report changes to the IND within 4 weeks if they could have an effect on the residence permit. Please use the ‘Notification form for family members and relatives’, which you can download from www.ind.nl. The form lists the changes you need to report.

### Duty to keep records

You are obliged to collect and store any relevant information about the foreign national. You can find the data you are obliged to store in the Aliens Regulations. You must store this documentary evidence up to 5 years after you are no longer the sponsor of the foreign national. The IND can request data at any time in order to assess whether you have complied with your obligations.
Signing by sponsor

I declare that I present myself as sponsor as referred to in Article 2a of the Aliens Act for the following foreign national for whom a residence permit is applied for.

3.1 Place and date

Place: ____________________________  Day: _______  Month: _______  Year: _______

3.2 Signature

______________________________