Checklist extension residence permit UG/UMCG

- Researcher (unsalaried)
- 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:

- Copy of both sides of your current residence permit.
- Copy of your passport (pages stating personal details and period of validity only).
- A filled out and signed Guest Agreement (see page 3).
- A signed Antecedents Certificate (see page 4).
- Proof of sufficient financial means¹:
  - A grant statement from a scholarship provider; or
  - A print screen from your Dutch bank account, showing enough balance and your name as the bank account holder; or
  - A combination of two or more of the options listed above; or
  - In case you are a PhD Scholarship Student: the contract between you and the UG or the UMCG.

If you are working or will be going to work as an unpaid researcher at the UG:

**NB.** You cannot arrange this yourself. Please ask an authorized officer, such as the department's coordinator or secretary.

- Your (external/unpaid/guest) appointment must be extended with a mutation in the Digiform application.
  - You do not need to bring a paper proof from this Digiform mutation, although we do have to wait for this mutation before we can apply for your extension.

> Please note: in case you are a PhD Scholarship Student, you do not need to arrange this.

If you are working as an unpaid researcher at the UMCG:

- A copy of your Letter of Extension (to be requested at Graduate School Medical Sciences) or, if you used to be an employee at the UMCG, your (unpaid) appointment letter (to be requested at your UMCG-Personal department).

> Please note: in case you are a PhD Scholarship Student, you do not need to arrange this.

The documents can be sent by email to us (isd@rug.nl) or submitted at our desk during opening hours. We will apply once we have received all required documents and the necessary payment.

If applicable, you will find the list of required documents regarding your family members below.

**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':


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¹ You can check the minimum monthly income requirements on: https://ind.nl/en/Pages/Income.aspx

As of 1 January 2017 they are:
- € 1174 per month for a researcher without accompanying family members
- € 1676 per month for a researcher with accompanying family members
Paying for the extension application(s)
The fees for extending the residence permits depend on the type of residence permit:
- “Wetenschappelijk onderzoeker in de zin van Richtlijn 2005/71/EG”: € 317²
- For the extension of your spouse: € 237²
- For the extension of your child/children: € 51 (per child)³

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).

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: ABNANL2A
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!

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² If the holder of the Turkish nationality: € 51
³ If the child has the Turkish nationality: € 29
**Guest Agreement between the researcher and the UG/UMCG**

This Guest Agreement between the UG/UMCG and the scientific researcher is the basis for the period of validity of the requested residence permit.

The UG/UMCG declares to act as a guarantor, inviting party and host institute for the legal stay of the following scientific researcher:

- **Surname:** ……………………………………………………………………………………………………………..
- **First name(s):** ……………………………………………………………………………………………………………..
- **Date of birth:** ……………………………………………………………………………………………………………..
- **Nationality:** ……………………………………………………………………………………………………………..

**Address in the Netherlands**

- **Street, house number:** ……………………………………………………………………………………………………………..
- **Postal code and city:** ……………………………………………………………………………………………………………..
- **Supervisor:** ……………………………………………………………………………………………………………..
- **Faculty:** ……………………………………………………………………………………………………………..
- **Coordinator/contact person:** ……………………………………………………………………………………………………………..

I, the researcher, declare the following:

- I am aware that my legal stay in the Netherlands is based on this Guest Agreement between the UG/UMCG and myself.
- I declare that I have enough financial means to support myself. These means meet the minimum required amount as set by the Immigration Services.
- I will have a sufficient healthcare insurance during the abovementioned period.
- I am aware that I am not eligible for unemployment benefit and therefore I will not apply for WW.
- As a (future) holder of a residence permit, I will live in the Netherlands, and not be out of the Netherlands for more than 6 months per year.
- I will report any changes in my situation to **isd@rug.nl**.

**Signing**

- **Date:** ……………………………………………………………………………………………………………..
- **Place:** Groningen
- **Signature researcher:** ……………………………………………………………………………………………………………..

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*oggler of Groningen*
Appendix
Antecedents Certificate

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.
Appendix
Authorisation and sponsorship declaration

1 Details of foreign national

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<td>1.1 Name</td>
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<td>1.2 Sex and Date of birth</td>
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<tr>
<td>1.3 Place of birth</td>
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<tr>
<td>1.4 Country of birth</td>
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</tbody>
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**Please tick and fill in**

- **Surname as stated in the passport**
- **First names**

**Please tick the applicable situation**

- [ ] Male
- [ ] Female

**Day   Month   Year**

**I hereby authorise:**

[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

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<td>2.1 Place and date</td>
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<td>2.2 Signature</td>
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**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.

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.

Appendix
Declaration by sponsor
(family and relatives)

1 Details of sponsor

Surname as stated in the passport

1.1 Name

First names

1.2 Sex and Date of birth

> Please tick the applicable situation

| Male | Female |

1.3 Place of birth

1.4 Country of birth

1.5 Where you keep the records of the foreign national?

Street

Number

Postcode

Town

2 Details of foreign national

Surname as stated in the passport

2.1 Name

First names

2.2 Sex and Date of birth

> Please tick the applicable situation

| Male | Female |

2.3 Place of birth

2.4 Country of birth
## 3 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.

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<th>3.1 Place and date</th>
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<td>Place</td>
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| 3.2 Signature |
|---------------|-------------------|
| Signature     |                   |