



## The appointment of foreign personnel

This brochure tells you what you need to know as a research group leader about the appointment of foreign personnel based on the following steps and annexes:

1. Formal steps for applying for entry and residence (TEV) (prior to arrival in the Netherlands)
2. Formal steps for entering into the employment contract NWO-I (before the start of the work responsibilities)
3. Guidance of the employee as he or she registers with authorities (after arrival in the Netherlands)
4. Guidance of the employee in the search for accommodation and with the initial integration
5. Making the employee aware of the need to extend the residence permit in good time

Annexe 1. Entry and residence (TEV = authorisation for temporary stay (MVV) and residence permit (VVR) combined)

Annexe 2. Short-stay visa (tourist visa)

Annexe 3. Obtaining a Citizen Service Number

Annexe 4. Opening a Dutch bank account

Annexe 5. Insurances

Annexe 6. Changes to or ending of the residence permit

## 1. Formal steps for applying for entry and residence (TEV)

- a) If you wish to employ a foreign employee, then please send the following documents to the P&O Department of NWO-I as quickly as possible:
- the completed and signed "information form". This can be downloaded from the NWO-I website;
  - an up-to-date curriculum vitae;
  - a job description (about half an A4 in length);
  - a copy of the passport that has been signed by you;
  - a copy of diplomas;
  - details of any accompanying family members and the legalised birth certificates and marriage certificates. These details are needed for the application for entry and residence = authorisation for temporary stay (MVV) and residence permit (VVR) combined. The training and supervision plan for a researcher in training can be supplied at a later stage but you should submit this to NWO-I before the starting date of the contract.
- b) Depending on their nationality, foreigners need an authorisation for temporary stay to enter the Netherlands. See for more information:
- Annexe 1: Entry and residence on page 6. Employees who stay in the Netherlands for less than three months do not need an MVV but a short-stay visa (more commonly known as a tourist visa).
  - Annexe 2: Short-stay visa ('tourist visa').

Table 1 indicates for which nationalities a TWV (work permit) or authorisation for temporary stay (MVV) is required.

Nationality	TWV knowledge migrant*)	TWV Not a knowledge migrant	MVV	Tuberculosis test
Australia	No	Yes	No	No
Austria	No	No	No	No
Belgium	No	No	No	No
Canada	No	Yes	No	No
Cyprus	No	No	No	No
Czech Republic	No	No	No	No
Denmark	No	No	No	No
Estonia	No	No	No	No
Finland	No	No	No	No
France	No	No	No	No
Germany	No	No	No	No
Greece	No	No	No	No
Hungary	No	No	No	No
Iceland	No	No	No	No
Ireland	No	No	No	No
Israel	No	Yes	yes	No
Italy	No	No	No	No
Japan	No	Yes	No	No
Latvia	No	No	No	No
Liechtenstein	No	No	No	No

Nationality	TWV knowledge migrant*)	TWV Not a knowledge migrant	MVV	Tuberculosis test
Lithuania	No	No	No	No
Luxembourg	No	No	No	No
Malta	No	No	No	No
Monaco	No	Yes	No	No
New Zealand	No	Yes	No	No
Norway	No	No	No	No
Poland	No	No	No	No
Portugal	No	No	No	No
Slovenia	No	No	No	No
Slovak Republic	No	No	No	No
Spain	No	No	No	No
Suriname	No	Yes	yes	No
Sweden	No	No	No	No
Switzerland	No	No	No	No
United Kingdom	No	No	No	No
Vatican City	No	Yes	No	Yes
<b>Other country</b>	<b>No</b>	<b>yes *)</b>	<b>yes</b>	<b>Yes</b>

Table 1: When does a foreign employee need an MVV or TWV and who must have a TBC test?

\*) *Employees who enter the service of NWO-I as a PhD, a researcher without the purpose of gaining a PhD (postdoc) or an assistant professor can be eligible for the status of knowledge migrant/scientific researcher.*

### Formal procedure TEV

#### a) TEV (TWV)

- If it is required, NWO-I will start the TEV procedure (for the TWV the TEV procedure is also used) and so not the university.
- NWO-I will never allow an employment contract to be entered into before the required approval has been obtained.
- NWO-I will inform the employee that he or she can go to the Dutch embassy/consulate in the country of origin and apply for an MVV knowledge migrant/scientific researcher once the Immigration and Naturalisation Service (IND) has granted permission for this.

#### b) Processing times:

- TEV (knowledge migrant/scientific researcher): four weeks.

## 2. Formal steps for entering into the employment contract NWO-I

NWO-I will draw up the employment contract and send this via you to the employee with the request to sign the employment contract for approval and then to return the copy employment contract. The research and training employment contract requires a copy of the training and supervision plan signed by the researcher in training, research group leader and head of P&O.

### **3. Guide the employee as he or she registers with authorities**

- a) Residence permit  
With the TEV procedure, the residents permit can, in principle, be picked up immediately from the IND counter or after making an appointment at the expat centre.
- b) Citizen Service Number (BSN)  
The employee will receive the BSN as soon as he or she has registered with the municipality or the expat centre. For further information see Annexe 3.
- c) Bank account  
A foreigner can only open a bank account if he or she has a BSN. For more information see Annexe 4.

### **4. Guide the employee in the search for accommodation and the initial integration**

- a) Offer help to find accommodation.
- b) Make the final employee aware of the importance of insurances.
  - basic healthcare insurance;
  - statutory liability insurance;
  - property insurance;
  - and possibly car insurance.For further information see Annexe 5.
- c) Guide the new employee during his or her initial integration in the Netherlands by providing information and explanations about Dutch customs, practices, procedures et cetera. Offer help in finding a GP and dentist.

### **5. Make the employee aware of the need to extend the residence permit in time.**

- a) Not a knowledge migrant/scientific researcher: the foreign employee must extend the residence permit. He or she must request the extension from the IND at least four weeks before the end date or download the form via their website.
- b) Knowledge migrant/scientific researcher: the residence permit is granted for the duration of the employment contract. If the employment contract is extended, then NWO-I will take care of the extension of the residence permit (also for possible partner and children).

For more information see Annexe 6.

## **Annexe 1. Entry and residence (TEV = authorisation for temporary stay (MVV) and residence permit (VVR) combined)**

A foreigner can only enter the Netherlands for a stay longer than three months if the person possesses an MVV, unless they come from certain countries (see Table 1 on page 2). The employer starts the TEV procedure at the employment migration desk of the IND.

### *Documents*

To demonstrate that the foreigner satisfies the conditions set, NWO-I must send the following documents when it applies for the TEV of the future employee:

- copy of passport;
- criminal record declaration;
- referee's statement (in the case of an accompanying partner);
- if the partner submits an application too, NWO-I needs to send authenticated copies of all certificates;
- a valid copy of the foreign travel document if the MVV has to be issued in a country other than the country of nationality.

If the personal documents (marriage/birth certificates et cetera) are not in Dutch, French, German or English, then the foreigner should provide a sworn translation.

### *Authentication and verification*

Please note: when an MVV is issued, the employee must be in possession of the required authenticated documents. Authentication means that the authorities of the country where the documents (birth certificate, marriage certificates et cetera) come from must confirm with a signature that these have been issued by an authorised body. This confirmation is mostly done by the Ministry of Foreign Affairs or the Ministry of Justice of the applicant's own country. Subsequently, the Dutch representative in that country will have to approve the documents too. NWO-I advises you to request each foreign employee (irrespective of the nationality) to determine at these authorities whether the documents need to be authenticated.

### *Issuing of the MVV*

The IND informs the employer (NWO-I) when there is no objection to issuing an MVV. Based on this decision, NWO-I informs the future employee that he/she can contact the Dutch embassy to arrange the visa. The employee will then have to show a valid national passport and, if that is required, the authenticated documents. NWO-I has already paid the applicable fee. NWO-I will also reimburse the costs associated with obtaining an MVV. NWO-I will also reimburse the travel and transport costs of employees who come from abroad and under certain conditions reimburse the costs for furnishing a home. For detailed information about this please consult our Collective Employment Conditions Regulation (CAR: Chapter 3.2).

Once the identity has been established based on a valid passport, the diplomatic representative will stick the MVV sticker in the passport. It is wise to wait with booking the journey to the Netherlands until the MVV sticker has actually been received.

During the MVV application, the person concerned may not remain in the Netherlands to wait for the decision concerning the application. Once it has been issued, the MVV is valid for three months and the person must travel to the Netherlands within this period.

### *Accompanying family members*

If the employee has a spouse, a (registered) partner or children under the age of 18 who want to come to the Netherlands, then the employer can also submit a request to issue an MVV for family members. NWO-I will cooperate in this. Family members do not have to travel to the Netherlands at the same time if the request for issuing MVV is issued at the same time. Just like the employee, family members have three months to travel to the Netherlands after the MVV has been issued.

## **Annexe 2. Short-stay visa (tourist visa)**

If the employee will be in the Netherlands for less than three months, then he or she does not need an MVV, but a short-stay visa (more commonly known as a tourist visa). The employee must request this visa at the Dutch embassy or consulate in the land of origin. In the application, the employee states that he or she wants to come to the Netherlands as an employee. The short-stay visa is a sticker that is stuck into the passport.

It is a Schengen visa and gives the holder of it the right to a stay for at most three months in the Schengen countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden. With a Schengen visa, the holder can freely travel through the Schengen countries so long as the visa is valid.

### **Annexe 3. Obtaining a Citizen Service Number**

The Citizen Service Number (BSN in Dutch, previously the Sofi number) is a unique identifying personal number that everybody who is registered in the Municipal Records Database receives.

Due to the strict measures imposed by law in the event that a person does not have a BSN, it is vitally important that the employee registers IMMEDIATELY with the municipality and applies for a BSN!

The employee needs this number for contacts with the government, for example for informing the municipality of a move or registering a birth. NWO-I uses the BSN to arrange various matters with, for example, the Dutch Tax and Customs Administration and the pension funds.

The Sofi number has not completely disappeared. Is the employee not registered with a Dutch municipality and does the employee not have a BSN? Does the person still have to pay tax in the Netherlands? Then the person can continue to use the Sofi number. The employee can request this Sofi number from the Dutch Tax and Customs Administration.

#### **Annexe 4. Opening a Dutch bank account**

A Dutch bank account can only be opened if a person can prove that he or she is registered in the Municipal Records Database, has an employee statement or contract and has a BSN. Besides the aforementioned documents, a non-EU citizen must also provide a residence permit.



## **Annexe 5. Insurances**

The foreign employee should register with a Dutch health insurer. Other important insurances are:

- statutory liability insurance;
- property insurance;
- car insurance.

Some insurance companies offer employees an extensive package of damages insurances against attractive premiums. This can be interesting for people who stay in the Netherlands for several years. Furthermore, NWO-I employees receive an extra discount at Centraal Beheer and OHRA, because NWO-I has concluded collective contracts with these companies.

To help foreign employees find the way in the Dutch healthcare system it might be important to offer the new colleague help in finding a GP and dentist.

## **Annexe 6. Change to or ending of the residence permit**

If the aim of the stay changes or if the residence permit ends, then this has consequences for the further stay in the Netherlands.

As soon as the employment contract of the employee ends (when the period of service ends, in the case of dismissal or upon resignation et cetera) then the residence permit also automatically ends as this was issued on the basis of an employed position. The person concerned must then leave the country. If the residence permit ends and the person wants to stay in the Netherlands for longer, for example to study or due to partner reunification, then the new application will be tested against the conditions associated with the new residence objective. The employee is responsible for making this application.

For so long as a residence permit is still valid, a person is entitled to the unemployment rights they have built up during the employment period as long as the conditions for the Dutch Unemployment Act have been satisfied. Under the Dutch Restriction on the Payment Abroad of Social Security Benefits Act, the employee only has the right to a social benefits payment if the person lives in the Netherlands or in the country with which the Netherlands has agreed that the export of the benefit is possible. The Ministry of Social Affairs and Employment can provide more information about this per individual case (telephone: 0800-9051).

### *Naturalisation*

If a person has lived in the Netherlands for a certain period, then he or she can apply for Dutch citizenship. If the person acquires Dutch citizenship, then he or she can remain in the Netherlands for an unlimited period. From that moment onwards, the person also has the same rights and obligations as every other Dutch person.

For this procedure, the person must always have had a valid residence permit since his or her birth in the Netherlands or from being permitted to enter the Netherlands. Therefore applying for an extension of the residence permit in good time is vitally important!

The foreigner can apply for Dutch citizenship if the conditions stated below are satisfied:

He/she

1. - has lived for at least five years in the Netherlands, Netherlands Antilles or Aruba or
  - has lived at least three years in the Netherlands together with the same Dutch partner or
  - has been married for a period of at least three years or has a registered partnership and shares a household with the same Dutch person; has a residence permit for a non-temporary residence purpose;
2. is completely integrated and can speak and understand Dutch. This must be demonstrated by completing a naturalisation test;
3. during the past four years has not received a prison sentence, study order or community service order or has received a high fine.

The request for Dutch citizenship can be submitted to the Civil Affairs Department of the municipality where the person lives. Once the civil servant has collected all the information he or she will conduct an investigation. He or she will establish the identity and whether the person has been in trouble with the police. He or she will then issue an advice: whether or not to grant Dutch citizenship.