### RESIDENCE PERMIT (VVR) PROCEDURE

#### **Onboarding**

Your manager must submit an onboarding request to the staff immigration office 3 months before the start of your contract.

#### **IND** submission

The IND strives to give an update on the application of your residence permit within 3 weeks after submission.

N.B. during busier times the waiting time may be longer.

# Book your travel to the Netherlands

Once you have received the approval by the IND you can book your tickets to travel to the Netherlands.

### Pick up your permit

It will take about two weeks for your permit to be ready following your biometrics appointment. Once this is ready, we will make you another appointment at IN Amsterdam.\*\*

# Enjoy your time at VU Amsterdam

Should your contract be extended, you must request an extension 3 months before the expiry of your current permit. Once we receive the task, we start the process once more through Visa Care.

### Visa Care

The staff immigration office sends the login details to our Visa Care system to start uploading the documents needed for the application of your permit.

### Biometrics appointment

Once the staff immigration office has your travel dates, we will book you a biometrics appointment at IN Amsterdam\*\*. You will also register in the BRP here.

### **Upload copy of your permit**

Make sure to upload a copy of your permit (front and back) onto Visa Care so we can add this to your DPD and close the dossier.

### **Positive IND decision**

Once we receive a positive decision from the IND, we will inform you accordingly via Visa Care along with the IND decision letter.



