LONG STAY ENTRY VISA (MVV) AND 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.

MVV and biometrics appointment

You can now make your MVV appointment at the Dutch representative in your country. You will also do your biometrics during this appointment.

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. You will also register in the BRP at this appointment.**

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 you the login details to our Visa Care system so you can start uploading the documents needed for the application of your permit.

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.

Book your travel to the Netherlands

Only after your have received the MVV sticker in your passport, then you can book your travel tickets to the Netherlands. As soon as you have the dates inform us by completing the form on Visa Care.

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.



^{**}If your home address falls outside the Amsterdam radius you will need to make these appointment yourself. see the section titled "IN Amsterdam" on the VU website to see if this applies to you.