

Provisional Residence Permit (MVV)

Knowledge Centre for International Staff

Most non-EU/EEA nationals who wish to live in the Netherlands for more than three months require a Dutch entry visa (MVV) to come to the Netherlands. The Dutch mission in your country of origin or the country where you have a valid residence permit (which must be valid for at least another 3 months) is responsible for issuing the MVV. If you are in possession of a valid residence permit for another [Schengen country](#), you do not need a MVV to enter the Netherlands.

You can obtain the visa at the closest [Dutch embassy/consulate-general](#) in your current country of residence after receiving a positive decision on your application. Please read the following information carefully.

MVV applications can **only** be submitted by the sponsor of the foreign national, in this case Maastricht University. KCIS will apply for the MVV on its behalf.

Not everyone needs an MVV to apply for a residence permit in the Netherlands. You will find an overview of nationalities as well as specific circumstances for which an MVV is not required [here](#).

Entry and Residence procedure (TEV procedure)

If you need an MVV the TEV procedure will be initiated. This means you apply for both an MVV and a residence permit at the same time. Only a [recognised sponsor](#) can start this combined procedure on your behalf. The sponsor is the person or organisation with an interest in your coming to the Netherlands (mostly your employer). Your sponsor fills in the application form and, including the requested documents, sends it to the IND.

Staying in the Netherlands during the TEV procedure?

You must await the decision on the TEV procedure abroad. The IND will assess if you meet all the conditions before you come to the Netherlands..

Completing the form and gathering the documents

To apply for the TEV procedure, KCIS will need to fill out an application form. KCIS will also need to gather certain documents and submit them together with your application. The conditions and the documents depend on the reason why you want to apply for a residence permit in the Netherlands (your purpose of stay). KCIS will inform you of the documents you need to submit through its online portal and via email.

Please note: when including official foreign certificates (e.g. marriage/birth certificate) these documents may need to be [legalised, apostilled and/or translated](#).

Submitting your application and paying the fees

Once KCIS has fully completed the form and received all of your required documents, the application will be send to the IND digitally.

The [fees](#) for the application will be paid by the department you will be working for at Maastricht University. The fees for your family member(s) residence permit(s) will **not** be refunded by Maastricht University. Maastricht University will initially pay your family

member's fee(s) but will withdraw the full amount from your salary or send you an invoice afterwards (in case of unpaid employee)

Assessment of the application

The IND assesses your application. This means the IND will check whether you meet the conditions and that you have the correct documents to support your application. The conditions and documents depend on your purpose of stay in the Netherlands.

Assessment of your application may take some time. Sometimes the IND needs to verify your documents in your country of residence. For Highly Skilled Migrants, Scientific Researchers and their family members, shorter assessment terms apply. Please note, however, that the IND officially has 90 days to take a final decision.

Passport validity

The MVV is a visa that is placed in your passport (as a sticker). The embassy or consulate will check your travel document (passport) and will then place the MVV in your passport. The passport must be valid for 3 months more than the validity of the MVV. With a valid passport containing an MVV sticker you have 90 days to travel to the Netherlands.

Validity of the MVV

If your MVV application is granted, the IND will also authorise the Dutch embassy or consulate to issue you with an MVV. The IND authorisation is valid for 3 months, meaning that you have 3 months to collect your MVV. Your sponsor will receive a letter from the IND granting the application. From the date of the letter you have 3 months to collect the MVV. If you do not collect your MVV within this period, you will need to submit a new application.

Travelling with an MVV

The MVV is also referred to as a D-visa. The D-visa is valid for 90 days from the commencement date stated in the visa sticker that is placed in the passport.

You can use the D-visa to enter and leave the Netherlands (and other Schengen countries). You can stay in other Schengen countries for a maximum of 90 days within a period of 180 days.

Arrival in the Netherlands : collecting your residence card

Your residence card will immediately be issued upon your arrival in the Netherlands. In order to be able to make a residence document, the IND needs your fingerprints, passport photo and signature. Please check [biometric details](#) to see how and where you can provide these.

You must collect the residence document in person at the Expat Center in Eindhoven. KCIS will inform you on where you can collect the document and which papers you need to take with you. Apart from the residence document you will also receive a leaflet explaining your rights and responsibilities.

Children under the age of 18 can only collect their residence document when accompanied by their parent(s) or legal representative.

If the document is not yet available during your appointment at the Expat Centre, you will receive a residence sticker (verblijfsaantekening) in your passport. This is your proof of lawful stay in the Netherlands. The sticker also states if and under which conditions you are allowed to work.

Please note: the sticker cannot be placed in a passport which is no longer valid.

Term of validity of the residence permit

The validity of your residence permit depends on the purpose of your stay and is linked to the duration of your employment contract/guest agreement in the Netherlands. Your residence permit can be issued for a maximum period of 5 years. The term of validity of your residence permit is stated on your residence document.

Family members

KCIS will also help you apply for MVVs (and, later, the residence permits) for any partner and family members who will travel with you to the Netherlands or join you later.