

Residence permit extension

Knowledge Centre for International Staff

A Dutch residence permit is always valid for a specified period of time. To extend it, the purpose of your stay in the Netherlands must be the same as that used for the first residence permit application submitted to the Immigration Service (IND). Does the purpose of your stay change? Then we will have to apply for a [purpose of stay](#).

KCIS assists UM's international staff with extending their residence permits. After receiving all the required documents, we will invite you to the KCIS office to sign the application and send it to the IND via regular mail.

NB: *As of January 2014, all internationals - except EU nationals and nationals of the EEA and Switzerland - aged 6 years and older have to have their photograph and fingerprints taken for their residence document. Your fingerprints and photograph can be taken at any IND desk. There's no need to make an appointment for this. This is only applicable if your biometric data haven't been taken after 1 March 2014.*

Family members

Note that extensions of your family's residence permits must also be applied for before the end dates of their current residence permits. If you have not heard from KCIS or the IND two months before the expiry date of their permits, contact us via info-kcis@maastrichtuniversity.nl.

The [IND fees](#) for the extension of your family's residence permits will initially be paid by the university but later be withheld from your salary or be invoiced to you. The procedure for the extension of your family's residence permit is equivalent to the procedure described above.

Return visa

If you are from one of the countries mentioned in [this list](#), you will need either a valid residence permit or a return visa before you can travel abroad and re-enter the Netherlands. A residence sticker does not allow you to do so. Please contact the KCIS if you think you might need a return visa.