

YOUR GUIDE

1

to the Netherlands and Wageningen UR



WAGENINGEN UR

For quality of life

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A WORD OF WELCOME

We are pleased that you have been accepted as a (guest) researcher at one of the research programmes of Wageningen University and Research Centre.

Wageningen University and Research Centre (Wageningen UR) is an organisation that links education to fundamental, strategic and applied research in the fields of plants, animals, agro-technology and food, the rural environment and nature, and society. Wageningen UR's mission is to use scientific research and education to help people obtain sufficient and safe food in a sustainable world.

The strength of Wageningen UR lies in its ability to join the forces of specialised research institutes, Wageningen University and the Van Hall Larenstein University of Applied Sciences. The university and VHL educate people for positions that place high demands on expertise, attitude, skills and insight while the research institutes focus on strategic and application-oriented research for the business community, governmental bodies and other interest groups.

This booklet is divided into three sections and is meant to inform you about the process of coming to Wageningen UR after being accepted as a (guest) researcher here. You are now reading Your Guide to the Netherlands and Wageningen UR Part 1, which gives an overview of the six steps that need to be taken before starting your research activities. It goes into detail about such things as your visa application, legalisation of documents, housing, insurance, etc, all of which need to be arranged before arriving at Wageningen UR. Part 2 and 3 will be sent to you as soon as we have clarified which procedures are applicable to you and after we have started the application procedure and have received approval for your application.

Please read this booklet carefully because it will save you time and trouble in a complicated process. If you have any questions after reading this booklet, please do not hesitate to contact us.

We look forward to meeting you at Wageningen UR.

HR Department Wageningen UR

SIX STEPS TO REGISTRATION AT WAGENINGEN UR

To start working at Wageningen UR, you must take the following steps:

1. make first contact with Wageningen UR
2. receive a letter of invitation or acceptance as a (guest) researcher at Wageningen UR
3. arrange financial support
4. apply for a visa
5. prepare documents and information
6. travel to Wageningen

Based on your first contact with Wageningen UR, you have received a letter of invitation or acceptance from your future research group to work as a (guest) researcher or as an employee at our organisation.

Next, you and the supervisor of your research group will need to arrange the details of how you will be sponsored during your stay in the Netherlands. If you have been awarded a grant from a third party, the HR Department requires an official confirmation letter from this sponsor. The letter needs to state your name, a detailed specification of your monthly payment and the period you will be staying at Wageningen UR.

In addition to your sponsorship, you also need to arrange several important matters such as your final visa application, housing, insurance, and legalisation of some documents. This all needs to be done before coming to Wageningen UR. If you need a visa for entering the Netherlands, your contact person in the HR Department of Wageningen UR will apply for the visa on your behalf. However, you must first obtain some documents for the application. We therefore advise you to start collecting information for your financial support (step 3) and for your visa application (step 4) as soon as possible. Please keep in mind that these procedures can take some months and the earlier you start the better. Finally, the last part of this booklet tells you how to travel to Wageningen after you have arrived in the Netherlands.



VISA APPLICATION

The Dutch Aliens Act explains the rules and regulations for foreign visitors. For an overview of these regulations, please visit www.euraxess.nl. This might help you avoid problems when coming to the Netherlands.

People from certain countries need a special visa to be allowed to travel to the Netherlands. To facilitate the visa application procedure and to decide which procedure is applicable to you, we kindly ask you to send us a copy of your valid passport, a curriculum vitae and information concerning the length of your stay in the Netherlands.

Various types of visas

The IND (Dutch Immigration and Naturalization Services) offers two main types of visas:

- a short stay visa (**C-visa**): a travel visa, valid for a maximum period of three months (in Dutch called a VKV) and
- an authorization for temporary stay (**D-visa**): an entry visa, valid for a stay of more than three months (in Dutch called an MVV).

A STAY OF LESS THAN THREE MONTHS – VKV

Most visitors require a short stay visa (VKV) for entering the Netherlands. However, some nationalities are exempted from the VKV requirement. See the list on your right-hand side to find your nationality and visa requirements.

(Guest) researchers must apply for the VKV at the Dutch embassy in their home country. To apply for the VKV, you must have

- a copy of your valid passport;
- the original letter of invitation from your Wageningen UR research group;
- a certificate of valid health insurance covering your stay in the Netherlands, according to the Dutch requirements;
- proof of sufficient financial means for your stay.

Sometimes a **work permit** is also required. Please get in touch in due time with your contact person in the HR Department to find out whether this applies to you, so that you can be given further details about this procedure.

In general, the VKV application procedure may take some time.

Nationalities without a VKV requirement

Nationals from the following countries do not need a VKV

- | | |
|------------------|----------------------------|
| • Andorra | • Lithuania |
| • Argentina | • Luxembourg |
| • Australia | • Macedonia |
| • Austria | • Malaysia |
| • Belgium | • Malta |
| • Brazil | • Mexico |
| • Brunei | • Monaco |
| • Canada | • Montenegro |
| • Chile | • New Zealand |
| • Costa Rica | • Nicaragua |
| • Croatia | • Norway |
| • Cyprus | • Panama |
| • Czech Republic | • Paraguay |
| • Denmark | • Portugal |
| • El Salvador | • Poland |
| • Estonia | • Romania |
| • Finland | • San Marino |
| • France | • Serbia |
| • Germany | • Singapore |
| • Greece | • Slovakia |
| • Guatemala | • Slovenia |
| • Honduras | • Spain |
| • Hungary | • Sweden |
| • Iceland | • United Kingdom |
| • Ireland | • United States of America |
| • Israel | • Uruguay |
| • Italy | • South Korea |
| • Japan | • Switzerland |
| • Latvia | • Vatican City |
| • Liechtenstein | • Venezuela |



A STAY OF MORE THAN THREE MONTHS – MVV

Who needs an MVV?

People from outside the European Union and European Free Trade Area who are planning to stay in the Netherlands for more than three months need an MVV visa to enter the Netherlands. Nationals from the United States, Japan, Australia, New Zealand, Canada, South Korea, Monaco and Vatican City are exempted from this requirement, but they do need to apply for a residence permit. Read more on this subject in Your Guide to the Netherlands and Wageningen UR Part 2.

Conditions of an MVV application at Wageningen UR

If you require an MVV visa to enter the Netherlands, the contact person for immigration procedures in your HR Department at Wageningen UR will apply for the visa on your behalf. The application process for this visa consists of two stages:

- a. Wageningen UR, as the host institute, first applies for advice from the Dutch Immigration Office (IND);
- b. After we have received approval from the IND for your MVV, we will send you a message and then you can go to the Dutch embassy in your home country to make the final application for this visa yourself.

You will also need a residence permit, which will give you the legal right to reside in the Netherlands. After arriving in the Netherlands, you have three (3) working days to apply for the permit. The contact person in your HR Department will assist you with this application. Your Guide to the Netherlands and Wageningen UR Part 2 explains this procedure in greater detail. You will receive Part 2 as soon as we have received your visa approval from the IND.

Wageningen UR will only start the application procedure for advice on the MVV on behalf of the (guest) researcher if the (guest) researcher has

- a valid passport;
- no criminal past;
- guarantee of sufficient financial support for his/her stay;
- no tuberculosis;

- given written permission to allow personal data information to be passed on to third parties.

The entire procedure to obtain permission for a (guest) researcher to enter the Netherlands, to reside and to work here will take approximately 2 - 3 months.

Checklist of required documents for an MVV

To facilitate the MVV application procedure, we will need certain documents from both you and our organization.

Please send us the following information, scanned, by e-mail or by regular mail as soon as possible:

- a copy of your valid passport, including all pages with stamped or written information or with stickers;
- a copy of your legalized birth certificate that is not older than three months and has been translated into English by a sworn translator and a copy of your original birth certificate;
- copies of your last diploma(s) (MSc and/or PhD);
- a copy of your curriculum vitae;
- a copy of the letter of invitation from the research group;
- a copy of documents stating your financial support by grant, scholarship or other means during your stay in the Netherlands.

Depending on your situation, other documents may be required. Wageningen UR will inform you if it needs further information.

Furthermore, we kindly request that you inform us

- where the Dutch embassy that you are applying for and ultimately collecting your visa is located;
- your complete address in your homeland;
- your marital status.

Work Permit

In some cases, we will also need to apply for a work permit.

For this, we need

- a copy of your valid passport;
- a copy of your curriculum vitae;
- a copy of your original, most recent diploma and a copy of the official translation of this document,



preferably into English or Dutch by a sworn translator, which carries a hallmark of authenticity.

Should you need a work permit along with your MVV, we will apply for both documents simultaneously.

Should you need a work permit along with your VKV, we first need confirmation from *UWV Werkbedrijf* that the VKV has been applied for.

If more documents or procedures are applicable to your situation, the contact person in your Personnel Division will be in touch with you.

We kindly ask you to inform us of any change in your situation.

Legalized certificates or with apostille stamp documents

All nationals from outside the European Union and the European Free Trade Area who have entered the Netherlands with or without an MVV need a temporary residence permit for their stay in the Netherlands. The contact person in your Personnel Division will assist you in applying for this residence permit after you arrive in the Netherlands (see Your Guide to the Netherlands and Wageningen UR Part 2).

When you apply for a visa and residence permit and register as a resident of the Netherlands, you need certain legalized documents, such as a birth or marriage certificate.

These documents have to be legalized (certification that the document is genuine) officially. The legalization must be recently done; it may not be older than three months. Furthermore, the originals of these documents should be written in or translated into English by a sworn translator, but we will also accept translations into Dutch, French or German. The translation and legalization or apostille stamp document **must** remain attached to the original document and may not be removed for the purpose of scanning or copying. You should have these documents in order before you come to the Netherlands.

If you come to the Netherlands alone, you only need a copy of your passport and legalized birth certificate. Should you wish to have your spouse/partner come to the Netherlands at a future moment, we advise you to already bring with you a translated and legalized or with apostille stamp marriage certificate or cohabitation agreement.

If you decide to come to the Netherlands with family members, you will subsequently also need

- a copy of a valid passport for each family member, including all pages with stamped or written information or with stickers;
- a copy of a recently legalized birth certificate for each family member; the legalized document may not be older than three (3) months. The original birth certificate should be written in or translated into English by a sworn translator, but we will also accept translations into Dutch, French or German;
- a copy of your marriage certificate or cohabitation agreement; the legalized document may not be older than three (3) months; the original certificate or agreement should be written in or translated into English by a sworn translator, but we will also accept translations into Dutch, French or German.

If more documents or procedures are applicable to your situation, the contact person in your HR Department will be in touch with you.

Exemptions

Certificates from some countries are exempted from legalization. Certificates from countries that are member of the Apostille Convention only need an apostille stamp. Please ask the contact person in your HR Department for further details on this matter.

Countries requiring legalization

Certificates from countries that are not exempted from legalization and that are not members of the Apostille Convention need to be legalized by the Ministry of Foreign Affairs of the country where the document has been provided, and by the Dutch Embassy.



Please bear in mind that getting these documents legalized will take some time. You need to arrange this in your home country and start the procedure as soon as you have decided to come to the Netherlands.

Countries without MVV requirement

Citizens from the European Union and European Free Trade Area and from United States, Japan, Australia, New Zealand, Canada, South Korea, Monaco and Vatican City who plan on staying in the Netherlands for longer than three (3) months do not need a special visa to enter the Netherlands (see list of countries below). Your contact person in the HR Department may advise you to apply for an MVV visa nevertheless, because of some practical consequences after arrival in the Netherlands, concerning your starting date of work.

In any case, you do need to apply for a residence permit.

Nationals from the following countries do not need an MVV

- Australia
- Austria
- Belgium
- Canada
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Japan
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Monaco
- New Zealand
- Norway
- Portugal
- Poland
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- United Kingdom
- United States of America
- South Korea
- Switzerland
- Vatican City

Under **NO** condition should (guest) researchers who plan to stay longer than three months enter the Netherlands with a

short-stay or tourist visa. It is **NOT** possible to change a tourist visa into a residence permit.

APPLYING FOR AN MVV AT THE EMBASSY

Various types of visas

As mentioned before, the Dutch Immigration and Naturalization Service (IND) offers two main types of visa: the short stay visa – C-visa (VKV) and the entry D-visa (MVV), an authorization for temporary residency for more than three (3) months.

Travel possibilities during the application process for a residence permit

When coming to the Netherlands on an MVV (D-visa) and applying for a residence permit, usually some weeks will pass until the application has been processed. While waiting for a residence permit, you are allowed to travel outside the Netherlands with an MVV (D-visa).

The D-visa is valid for 180 days and for multiple entries. Within the period of 180 days you are not allowed to stay more than the first 90 days in another Schengen country. The period of 90 days commences at the moment of entering the Schengen area, and **NOT** at the moment you receive the D-visa at the embassy.

Requirements for a D-visa

The protocol accompanying the introduction of this document states that the D- visa will automatically be given to everyone who qualifies for an MVV. However, this actually does not always happen. Therefore, it is safer to ask the embassy specifically what the requirements are for obtaining a D-visa. If you want to know beforehand whether this consultation procedure is required in your case, we suggest that you call your local Dutch embassy and ask information about this procedure.

Attention: a D- visa is valid for 180 days and will be issued for multiple entries. If you have to travel outside the Schengen countries before you have your residence permit, you are allowed to return to the Netherlands as long as the six (6) months of the D- visa have not expired.



ADDITIONAL INFORMATION

Dutch bank account

To open a Dutch bank account, which you will arrange after your arrival in the Netherlands, you will need to show an official document from your homeland stating your address there (e.g. a bank statement or a certificate of residency from your municipality). Without one of these documents, the bank may not be willing to open an account.

As your Dutch bank account will not be activated during the first weeks of your stay in the Netherlands, we advise you to bring enough cash money (Euros or other easily convertible currency) with you for all the necessary initial expenses such as travelling from the airport to Wageningen, applying for a residence permit, etc.

Passport photo

We strongly advise you to make a new passport photo, according to the Dutch requirements, at an official photo shop after your arrival in Wageningen. **The Dutch Immigration and Naturalization Service (IND) does not accept passport photos taken abroad.** You need to add this new passport photo to your application for a residence permit. The contact person in your HR Department will help you with this.

Insurance

Everyone in the Netherlands must have a health and a liability insurance. The contact person in your HR Department can help you arrange a comprehensive insurance policy for international (guest) researchers. Please note that when you come to Wageningen as a guest researcher and you are pregnant the moment you enter the Netherlands, it's **not** possible to arrange a Dutch health insurance covering costs for childbirth in the Netherlands. It might be that your present health insurance covers the costs for childbirth in the Netherlands but this is not always obvious. Please check before you leave.

Housing

A contact person in your research group at Wageningen UR usually assists in arranging housing for all international

(guest) researchers. When the immigration procedure has reached a certain stage, the research group begins the procedure of arranging a room for you at one of the available housing facilities for students and (guest) researchers. We therefore advise you to inform your supervisor or contact person in the research group of your expected date of arrival in the Netherlands. The contact person in the HR Department is normally not involved in arranging housing facilities.

Final preparations

Please note that when you are staying in the Netherlands for longer than three (3) months, **always** bring your original official documents, including the application form, the translation and legalization (or apostille stamp) documents, such as birth certificates, marriage certificate, divorce certificate, guardianship papers, etc.

After having received the approval for your application from the IND, we will send you the booklet *Your Guide to the Netherlands and Wageningen UR Part 2*. This second booklet contains important information about preparing for Wageningen, travel instructions, applying for a residence permit, etc. You will also receive *Your Guide to the Netherlands Part 3* with information about daily life in Wageningen and the Netherlands.

To arrange an appointment with the contact person in your HR Department immediately after arrival, we kindly ask you to inform us of your arrival date as soon as possible.

You will need to apply for your residence permit at IND and report your arrival to the municipality within three (3) working days of your arrival. The contact person from your HR Department will assist you in applying for a residence permit. In the meantime, you will be informed of other details of the procedure.

Resource

Getting in touch with life in Wageningen and Wageningen UR? Resource is the news-magazine of Wageningen UR. An independent editorial staff writes critically and open mindedly about research, the organization, education and



student life. Stay up-to-date through our magazine, our website (www.resource.wur.nl/en) and our news alert. Subscribe [here](#) and you will receive weekly updates of all the news of Wageningen UR in your mailbox.... *Resource*, telling it straight!

TRAVELLING FROM SCHIPHOL (AMSTERDAM AIRPORT) TO WAGENINGEN

At the airport

When travelling by plane, you will probably arrive at *Amsterdam (Schiphol) airport*.

You will then pass through *Immigration*. Before collecting your luggage, you can change your foreign currency into Euros at one of the banks ('grenswisselkantoren'). The banks at the airport are open 7 days a week. Because banks outside the airport are not open during the weekend, we suggest to buy your Euros at the airport. You will need approximately € 200, - per person to cover your initial expenses.

After collecting your luggage, you will go through *Customs* and enter the *Arrivals Hall*.

You can reach Wageningen by train or taxi, or a contact person of the research group may pick you up. This latter option will usually have been arranged before departure from your homeland.

Travelling by train

If you travel by train to Wageningen, you will find the railway station opposite the Arrivals Hall by following the sign *To the trains*. In the Arrivals Hall you can buy a single second class train ticket to *EDE-WAGENINGEN*. Please bear in mind that you must purchase your ticket before boarding the train, there are slot machines for this purpose at the station. You cannot buy your ticket on the train.

Trains from Schiphol Airport to Ede-Wageningen depart almost every 15 minutes from early morning until late in the evening. Dutch trains are usually punctual. Timetables are available at the yellow information boards or on big, electronic overhead signs at the station.

When travelling from the airport, your best option is to choose a train going to *UTRECHT* station. Once in Utrecht, you must change trains and board one going to *ARNHEM* or *NIJMEGEN*; these trains stop at *EDE-WAGENINGEN* station. Please leave the train here.

Travelling from Ede-Wageningen to Wageningen

The bus station and a taxi stand are located near *EDE-WAGENINGEN* railway station. Please note that taxis are expensive.

If travelling by bus to Wageningen, we suggest taking the bus to *WAGENINGEN* bus station. A bus ticket can be bought on the bus.

Please be aware of thieves and pickpockets in crowded places such as airports, railway stations etc., especially in big cities like *AMSTERDAM* and *UTRECHT*. We advise you to watch your luggage at all times. Valuables such as money, passports, tickets, and laptops should be kept in a safe place.

Registration

After having arrived in Wageningen, you will need to be registered as a (guest) researcher at Wageningen UR. More about this will be explained in Your Guide to the Netherlands and Wageningen UR Part 2.

In the event that your personal situation, personal details or plans change, please inform the research group and the contact person in your HR Department as soon as possible.



CHECKLIST

Please find below a list of important matters to arrange before travelling to the Netherlands and starting your research activities at Wageningen UR.

- Contact the research group to arrange the details of financial support;
- Send a copy of your passport, preferably scanned, by e-mail;
- Arrange an official (legalized) birth certificate and/or official (legalized) marriage certificate or certificate of cohabitation, with translation(s);
- Bring the original and legalized documents with you to the Netherlands;
- Arrange an official document from your home country stating your address there (e.g. a bank statement or a certificate of residency from your municipality);
- Arrange a Travel and Health Insurance;
- Bring enough cash money (Euros or other easily convertible currency) with you for all the necessary expenses during the first days;
- Arrange how you will get to Wageningen, once you arrive in the Netherlands;
- Inform your contact person at the research group of your exact arrival date in the Netherlands as soon as possible, so that they may arrange housing, a computer account, entrance pass, etc. in a timely fashion.
- Inform your contact person in the HR Department of your exact arrival date, too.

We very much look forward to meeting you in Wageningen.

HR Department Wageningen UR

