

**APPLICATION RESIDENCE PERMIT**

Dear colleague,

Thank you for requesting a visa application for your candidate. In this email we summarize all the important information you need to know for the visa application. We ask you to read this email carefully.

The candidate must meet the following criteria. The candidate:

* His / her diplomas have been approved by Nuffic or there is a QE that has been approved by the Dean of Research
* The candidate comes without a family
* The candidate has a scholarship or own financing for living allowances of at least € 1271,- / month
* The candidate is not employed by WUR
* The candidate stays for a period longer than 3 months

Due to the time it takes to handle a visa application it is advisable to apply for a visa 3 months before the preferred arrival date of candidate. When the request is made within 3 months of the arrival date we cannot guarantee that the visa is in time. Requests within 8 weeks of the arrival date will not be accepted.

The entry visa is valid for 3 months after issue.

Visa costs are 174 €, this and other migration costs will be passed on to the chair group.

For an application the following documents are needed:

1. The attached forms filled in by the candidate.
2. A clear scan of the passport. The passport should be valid for a minimum of 6 months and include at least two blank pages.
3. A scholarship letter (specified the living allowances) or financial statement.
4. Letter of invitation or hosting agreement, stamped and signed, including the following information:
* the name of the chair group
* start and end date of the period of stay
* name, duration and nature of the research project
* agreed income, at least €1271,- / month
* statement that at least 50% of the appointment time is spent on research
* the PhD has its main residence in the Netherlands
* co-signed by the candidate
1. The completed table below:

|  |  |
| --- | --- |
| Graduate School |  |
| Departement |  |
| Health insurance policy (AON) arranged by PhD Services  | Yes / No |
| e-mail address PhD |  |
| Project number |  |

These documents have to be sent in 1 email by the contact person to the PhD office. Information sent in multiple emails will not be handled by the PhD office.

**Note:** If registration in Promis has not yet been achieved or when the diploma validation has not been completed the visa application procedures cannot be started.

As soon as we received all the required information and the candidate is registered in Promis we will start the application procedure. When we have received a positive decision from the IND, we will send the candidate an e-mail with instructions for collecting her / his entry visa.

The entry visa allows the candidate to enter the Netherlands and travel within the Schengen area.

Before arrival we will send the candidate an invitation to meet the PhD office. During this meeting we will discuss the actions that are needed to complete the application for the residence permit. Furthermore we will inform the candidate about the conditions of the visa and the consequences if these conditions are not met.

We hope that this email contains sufficient information for you to request a visa application. If you have any more questions please contact the PhD office via PhD.services@wur.nl or phone: 86020.