

**APPLICATION EXTENSION RESIDENCE PERMIT**

Dear colleague,

Thank you for requesting an extension of a residence permit. 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.

Due to the time it takes to handle a visa application it is advisable to apply for an extension 3 months before end of the current residence permit. When the request is made within 3 months we cannot guarantee that the extension is arranged in time. Requests within 8 weeks of the end of the current residence permit will not be accepted.

Costs for extension of the residence permit are €174,-, these 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 copy 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. Copy of the front and back of the current residence permit pass.
5. Extension of AON policy yes/no?
6. Project number on which the costs for the residence permit and insurance can be booked.
7. Letter of invitation or hosting agreement in PDF, stamped and signed, including the following information:
* The name of the chair group
* period (start and end date) of the extension
* Name, duration and nature of the research project
* Agreed income, at least €1271,- / month for living allowances
* Declaration 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

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

As soon as we have received the required information, we request an extension from IND and, if desired, we extend the current AON policy. When the new residence permit is available, we will send the candidate an invitation to pick up his / her pass at the Expat Center.

If you have any more questions please contact the PhD office via PhD.services@wur.nl or phone: 86020.