

1 Immigration Checklist (TEV Nationality)

Based on your nationality you need a provisional residence permit and a residence permit. Leiden University will, as your sponsor, follow the combined procedure for admittance and residence (TEV). Please find below a checklist of all matters that require your attention at some stage of your immigration. The International Service Desk (ISD) will contact you for the documents needed to start up the TEV procedure. You will receive a username and a password to log on to our ISD webportal.

Before departure	How	Why	Who
<input type="checkbox"/> Find a Dutch mission	Dutch government website	To collect your provisional residence permit	you
<input type="checkbox"/> Plane tickets after approval of provisional residence permit	Your choice	Avoid disappointment and do not book a flight before you have your visa	you
<input type="checkbox"/> Find a place to live	Check our website		you

Documents

<input type="checkbox"/> Passport	ISD Webportal	IND application	you
<input type="checkbox"/> Higher education qualification*	ISD Webportal	IND application	you
<input type="checkbox"/> Curriculum Vitae	ISD Webportal	IND application	you
<input type="checkbox"/> Financial resources (if not on payroll)	ISD Webportal	IND application	you
<input type="checkbox"/> TB statement (depending nationality)	ISD Webportal	IND application	you
<input type="checkbox"/> Birth Certificate*	ISD Webportal	Registration Dutch Municipality	you

Upon arrival	Where	Why	Who
<input type="checkbox"/> TB test (depending nationality)	Health services (GGD)	to obtain residence permit	ISD
<input type="checkbox"/> Collect Residence Permit IND	IND office	Proof of legal residence	ISD
<input type="checkbox"/> Register at Municipality	Local Municipality	Registration living address; BSN-number compulsory if on payroll	ISD
<input type="checkbox"/> Arrange Health insurance	Own choice		you
<input type="checkbox"/> Open a Bank account	Own choice		you/ISD

After arrival	Where	Why	
<input type="checkbox"/> Apply for 30% rule, if applicable (payroll)	HR department	Tax benefit	HR/you
<input type="checkbox"/> Find GP (huisarts)	Check our website	first stop when sick	you
<input type="checkbox"/> Find Dentist	Check our website		you
<input type="checkbox"/> Exchange drivers license	Check our website		you
<input type="checkbox"/> Apply for benefits	Tax Office/UWV	possible return on costs (check our website)	you
<input type="checkbox"/> Check pension funds (payroll)	Check our website		
<input type="checkbox"/> Apply for DigiD	Check our website	Governmental services and taxes	you

More checklists

[Expatcentre Leiden](#)

[Dutch Government](#)

[Access-NL](#)

* [Any foreign documents you present to the Dutch authorities \(IND/Municipality\) have to be legalised.](#)