

Applying for a visa and/or residence permit

You wish to study at Zuyd University of Applied Sciences in the Netherlands. Based on your [nationality](#), you will need a visa and/or residence permit to study in the Netherlands. In both cases, Zuyd University of Applied Sciences will apply for your visa and/or residence permit on your behalf. The following is an overview of the conditions and the requirements you must meet when applying for a visa and/or residence permit.

As soon as you have applied for your study programme in Studielink, as of May 1st (semester 1) or November 1st (semester 2), you will receive a separate e-mail to start the online application procedure for your visa and/or residence permit. Here, you have to fill in all the mandatory questions and upload the requested documents.

The final deadlines for submitting all required documents in the online application process are:

- **July 1st** for semester 1 students (September)
- **December 1st** for semester 2 students (February)

Please keep in mind that the application process for a visa and/or residence permit is an official process and requires the utmost input from the student. If your documents do not meet the requirements mentioned in this document, you will receive them back and you will have to adjust them accordingly. This can be very time-consuming, so make sure you carefully check your documents before submitting them.

Contents

General conditions	4
The following documents are required	5
Finances	6
Money transfers and financial documents from “high-risk countries”	7
1. You deposit money on the account of Zuyd University of Applied Sciences	7
2. You have the money on your own bank account	8
3. You receive a scholarship/grant	8
4. You receive funds from a company (sponsor)	8
5. You receive money from a person outside of the Netherlands (sponsor)	9
6. You receive money from a person in the Netherlands (sponsor)	9
Payment of the tuition fees	10
Before your arrival in the Netherlands	11
Collect your MVV (Visa; if applicable)	11
Housing	11
On campus (only applicable for students of the Hotel Management program)	11
Temporary housing	11
Maastricht Housing.....	11
Other search possibilities	11
Short-stay facilities for exchange students	12
Health insurance	12
After your arrival in the Netherlands	13
Registration at the Municipality - BRP (“Basisregistratie Personen”)	13
BSN (Burger Service Nummer or citizen service number)	13
TB test	13
Opening a bank account	14
Leaving the Netherlands.....	15
1. You de-register from your municipality	15
2. Zuyd notifies the IND of your departure	15
3. You return your residence document to the IND	15
4. You leave the Netherlands on time	15
Contact	16
International Office	16
Enrolment Office	16
General information	16
Useful websites	16
Appendix 1 – Example of a bank/account statement	17

Appendix 2 – Request for Refund..... 18

General conditions

When you apply for your visa and/or residence permit, the following general conditions apply:

- You have a **valid passport** or another travel document;
- You sign an **antecedents certificate**. In this certificate you provide information on your criminal record. You will be able to download the form in the online application procedure;
- After having arrived in the Netherlands, you will undergo a **medical test for tuberculosis** (TB). You are exempt from having to undergo a TB test in the following situations:
 - o You have the nationality of one of the countries listed in the [appendix 'Exemption from the obligation to undergo a tuberculosis \(TB\) test'](#).
 - o You have already undergone a TB test in the Netherlands less than 6 months ago.
- **Legal fees:**
The legal fees for the visa and residence permit application (**€192,-**) must be paid in advance to Zuyd University of Applied Sciences. If you do not pay the fee, we cannot send your application to the IND:

Bank name:	Rabobank
Bank address:	Croeselaan 18, 3521 CB Utrecht
Beneficiary name:	Stichting Zuyd Hogeschool
Beneficiary address:	Nieuw Eyckholt 300, 6419 DJ Heerlen
IBAN code:	NL83 RABO 0311 0197 49
BIC/SWIFT code:	RABONL2U
Amount:	€ 192 + any possible bank fees! *
Description:	<i>"your last name & initials / your student number / your study programme / legal fees"</i>

**Please note that the bank fees/currency conversion costs are for your own account.*

Once we have sent your visa and/or residence permit application to the IND, the legal fees will be collected by the IND immediately. This means that, if you decide to not come to the Netherlands, or if you are not admitted to the study program *after* we have sent your application to the IND, the legal fees will and cannot be refunded. If you decide not to come to the Netherlands, or if you are not admitted to the study program, and your application has **not** been sent to the IND yet, the legal fees will be transferred back to you. To request a refund, please see page 16 of this document for the form.

Scams with regard to organizations who approach students to transfer money on behalf of the IND

We were informed by the IND that they have received signals that students are being approached by organizations pretending to be the IND and requesting payment for legal fees or other costs. This is a scam! The IND **never** directly approaches students. All payments to the IND for legal fees are done via the institution of higher education, so you pay the fee to the school only. If you receive such a request, please [inform us](#) immediately.

The following general documents are required

- a copy of your valid passport (the page with personal information and all pages with visa stickers/stamps);
- for Chinese students (**except if you are from Hong Kong, Macau or Taiwan**): a Nuffic certificate. For more information, please visit [StudyInHolland](#);
- a signed "Antecedents Certificate" form (B01; digital copy). You will be able to download the form in the online application procedure;
- *if applicable*: the TB-test declaration form (B03; digital copy). You will be able to download the form in the online application procedure;
- proof that you can support yourself financially (see the chapter **Finances** for more information).

Please note that all documents must be in the **English, French, German** or **Dutch** language. If the original is in a different language, an original and certified translation will have to be added. More information is available [here](#).

You will upload the required documents in the online application procedure for your visa and/or residence permit application first in order to be checked. If deemed necessary, you will receive a request to send us the original documents via post.

Finances

For the application of your visa and/or residence permit you have to show you have sufficient money to live and study in the Netherlands for one year (12 months).

The **study norm** equals the amount Dutch students receive in study benefit. The amount does **not** include the tuition fees, but we do have to check you have enough funds to pay the tuition fees as well. The current study norm (2021) is **€ 11.054,04** per year (**€ 921,17** per month). Make sure you add the amount for your tuition fees to the yearly study norm of € 11.054,04.

To determine how much your tuition fee is, please check our [Tuition Fee Indicator](#).

Disclaimer: The tuition fees application is compiled with the utmost care. However, it may be the case that information is incorrect. The provisions and fees as stated in the [Regulations for Admission and Enrolment](#) (including appendices) take precedence.

For example:

Your tuition fee is	€ 11.200,-
The yearly living costs are	€ 11.054,04

Total costs per year	€ 22.254.04
Total costs per month	€ 1.854,50

- If you use your **own bank statement** to prove your financial means, your bank balance must be at least € 22.254,04.
- If you receive money from a **sponsor** and your sponsor finances all of your costs (tuition fee and living costs as mentioned above), the minimum monthly allowance must be € 1.854,50 and the sponsor's bank balance must be at least € 22.254,04.

You can prove your income in different ways

There are different ways you can show sufficient income for the livings costs and the tuition fees:

1. You deposit money on the account of Zuyd University of Applied Sciences
2. You have the money on your own bank account
3. You receive a scholarship/grant
4. You receive funds from a company (sponsor)
5. You receive money from a person outside of the Netherlands (sponsor)
6. You receive money from a person in the Netherlands (sponsor)

You will have to prove your income with documents. These documents should be in Dutch, English, German or French. If this is not the case, you should have the documents officially translated. Read more on the translation of documents [here](#).

The following requirements go for every bank statement, account statement or printout of a bank account:

- the **printing date** (may not be older than 3 months when submitting in Osiris);
- your **personal details** (first name, last name and address);
- the **available balance**;
- the available balance is **freely accessible**, meaning you can withdraw money from the bank account at any time without restrictions. If it does not concern a *current, checking or regular savings account*, a separate statement has to be added declaring the balance is freely accessible;
- an **original signature**, the **name of the bank employee**, the **logo** and a **stamp** of the bank;
- the **contact details** of the bank (website/email, bank branch *including* the address and telephone number). **If the contact details of the bank are not mentioned on the statement, please add a separate document (dated and signed by the bank) with the contact details for verification.**

Please refer to page 17 for an example of a bank statement.

Zuyd reserves the right ask for additional information and/or documents at all times.

Money transfers and financial documents from “high-risk countries”

Some countries and jurisdictions pose a high risk to financial institutions. This means that a number of sanctions are imposed by the EU and the OFAC (*Office of Foreign Assets Control*). They provide a list of countries, entities and individuals associated with terrorism, money laundering and other sanctioned activities. It is therefore not possible to transfer money from or use bank statements of the following countries: **Cuba, Sudan, North-Korea, Syria** and **Iran**. If you are a national of one of the countries mentioned, the only way to prove your financial means is by using a sponsor outside these countries.

1. You deposit money on the account of Zuyd University of Applied Sciences

You can transfer the study norm for 1 year (**€ 11.054,04**) to the bank account of Zuyd University of Applied Sciences:

Bank name:	Rabobank
Bank address:	Croeselaan 18, 3521 CB Utrecht
Beneficiary name:	Stichting Zuyd Hogeschool
Beneficiary address:	Nieuw Eyckholt 300, 6419 DJ Heerlen
IBAN code:	NL83 RABO 0311 0197 49
BIC/SWIFT code:	RABONL2U
Amount:	€ 11.054,04 + any possible bank fees! *
Description:	<i>“your last name & initials / your student number / your study programme / living costs”</i>

**Please note that the bank fees/currency conversion costs are for your own account.*

You will be asked to upload a proof of transfer in the online application procedure as well. Please keep in mind that, when transferring money to Zuyd, the money will be transferred back to you once you have opened a **Dutch** bank account. This might take a while, so make sure to open a bank account as soon as you are in the Netherlands, and to keep some money to the side to cover at least a couple of months for rent and food. Please check the information under

Opening a bank account.

2. You have the money on your own bank account

You have the study norm for 1 year (**€ 11.054,04**) plus the tuition fees in your **own bank account**. This bank account is in your name and you can freely withdraw money from the bank account at any time. With a *current account* or a *regular savings account* you can always withdraw cash freely. Do you have a different type of account? Please show that the balance can be withdrawn freely by providing a **bank or account statement** showing deposits and withdrawals, or by a separate statement of the bank mentioning the account is freely accessible.

Do you have a *joint account* with another person? Then a statement issued by the bank is required. This statement should indicate that you may and can use the money. *Certificates of deposit* are only accepted when they indicate that you may and can freely withdraw the money.

3. You receive a scholarship/grant

If you receive a scholarship or grant, you show this with a **scholarship or grant declaration**. The declaration shows:

- the **date of issue** of the declaration;
- the **name** and **official logo** of the (educational) institution granting the scholarship;
- the **contact details** of the (educational) institution providing the grant (website/email, address and telephone number);
- your personal details (**initials**, **surname** and **date of birth**);
- the **start and end date** of the scholarship;
- the **amount** you will be receiving;
- a physical **signature** and **stamp** of an authorized person of the (educational) institution providing the grant;
- the **name** of the scholarship or grant program.

If you will be receiving the *Holland-Zuyd Excellence Scholarship* or the *Zuyd Excellence Scholarship*, please upload the confirmation e-mail you received.

4. You receive funds from a company (sponsor)

If you will be receiving funds from a company, the company needs to have at least **€11.054,04** plus the tuition fees on a bank account. The company should be able to freely use this money.

You show this with the following documents:

- The *Appendix 'Financial statement of support (company)*. The statement cannot be older than three months. You can download this document in the online application procedure;

- A recent bank statement (meeting all requirements stated on page 6) proving that the company has enough funds;
- Proof that the person signing the statement on behalf of the company is authorized to grant the amount mentioned.

5. You receive money from a person outside of the Netherlands (sponsor)

This person is your sponsor. Your sponsor has the study norm for at least 1 year (**€11.054,04**) plus the tuition fees on their bank account.

You show this with the following documents:

- The *Appendix Financial statement of support (private person)*. This statement should not be older than three months. You can download this document in the online application procedure;
- A copy of the passport or identity card of the financier (sponsor). Please note that a driver's license is **not** a valid proof of identity;
- Proof of a bank account in the name of the financier (sponsor). The financier can show this with a bank statement (meeting all requirements stated on page 6).

Does your sponsor have a joint account with another person? A separate statement is then required. This statement should indicate that your sponsor has access to and is allowed to use the money.

6. You receive money from a person in the Netherlands (sponsor)

This person is your sponsor. Your sponsor in the Netherlands should show they have an income. Your sponsor can read which rules apply for their income on the page '[You live in the Netherlands and finance the study of a foreign student](#)'. For Dutch, please use [this link](#).

You show this with the following documents:

- The *Appendix Financial statement of support (private person)*. The statement is not older than 3 months. You can download this document in the online application procedure;
- An original extract from the [Municipal Personal Records Database \(Uittreksel BRP\)](#) of the municipality where your sponsor is living. The extract shows the family composition of your sponsor. The extract should not be older than three months;
- Proof of the income of the sponsor. Please use the [appendix Proof of income](#) states which documents your sponsor needs for their type of income.

Payment of the tuition fees

You will have to pay the tuition fees **before September 1st**. However if you choose the option to transfer the tuition fees to Zuyd in one payment, the deadline for payment is July 1st, contrary to the stated date of September 1st on the website. This payment is mandatory.

Please check the [website](#) on how to pay your tuition fees. By using our [tuition fee indicator](#) you can check how much you will have to pay for your study program per year. Please note that this does **not** apply to exchange students, as they do not have to pay the tuition fees.

Before your arrival in the Netherlands

Collect your MVV (Visa; if applicable)

To travel to the Netherlands, you need a *provisional residence permit* (machtiging tot voorlopig verblijf; mvv). Please note there are [exemptions](#). The mvv is a sticker that the Dutch representation places in your passport:

- You collect your mvv from the [Dutch representation](#) that you have filled in in the online application procedure;
- You have **3 months** to collect the mvv;
- Your passport must be valid for at least **6 months** on the day you get the mvv;
- You have to provide your **biometric information** (a picture, fingerprints and a signature) upon collecting your mvv as well. This biometric information will be used to produce your residence permit card (vvr).

Housing

We advise you to start your search for housing early, because the student housing market in Maastricht gets busier every year. It is much easier to find a room in **May-July** compared to in August and September.

The first thing you want to do is ask yourself what you'd like your new home to look like. Do you want to live alone or with other people? How far from the campus are you willing to live? What is your budget? Once you have a rough idea of what you want, you can begin your search.

Rent prices start between **€ 300 and € 400** for a room in a student house or a shared apartment. Additional costs like gas, electricity and water are most of the times not included. If you want to have your own apartment you'll have to pay a lot more.

On campus (only applicable for students of the Hotel Management program)

During your first year at the hotel school in Maastricht you will live on campus, together with your fellow first-year students. More information is available [here](#).

Temporary housing

If you are looking for a place to stay after your arrival until you have found permanent residence, you can check out [StayOkay](#) or [the Student Hotel](#) (both located in Maastricht). StayOkay is a hostel and offers up to three months for student [short-stay accommodation](#). The Student Hotel offers [Extended stay](#).

Maastricht Housing

[Maastricht Housing](#) is a great starting point for your search for accommodation in and around Maastricht. To apply for a room you need to register. The fee for subscription is € 35.

Other search possibilities

- [Kamernet](#)

- [KamerMaastricht](#)

Short-stay facilities for exchange students

Zuyd offers limited (short-stay) accommodation for incoming international (exchange) students, on a first come, first served basis, in collaboration with our student housing agency.

- **Avant Garde Residence:** Vijverdalseweg 8 in Maastricht
- **Annadal M-building:** Brouwersweg 100 in Maastricht

More information on the residences is available on [our website](#). For questions about student housing for international students, please contact internationaloffice@zuyd.nl.

Health insurance

Take into account that **healthcare insurance** is obligatory when residing in the Netherlands. However, you are not allowed to take out a public Dutch health insurance if you are in the Netherlands for study purposes only. You can stay insured with the health insurer in your home country or take out a private international health insurance. The following websites provide useful information about health, liability and other insurance for international students:

- <https://www.zuyd.nl/en/study-at-zuyd/get-prepared/insurance>
- <https://mymaastricht.nl/health/health-insurance/>
- <https://www.studyinholland.nl/plan-your-stay/insurance>
- <https://www.zorgwijzer.nl/zorgvergelijker/english#/search>
- <https://www.zorgverzekeringslijn.nl/english/>

Private insurance companies for international students:

- [AON student Insurance](#)
- [Allianz Care](#)

After your arrival in the Netherlands

Registration at the Municipality - BRP ("Basisregistratie Personen")

Registering as an inhabitant at the municipality you will be living in is mandatory, but is only required if you are staying longer than 4 months. You must register **within 5 days** after your arrival in the Netherlands. The IND checks on a regular basis whether you are registered. In Maastricht you can make an [online](#) appointment for registration. If you will be living in another city (for example in Heerlen, Sittard, Geleen, etc.) you will have to register at the local authorities of that municipality. If you are not registered, your residence permit will be revoked. **Please note that you are not allowed to live in Belgium or Germany!**

Please bring the following documents to the appointment:

- a valid identification;
- a rental or purchase contract (printed and signed by both parties) or a written permission from the principal occupant;
- your birth certificate (if you were born abroad);
- proof from the IND that you have legal stay in the Netherlands if you are a non-EU-national;
- a proof (notification) of deregistration if you come from: Aruba, Curaçao, Saint Martin, Bonaire, Saint Eustace or Saba.

More information is available [here](#).

BSN (Burger Service Nummer or citizen service number)

After registration at the municipality, you will receive your *BSN* within three to four weeks. The *BSN* is equivalent to a social security number: a unique registration number for every citizen, used in contacts with any government service. Various people may ask for your *BSN*. If you have a job, your employer will need to know your *BSN*. Insurance companies may also ask for your *BSN*, as well as banks.

TB test

If you have to undergo the TB test, you have to make an appointment with the Municipal Health Service (GGD). You will have to do so **within 3 months** after the residence permit has been granted. If you wait longer than 3 months, you may risk having your residence permit withdrawn.

You will have to go to the GGD office in Roermond for the TB test. Always make an appointment beforehand. They can be reached by telephone **088-88 05 074** (Mondays, Tuesdays, Thursdays and Fridays, between 08.30–12:00 o'clock).

When you go, please make sure you bring your **passport** and the filled in [TB test referral form](#). The costs are **€49,80** and are to be paid directly by bankcard (or in cash).

Opening a bank account

You might need your *BSN* when opening a bank account. At some banks it is possible to open an account without, but they will ask you to send them your *BSN* as soon as you receive it. You can open a Dutch bank account at the following banks. The banks mentioned are suggestions, you are free to choose a bank of your choice. Please note that the monthly fees differ per bank.

- **ING Bank**

You will need a *BSN* when opening an account. Please note that there is an age limit of 30 in opening a student account as well. All information regarding opening a student account can be found [here](#) (the information is in English). The visiting address is *Vrijthof 45, 6211 LE Maastricht*.

- **ABN Amro**

You can open a bank account without a *BSN*. However, the *BSN* should be submitted within 6 weeks after opening the account. Please note that there is an age limit of 30 in opening a student account as well. All information regarding opening a student account can be found [here](#) (the information is in English).

- **Rabobank**

Visiting address: *Wim Duisenbergplantsoen 1, 6221 SE Maastricht*
Please contact the Rabobank by phone first: +31 (0)43 328 18 88.

- **Bunq**

All information regarding opening a bank account can be found [here](#) (the information is in English).

- **Triodos Bank**

All information regarding opening a bank account can be found [here](#) (the information is in English).

Leaving the Netherlands

Are you going back to your country of origin, are you moving to a different country or are you in the Netherlands illegally? Here you can find out what you need to arrange if you are leaving the Netherlands, how you can get help and what happens if you do not leave voluntarily.

1. You de-register from your municipality

You are registered as a resident in the *Personal Records Database* (Basisregistratie Personen or BRP) at your municipality. Before you leave you must de-register. You can do this at the department of Civil Affairs at the municipality where you live. The municipality will notify the IND.

2. Zuyd notifies the IND of your departure

As your sponsor, Zuyd University of Applied Sciences will notify the IND of your departure within 30 days after your deregistration as a student in Studielink.

3. You return your residence document to the IND

The residence document is property of the Dutch government. You therefore must return your residence document to the IND **before** you leave the Netherlands.

You can send the residence document to the IND Documents Office. The address is:

IND Bureau Documenten
P.O. Box 7025
8007 HA Zwolle

The residence document must be invalidated. This can be done by cutting it (**do not cut it all the way through**) or by perforating it.

4. You leave the Netherlands on time

Leaving on time means that you leave the Netherlands **before** the end date of the residence permit. If you do not leave the Netherlands on time, the police of the Royal Netherlands Marechaussee can impose a return decision on you. You can also get [an entry ban](#).

Contact

If you have any further questions, please do not hesitate to contact us:

International Office

You can consult the International Office if you have any questions relating to the following:

- Visa and residence permit applications: immigration@zuyd.nl
- Scholarships: internationaloffice@zuyd.nl
- Student Housing: internationaloffice@zuyd.nl

Enrolment Office

You can consult the Enrolment Office if you have any questions relating to the following:

- Studielink
- Registration/admission
- Switching to a different study programme
- Diploma recognition for qualifications gained outside the Netherlands

Email: enrolmentoffice@zuyd.nl.

General information

- [Coming to study in the Netherlands](#) (brochure)
- [Working while studying in the Netherlands](#) (pamphlet)
- [Permit extension](#) (webpage)
- [Looking for a job after study, promotion or research](#) (webpage)
- [Permit damaged, lost, stolen or change of personal details](#) (webpage)
- [Spouse, registered or unmarried partner](#) (webpage)
- [Traveling in the Schengen area](#) (webpage)
- [Brexit](#) (webpage)
- [Leaving the Netherlands](#) (webpage)

Useful websites

- <https://ind.nl/en>
- <https://www.studyinholland.nl/>
- <https://www.netherlandsandyou.nl/>
- <https://mymaastricht.nl/>

Appendix 1 – Example of a bank/account statement

<BANK LETTER HEAD>

(the statement should be on official and original bank paper)

<CONTACT DETAILS OF THE BANK>

*(name and logo of the bank, full address, telephone number and e-mail address)**

<DATE>

(date of issue of the bank statement)

To Whom It May Concern:

This is to inform you that **<FULL NAME>** *(full name of the account holder)***, account number **<ACCOUNT NUMBER>** *(account number including international bank code such as IBAN, BIC and SWIFT)*, has been our client since **<DATE>** *(date the account was opened)*.

As of **<DATE>** *(date of the balance)* the balance of this account is **<CURRENCY>** *(e.g. € (euro), US\$ (US dollar), AUS\$ (Australian dollar), UK£ (British pound), JP¥ (Japanese yen), etc.)* **<AMOUNT>** *(amount of the balance)*.

The balance of the account is at free disposal / is freely accessible / can be freely withdrawn.

Kind regards,

<SIGNATURE BANK EMPLOYEE>

(signature of the bank employee)

<NAME AND POSITION BANK EMPLOYEE>

(legibly typed or written name and position of the bank employee)

<BANK STAMP>

(stamp of the bank in blue or black ink)

**If the contact details of the bank are not stated on the bank/account statement, a separate statement has to be added by the bank containing the contact details.*

***If there is an identification document number mentioned in the bank statement, please add a copy of said identification document as well.*

Appendix 2 – Request for Refund

Please return this form to:

immigration@zuyd.nl

**Dienst Studentzaken
International Office
Team Immigration**
Brusselseweg 150
6217 HB Maastricht

Subject: Request for refund of

- living costs MVV/VVR**
- legal fees MVV/VVR**
- tuition fees**

Telefoon +31 (0)43 346 64 50
info@zuyd.nl, www.zuyd.nl

Family name: _____

First name: _____

Student number: _____

I hereby request for the refund of the above mentioned amounts related to my recent VISA/Residence permit application.

Please use the following bank data for the payment:

Name of the Bank:	_____
Address of the Bank:	_____
Account Number IBAN:	_____
BIC:	_____
Name of Beneficiary:	_____
Address of Beneficiary:	_____

Signature of the student:	Place and date: