

Information regarding Visa and Residence Permit application for the purpose of study

If you are going to study in the Netherlands you will need a so-called MVV (*Regular Provisional Residence Permit* or visa). We herewith list the information and documents needed for this application. Please do not travel to the Netherlands before the application has been approved and you have the MVV-sticker in your passport, as you will not be allowed to enter The Netherlands without it. Please do not book your flight until you have the MVV-sticker. If you are staying more than four months you will also have to register as an inhabitant at City Hall.

Deadline for application of the visa and residence permit for the academic year 2019-2020

The deadline for sending all required documents is **1st July 2019**. If documents arrive late or if documents are incomplete, this will cause a delay in the application procedure.

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.

Requirements

The following general information of the student is required

- surname;
- first names;
- date, place and country of birth;
- civil status (married/single);
- nationality;
- full address in native country/country of residence including telephone number and email address;
- city and country where the MVV will be picked up (which embassy or consulate);
- exact period of study and name of the course (which faculty you will attend).

The following documents are required

- only if you are staying longer than 1 year: certified copy of the birth certificate of the student. Please note that a fax or regular copy will not be accepted. It needs to be a certified document with a seal and signature (apostille). Please do NOT send this to us but bring it with you when you come, this document is required for the registration at City Hall. You can find information about legalising your documents [here](#).
- a copy of your valid passport (page with personal information and 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 (Bo1; digital copy). You can download the form from [here](#);
- the TB-test declaration form (Bo3; digital copy). You can download the form from [here](#);
- proof that you can support yourself financially (see the paragraph *Finances* for more information).

Copies will not be accepted. Original documents are required.

Please upload the documents in the online system Osiris (notify us of the uploads) so they can be checked before sending them to us by registered post.

Biometrics

For your residence permit card the IND requires a passport photo, fingerprints and a signature. Students who need a visa will have to provide a photograph and a signature at the Embassy/Consulate concerned. Students who do not require a visa will have to visit an IND front office after arrival in The Netherlands. Your fingerprints will be taken and a signature is required. This will be used for the production of the residence permit card.

A central session for this is organized in Maastricht in September. However, a V-number is required. This means that if your application has not yet been sent to or registered by the IND you cannot take part in the central session. If you are unable to attend the central session, you can easily make an appointment with the IND online via this [link](#).

Health care

Please also take into account that health care insurance is obligatory. For more information, please refer to the document "[Health care insurance for international students in The Netherlands](#)".

Finances

When applying for the visa and residence permit, non-EU/EEA citizens need to prove that they have enough money to live on while they are in the Netherlands. The monthly amount considered adequate depends on your status. Per 1 January 2019 the minimum amount is **€ 10.590,- per year** for a student of higher education (**€ 882,47 per month** of study). Please note that this amount is purely meant for living costs and does **not** include the tuition fees. Sufficient means for the tuition fee payment must be shown separately via a bank statement (not the same as for living costs) or via a proof of transfer to Zuyd's bank account. You can use the [tuition fee indicator](#) to determine how much tuition you will have to pay.

If you receive a grant, you can use a grant declaration form as proof of (part of) those finances.

You can show proof of your finances for living costs and payment of tuition fees in several ways:

1. You can transfer an amount of **€ 10.590,- + the tuition fee amount** to the account of Zuyd University of Applied Sciences. The bank account information is the same as the account for the legal fee. After arrival in The Netherlands and opening a **Dutch** bank account, the money will be reimbursed. For reimbursement, please use the appendix *Request refund living costs* at the end of this document. Take into account that it may take a while before you receive this money back.
2. If you have sufficient money in your personal bank account, you have to provide an original statement from the bank, which must meet all of the following requirements:
 - must contain the date the statement was issued;
 - may not be older than 3 months;
 - must contain the address of the bank;
 - it has to be a certified document (with stamps and signatures). If it is in a different language than English or Dutch, you must add a certified translation;

- must contain your full name;
- must contain the account number;
- must contain the balance (amount) and currency;
- the balance must be freely accessible.

Please note: if it does not concern a regular checking or savings account, the sentence “*Balance is freely accessible*” or “*There are no restrictions in accessing this account*” must be on the statement. “*Certificates of Deposit*” are not accepted by the IND unless it clearly states that “the balance is freely accessible”. Investments are not accepted.

3. If you have a sponsor, we need the following documents:
 - a copy of passport or ID card;
 - a bank statement which shows sufficient money to support the student for the period concerned. This statement must meet the same requirements as listed above;
 - a financial statement (declaration of financial support). A special format is available upon request.

4. If you receive a grant from a **specific organization, company or foundation**, you have to provide a *Financial statement of support (company)* provided by the IND. You can download it [here](#).

Costs

The legal fees for the visa and residence permit (€ 171,-) 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. Please take into account any additional bank costs that may be charged.

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:	€ 171 + any possible bank fees!
Description:	“student’s last name & initials / student number / study programme / MVV & VVR”

As soon as the payment and all the required information and documents have been received we will send the application to the IND. We should receive a letter from the IND within 3 weeks regarding the approval (or rejection) of the application.

Money transfers from “high-risk countries”

Please pay attention to the following: 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. If you wish to transfer money from **Cuba, Sudan, Iran, North-Korea** or **Syria**, please contact us beforehand as prior authorisation from the bank is required.

Scams with regard to organisations who approach students to transfer money on behalf of the IND (Dutch Immigration and Naturalisation Service)

We were informed by the IND that they have received signals that students are being approached by organisations 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.

Picking up the visa

When your visa application has been approved we receive a letter from the IND which we will forward to you via email. The IND also sends a message to the Embassy concerned.

As soon as you receive the visa approval letter please contact the Embassy concerned for an appointment. At the Embassy you have to provide your biometric data.

Please note: not all embassies can provide MVV stickers; in some cases the passport will have to be sent to a back office. If this is the case, it can take up to 2-3 weeks until you have your passport back.

After your arrival in the Netherlands

Registration at City Hall - BRP (“Basisregistratie Personen”)

Registration as an inhabitant is only required if you are staying longer than 4 months (exchange students usually do not have to register). You cannot do this until you have a confirmation from the IND regarding the residence permit application. This letter is sent to the International Office.

We organise a central registration session for students in September. You will receive a separate invitation for this session.

If you cannot partake in a central registration session, you will have to make an appointment yourself with the Municipal Service Desk at the City Hall. The telephone number is 14 043 (or + 31 43 350 40 40 from abroad).

You will need the following documents for the registration at the GBA (“Gemeentelijke Basisadministratie”):

- if you are staying longer than 1 year: a birth certificate extract: this must be an original and certified document! Copies will not be accepted. It may not be older than 6 months. Please do not send this document to us. Bring it with you when you travel to the Netherlands. You can find information about legalising your documents via [this link](#);
- identification document (e.g. passport);
- a letter from the IND which confirms the receipt of the application for your residence permit (as mentioned before this letter will be forwarded to you by Zuyd University of Applied Sciences);
- in some cases you will also need a copy of the rental agreement of your room or flat.

Tuberculosis-test

For some foreign students a TB test is obligatory. You will have to provide a declaration that you are willing to take this TB test. After arrival you will receive information about the actual test (the Municipal Health Service Organization will take a photograph of your lungs). The test costs € 47,70 and can only be paid for by bank card (PIN).

We organize one central session per year. If you cannot attend the central session, you will have to go to Roermond for the test. Please read the information provided on the *TB test referral form* (download this form [here](#)) carefully. You will also have to take this form with you to the appointment.

Student Counselors

If you experience any problems during your study you can contact one of Zuyd's student counselors. More information is available on our [website](#).

Study Progress Requirement

As of 1 June 2013 a legislation on migration has come into effect. The residence permit will be granted for the entire study period as opposed to for a period of only one year. Moreover, study progress reports will have to be sent to the IND annually. A minimum of 50% of study credits must be obtained (30 credits). This also means it is not possible to switch courses if you have obtained insufficient study credits (this does not apply to exchange students).

Please make sure that once you have your residence permit card, you upload a digital copy of the card (front and back) in our online system Osiris.

This is very important for your enrolment process. If you are having trouble uploading the copy of your card due to technical difficulties, please send the copy to immigration@zuyd.nl.

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

Zuyd International Office
Tel. 0031-43-3466487 (direct line)
Email: immigration@zuyd.nl

The postal address for sending all documents is:

**Zuyd Hogeschool
International Office – Immigration
P.O. Box 550
6400 AN HEERLEN
The Netherlands**

For carriers that can't deliver to P.O. boxes:

**Zuyd Hogeschool
International Office – Immigration
Nieuw Eyckholt 300
6419 DJ HEERLEN
The Netherlands**

Please make sure you add International Office and the text Immigration!

Appendix – Request refund living costs

Please return this form to:immigration@zuyd.nl**Student Services
International Office
Team Immigration**Brusselseweg 150
6217 HB Maastricht (NL)Telephone +31 (0)43 346 64 50
info@zuyd.nl, www.zuyd.nl**Subject: request for refund living costs**

Family name:

First name:

Student number:

I hereby request for the refund of my living costs. Please use the following bank data for the payment:

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

Signature of the student:	Place and date:
