

## Applying for a residence permit without an MVV (visa)

You are obliged to apply for a residence permit if you are a citizen of a non-EU/EEA country and you would like to study in the Netherlands for a period of more than three months. You will have to provide a number of documents. In some cases originals/certified documents are required and sometimes copies are sufficient. Please check carefully what kind of documents you need.

### **Deadline for application of the visa and residence permit for academic year 2018-2019**

The deadline for sending all required documents is 1<sup>st</sup> July 2018. 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.
- Exact period of study and name of the course (which faculty you will attend).

*The following documents are required*

- only if you are staying more 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. 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 on: <https://www.netherlandsandyou.nl/travel-and-residence/legalising-your-documents>.
  - A copy of your valid passport (page with personal information and pages with visa stickers/stamps).
  - The signed "Antecedentenverklaring" (Bo1; digital copy).
  - The signed TB declaration (Bo3; digital copy). Please refer to: <https://ind.nl/Formulieren/7144.pdf> for a list on which countries are not required to take this test.
  - Proof that you can support yourself financially (see paragraph *Finances* for more information).
- Original documents must be sent, copies are not accepted.**

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

### **Fingerprints**

As of 1 January 2014 Biometrics has been introduced as a replacement for the Photo Card form. Students who need an visa will have to provide a photograph at the Embassy / Consulate concerned. Students who do not require an 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 organised in Maastricht in September or October, however a V-number is required. This means that if your application has not yet been sent or registered by IND you cannot take part in this central session.

### **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 will 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 2018 the minimum amount will be 10.446 euro per year for a student of higher education (870,46 per month of study). Please note that this amount is purely meant for living costs and does not include 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 proof of the transfer to Zuyd’s bank account. If you have 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:

- You can transfer an amount of € 10.446 + the tuition fee amount to the account of Zuyd University of Applied Sciences. After arrival in The Netherlands and opening a Dutch bank account, the money will be reimbursed. The bank account information is the same as the account for the legal fee. Please take into account that it can take a long time before you receive this money back.
  
- 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 doesn’t 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. Investments are not accepted.

Please note that “Certificates of Deposit” are not accepted by IND (Dutch Immigration Authorities).

- If you have a sponsor, we need the following documents from him/her:
  - copy of passport or ID card.
  - bank statement which shows sufficient money to support the student for the period concerned.
  - financial statement (declaration of financial support, format available on request).

- If you receive a grant from a specific organization you can make use of the grant declaration form (format available on request).

### Costs

The legal fees for the residence permit must be paid in advance to Zuyd University of Applied Sciences. If you do not pay the fee, we cannot send the application to IND and you are unable to study here. Please take into account any 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: as of 3 May 2018: € 192 + any possible bank fees !  
 Description: "last name & initials / faculty / student number / MVV & VVR"

### **! Scams with regard to an organisation who approaches students to transfer money in the name of IND (Dutch Immigration and Naturalisation Service) !**

We were informed by IND that they have received signals that students are being approached and requested to transfer money for legal fees or other costs. This is a scam! IND never directly approaches students, all payments to 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.

## After arrival in The Netherlands

### **Registration at City Hall - BRP ("Basisregistratie Personen")**

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

We organise central registration sessions for students. You will receive a separate invitation for these sessions.

If you can't take part, you have to make an appointment yourself with the department of "Burgerzaken" at City Hall. For Maastricht the telephone number is 043-3504000. They can be reached on Monday, Tuesday, Wednesday and Friday from 8:00 - 17:00 hours and on Thursday from 8:00 - 19:00 hours. The address is: Mosae Forum 10, 6211 DW Maastricht. If you have problems with this, please let me know and we can help you.

You need the following documents for the registration at the GBA:

- If you are staying more than 1 year: birth certificate extract: this may not be a copy, but must be an original and certified document! It may not be older than 6 months. Please don't send this document to us and bring it with you when you travel.
- identification document (e.g. passport);
- letter from IND which confirms the receipt of the application for your residence permit (as mentioned before this will be forwarded to you by Zuyd University of Applied Sciences).
- In some cases also a copy of the rental agreement of your room or flat.

**TB test**

For most foreign students a TBC test is obligatory. You 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 Organisation takes a photograph of your lungs). The test costs € 47,70 and can only be paid by bank card (PIN). We organize two central sessions per year. If you can't attend the central sessions, you have to go to Roermond for the test. The information can be provided by email after the visa approval or by visiting our office after arrival in The Netherlands.

**Student Counselors**

If you experience any problems during your study you can contact one of Zuyd's student counselors. More information is available on request.

**Study Progress**

As of 1 June 2013 new 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 IND annually. A minimum of 50% of study credits must be obtained (30 credits). This also means that it's 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 send a digital copy (front and back) to [immigration@zuyd.nl](mailto:immigration@zuyd.nl)**

This is very important for your enrolment process.

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](mailto: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 !**