

STUDENT MANUAL

VISA AND RESIDENCE PERMIT APPLICATION PROCESS

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Visa / residence permit application – Start your application:

1. Visit <https://regularstudent.zuyd.nl> and login with your username and password.
2. Find the correct application type and on the right side click on 'Click here to submit, update or examine your application' to proceed to the next screen.

Full-time Bachelor or Master students: 'Visa procedure incoming bachelor or master students 2018'

Current applications

Type	Programme	Period	Status	Decision	Progress
Visa procedure incoming bachelor or master students 2018	Translation and Interpreting	01/09/2017 until 31/08/2018	Not yet submitted		Step 0 of 1 (More info)
<p>⚠ The study programme needs additional information before handling your application. Click on the application and fill in all the requirements. At the end you need to submit your application. The application must be submitted before: 01/07/2018</p>					

Figure 1. example full-time bachelor or master student 2018.

Exchange students: 'Visa procedure incoming exchange students 2018'

Current applications

Type	Programme	Period	Status	Decision	Progress
Visa procedure incoming exchange students 2018	Oriental Languages & Communication (NC)	03/09/2018 until 31/08/2019	Not yet submitted		Step 0 of 1 (More info)
<p>⚠ The study programme needs additional information before handling your application. Click on the application and fill in all the requirements. At the end you need to submit your application. The application must be submitted before: 01/07/2018</p>					

Figure 2. example exchange student 2018.

3. Click on 'Continue' to proceed to the next screen.

- Fill-out all the mandatory questions indicated with an asterisk (*). Please note that you can only submit your application after answering the mandatory questions. You can however **save** your application (indicated in the top and bottom left corner) and return on a later date/time to complete your application. We only start processing your visa and/or residence permit application after submission.

Home Save Help Additional information

General / Upload documents / Submit application Step 2 of 3

Upload documents

- In which country and city would you like to pick up your visa (MVV)? Please check the nearest location [here](#).
*
- Please upload the B01 antecedents documents (download the form [here](#)).
* Attachment
- Please upload the B03 Tuberculose form (download the form [here](#)).
* Attachment
- To provide proof of financial means do you want to transfer the money to Zuyd University of Applied Sciences, make use of a bank statement or a sponsor?
*
- Are you going to study at Zuyd University for applied Sciences for more than 1 year?
*
- Please upload the Nuffic certificate (Apply for the form [here](#)). This does not apply to nationals from Hong Kong (SAR), Macau (SAR) and Taiwan (ROC).
* Attachment
- The legal fee for the visa and residence permit must be paid before we can send the visa application to the IND. Please check the [information document](#) on the website for the amount.

Please transfer the legal fee to the following bank account:
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
Description: "last name & initials / faculty / student number / MVV & VVR"

Proof of transfer:
* Attachment

Back Continue

Home Save Help

Figure 3. example visa questions 2018

After submitting your application, you can follow the progress via the main page and clicking on "(More info)" below 'Progress':

Progress

Step 0 of 1
(More info)

Step	Status												
<p><input checked="" type="radio"/> Status dossier</p> <p>Here we check if your dossier is complete and ready to be send to the IND.</p> <p>Extra information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Subject</th> <th style="text-align: left;">Information</th> </tr> </thead> <tbody> <tr> <td>B01 Antecedents complete:</td> <td>09-04-2018</td> </tr> <tr> <td>B03 Tuberculose form</td> <td>11-04-2018</td> </tr> <tr> <td>Proof of Finance complete:</td> <td>10-04-2018</td> </tr> <tr> <td>Received documents hardcopy:</td> <td>11-04-2018</td> </tr> <tr> <td>Paid leges on:</td> <td>11-04-2018</td> </tr> </tbody> </table>	Subject	Information	B01 Antecedents complete:	09-04-2018	B03 Tuberculose form	11-04-2018	Proof of Finance complete:	10-04-2018	Received documents hardcopy:	11-04-2018	Paid leges on:	11-04-2018	<p>Complete <i>Modified on: 11/04/2018</i></p>
Subject	Information												
B01 Antecedents complete:	09-04-2018												
B03 Tuberculose form	11-04-2018												
Proof of Finance complete:	10-04-2018												
Received documents hardcopy:	11-04-2018												
Paid leges on:	11-04-2018												
<p><input type="radio"/> Status IND</p> <p>Here you can see the status of your application at the IND.</p>	<p>Processing <i>Modified on: 11/04/2018</i></p>												

Figure 4. Example visa 'view status/progress' 2018

Figure 5. Example status visa application 2018

Visa / residence permit application – Finalise your application:

- When you have received an email that your residence permit card is ready, the final step is to upload it via OSIRIS. Login again and you will see the following notification at your visa and residence permit application:


 **New questions have been added to your application.**
Click on your application and answer the questions.
Then submit your application again.

Figure 6. example message 2018

Click on 'Click here to submit, update or examine your application' to proceed to the next screen.


- Click on 'Continue' to proceed to the next screen.
- Finalise your visa and residence permit procedure by uploading the front- and backside of your residence permit card and submit the application.

[Home](#) [Save](#) [Help](#) *Additional information*

[General](#) / [Upload documents](#) / [!Finalise procedure](#) / [Submit application](#)

Finalise procedure Step 3 of 4

10 To finalise your visa application we need a copy of your residence permit. Front and back side.

* Attachment 

FAQ:

- **I forgot my username/password:**
You can request a new username/password on the main-page. Make sure you fill-out the mandatory data exactly as entered in the application.
- **I receive an error message when I try to upload a file:**
The file is too big or not in the correct file format. Usually only .pdf is accepted with a maximum size of 5MB. The correct extension(s) and size are stated in on the upload page / in the error message.
- **I spotted an error after submitting my application:**
Login and click on "Click here to submit, update or examine your application.". You can then edit your application as long as it is not being processed or has not been approved yet.

Please contact immigration@zuyd.nl if you have any questions.