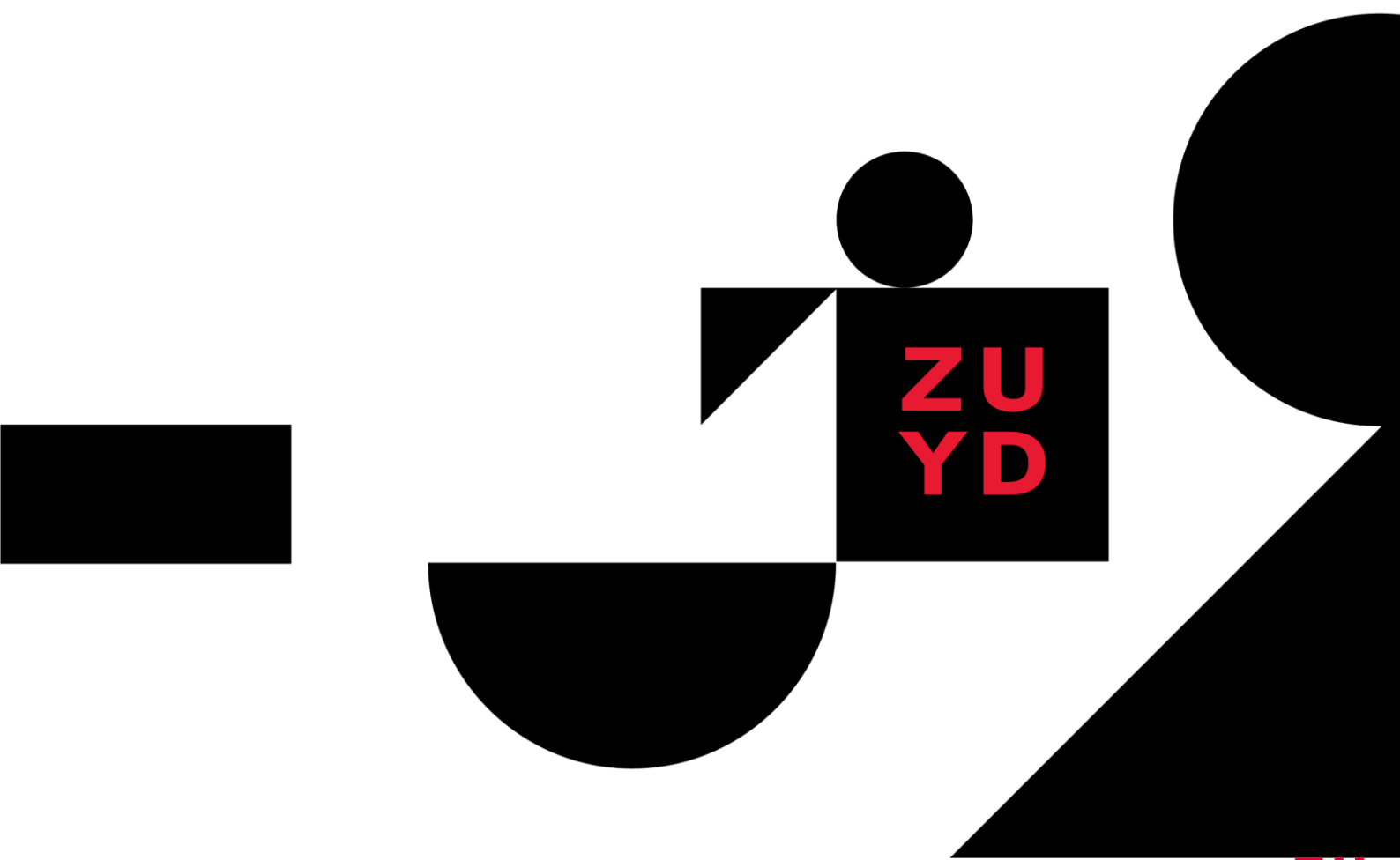


# Applying for a visa and/or residence permit

Information document 2025-2026



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## Welcome!

You have applied for a study program at Zuyd University of Applied Sciences in the Netherlands.

Based on your [nationality](#), you may need a visa (MVV) and/or residence permit (VVR) to study in the Netherlands. In both cases, Team Immigration of 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.

Once you have applied for a study programme via [Studielink](#), as of May 1<sup>st</sup> (semester 1) or October 1<sup>st</sup> (semester 2), you will receive a separate e-mail with instructions to start the visa and/or residence permit application.

The final deadlines for submitting all required documents are:

- **July 1<sup>st</sup>** for semester 1 students (September)
- **December 1<sup>st</sup>** for semester 2 students (February)

**Documents submitted after July 1<sup>st</sup> and December 1<sup>st</sup> will **not** be processed.**

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 start with your application on time and carefully check your documents before submitting them.

Before we can submit a visa and/or residence permit application to the IND, all documents related to the enrolment must be complete as well, and any required entrance examinations and/or mandatory intakes must be successfully completed. The July 1<sup>st</sup> (semester 1) or December 1<sup>st</sup> (semester 2) deadline therefore applies to both the admission process and the visa and/or residence permit application.

## General conditions

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

- You have a **valid passport** or another travel document;
- You sign an [antecedents certificate](#). In this certificate you provide information on your criminal record;
- 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 (costs of the application)**: The legal fees for the visa and/or residence permit application (**€243,-**) must be paid to Zuyd University of Applied Sciences in advance. If you do not pay the fee, we cannot send your application to the IND. Please transfer the 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
Amount:	€243,- + <b>any possible bank fees!</b> *
Description:	<i>"your last name &amp; initials / your student number / your study programme / <b>legal fees</b>"</i>

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

\*Please check page 7 for countries to which financial restrictions apply.

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, the legal fees 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 20 of this document for the refund form](#).

### The following general documents are required:

- a copy of your valid passport (the page with personal information and all pages with visa stickers/stamps);
- a signed [Antecedents Certificate](#) (B01; digital copy);
- *if applicable*: a [Declaration of intent to undergo a TB test](#) (B03; digital copy);
- proof that you can support yourself financially

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.

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

It may happen that you are 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 Zuyd University of Applied Sciences only. If you receive such a request, please [inform us](#) immediately.

## Studying in the Netherlands with a study residence permit of another EU Member State (Directive (EU) 2016/801)

If you have a residence permit for study purposes in another EU Member State, you can carry out part of your studies in the Netherlands for a maximum of 360 days. This is known as 'intra-EU mobility'. The scheme is for students who are not nationals of a country belonging to the EU/EEA or Switzerland. Denmark and Ireland are not taking part in Directive (EU) 2016/801.

You do not require a residence permit for the Netherlands for the purposes of intra-EU mobility. Your valid residence permit for study purposes in the other EU Member State is also valid in the Netherlands. However, Team Immigration must inform the IND that this is intra-EU mobility. This is formally known as a 'notification'. The residence permit for study purposes in the other EU Member State must be valid for the entire period.

### Conditions of intra-EU mobility for study purposes

Intra-EU mobility for study purposes is subject to the following conditions.

- You have a valid residence permit for study purposes in another EU Member State.
- You are coming to study through an educational programme in which it is stated that you will be studying in several countries (mobility measures), or you are coming on the basis of an agreement between two or more schools of higher education.
- You are pursuing part of the studies in the Netherlands. The education establishment in the Netherlands is recognized as a sponsor by the IND.
- You are staying in the Netherlands for study purposes for a maximum of 360 days. The residence permit from the other EU Member State is valid for that entire period.
- You have sufficient funds.
- There is no reason to assume that you want to live in the Netherlands for a purpose other than studying.
- You will not be doing any work that is prohibited under the *Labour Act for Aliens* ([Wet arbeid vreemdelingen](#)).
- You pose no threat to public order or national security.

### Documents that you always need

- Copy of the page containing the personal details and period of validity of the student's passport. The pages with travel stamps must also be copied.
- Copy of the front and back of the residence permit for study purposes issued by the other country.
- The appendix entitled 'Antecedents Certificate', filled in and signed by the student.

Giving notification of intra-EU mobility for study purposes is free of charge.

## Finances

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

The amount you need to have is called the **study norm**. The study norm equals the amount Dutch students receive in study benefit. The current study norm (2025) is **€13.129,44** per year (**€1.094,12** per month). The amount does **not** include the tuition fees, but we have to check you have enough funds to pay the tuition fees as well (*not applicable to exchange students. If you are an exchange student, you do not have to pay for the tuition fees*). Make sure you therefore add the amount for your tuition fees to the yearly study norm of €13.129,44.

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	€13.129,44
	-----
Total costs per year	€24.329,44
Total costs per month	€2.027,45

- If you use your **own bank statement** to prove your financial means, your bank balance must be at least €24.329,44.
- 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 €2.027,45 and your sponsor's bank balance must be at least €24.329,44. Please see page 10 if a person in the Netherlands is acting as your sponsor.

### Show income every study year

Each study year you will have to show you have sufficient income. Team Immigration will ask you to prove your income by completing the form [Appendix 'Foreign national's own statement: income within the context of a study'](#). You do not have to submit a bank statement, but you should have sufficient money to live and study in the Netherlands for 12 months.

### You can prove your income in different ways

There are different ways you can show sufficient income for the living 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)

*In some cases Zuyd reserves the right to obligate you to use option 1: deposit the required living costs and tuition fee on the bank account of Zuyd.*

The following requirements go for every bank statement, account statement or printout of a bank account (please refer to page 19 for an example of a bank statement):

- 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.

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](#).

*Zuyd reserves the right to 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: **the Republic of Cuba, the Republic of the Sudan, the Democratic People's Republic of Korea, the Syrian Arab Republic, the Republic of Belarus, the Islamic Republic of Iran and the Russian Federation**. 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.

Dutch banks have a legal obligation to conduct thorough investigations. Students and sponsors from who we have to check financial documents will be checked using the [OFAC Sanction List](#) (*Specially Designated Nationals and Blocked Persons list ("SDN List") and all other sanctions lists administered by OFAC and the* [EU Sanctions list](#)).

If the student or sponsor's name appears on the OFAC Sanction List or the EU Sanctions list the student's application for a visa and/or residence permit will not be processed further and the application for the study program will be cancelled.

In case fraud is committed with financial documents and/or documents are not authentic in any way we will not proceed with the visa and/or residence permit application and your application to the study program will be cancelled.

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

You transfer the study norm for 1 year (€ 13.129,44) to the bank account of Zuyd:

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:	€ 13.129,44 + <b>any possible bank fees!</b> *
Description:	"your last name & initials / your student number / your study programme / <b>living costs</b> "

*\*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* (page 15).

## 2. You have the money on your own bank account

You have the study norm for 1 year (€ 13.129,44) plus the tuition fees in your **own** (current account or a regular savings) **bank account**. The bank account is in your name and you can freely withdraw money from the account at any time.

You show this with one of the following documents:

- An original bank statement.
- A copy of an account statement.
- A printout of the internet of the bank account. Is it a foreign bank account? You then also need to show an original bank statement.

See page 7 for the requirements!

Please show that the balance can be freely accessible by providing a **bank extract** showing deposits and withdrawals, or by a separate statement of the bank stating the account is freely accessible.

If you have a *joint account* with another person, then a separate 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/grant;
- 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 receive the *Holland-Zuyd Excellence Scholarship* or the *Zuyd Excellence Scholarship*, please upload the [confirmation e-mail](#) you received. Please note that these scholarships do not cover the required amount, so make sure to add bank statements that show you have the remainder at your availability.

If you receive a grant from the *Erasmus+ programme*, please submit your [Grant Agreement](#), stating your exchange dates, the complete amount you will receive, and signed by yourself and the responsible person from Zuyd.

### **4. You receive funds from a company (sponsor)**

If you will be receiving funds from a company, the company has the study norm for at least 1 year (**€ 13.129,44**) [plus the tuition fees](#) on a bank account. You show this with:

- The [Appendix 'Financial statement of support \(company\)'](#). The statement is not older than 3 months;
- An original bank statement of the company. This bank statement is not older than 3 months. The bank statement shows:
  - o the name of the company;
  - o the bank account number;
  - o the balance;
  - o the contact details of the bank (website/email and bank branch);
  - o an overview of all account holders.

See page 7 for all requirements!

The company can withdraw the money from the bank account free of charge. The company, for example, has a current account or a regular savings account that allows for cash to be withdrawn. Does the company have a different type of account? Please show that the balance can be withdrawn free of charge by proving a bank extract or separate statement from the bank.

### 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 (**€ 13.129,44**) plus the tuition fees on their bank account.

You show this with the following documents:

- The [Appendix 'Statement of financial support' \(private person\)](#). This statement should not be older than three months. You can download this document in the online application procedure as well;
- A copy of the passport or identity card of the sponsor (please note: a driver's license is **not** a valid proof of identity);
- Proof of a bank account in the name of the sponsor. Your sponsor can show this with a bank statement (meeting all requirements stated on page 7).

Your sponsor can withdraw the money from the bank account free of charge. Your sponsor, for example, has a current account or a regular savings account that allows them to withdraw cash. Does your sponsor have a different type of account? Please show that the balance can be withdrawn free of charge. Does your sponsor have a joint account holder? A statement is then required. This statement indicates that your financier may and can 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 'Statement of financial support' \(private person\)](#). The statement should not be older than 3 months. You can download this document in the online application procedure as well;
- 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 (a Dutch bank statement with sufficient means meeting the requirements stated on page 7 is also allowed).

### *Payment of the tuition fees*

You will have to pay the tuition fees **before September 1<sup>st</sup>** at the latest.

However, if you choose the option to transfer your living costs and tuition fees to Zuyd in one payment, the deadline for payment is July 1<sup>st</sup>, contrary to the stated date of September 1<sup>st</sup> on the website. This payment is mandatory. If you are not admitted to the program and/or your VISA/residence permit will not be submitted, any paid tuition fees will be refunded to the payers' account.

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. **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)

In order to travel to the Netherlands, you might need a visa, or [provisional residence permit](#) (machtiging tot voorlopig verblijf; mvv). Please note there are [exemptions](#), not every nationality requires a visa. Zuyd University of Applied Sciences will apply for your visa on your behalf.

The visa is a sticker that the Dutch representation places in your passport:

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

After we have sent your application to the IND, they will send us a letter stating the application has been approved. You have to make an appointment with the embassy or consulate within 3 months of receiving the letter. Please bring the following documents with you to your appointment:

- the [visa issue form](#);
- your passport and a photocopy of the personal details page. Your passport must be valid for at least another 6 months;
- if you live in a country of which you are not a national: your residence permit and a photocopy of the permit;
- a [photo that meets Dutch requirements](#);
- a copy of the letter stating that your application has been approved and what your alien registration number (V-number) is. You will receive this letter from Team Immigration.

It takes a maximum of 10 working days before you can collect your visa from the embassy or consulate.

**Do not make an appointment at the embassy or book your flight before we have informed you that your visa is ready.** If you do not require a visa, you are free to travel to the Netherlands with your valid passport.

## Student Housing

We advise you to start your search for housing as soon as possible, because the student housing market in Maastricht gets busier every year.

### 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 [Social Hub](#) (both located in Maastricht). StayOkay is a hostel and offers up to three months for [short-stay accommodation](#). The Social Hub 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 subscription fee 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](#) and [MyMaastricht](#). For questions about international student housing, please contact [internationaloffice@zuyd.nl](mailto:internationaloffice@zuyd.nl).

## Health insurance

Take into account that **health insurance** is obligatory when residing in the Netherlands. However, you are not allowed to take out 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 (please make sure health care in the Netherlands is covered) 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.skgz.nl/english>

Private insurance companies for international students:

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

## After your arrival in the Netherlands

### Make an appointment to have your biometric information taken

Students who do not require a visa will receive a letter from the IND via Zuyd that says the IND needs your photo, signature and/or fingerprints. The IND uses this data to create your residence document. Providing biometrics is free of charge.

### What to bring to the appointment

- Your valid passport or other travel document.
- Your appointment code. You will receive this in an email confirmation when you make an appointment online.
- Your (expired) residence document. Or the official report of loss or theft from the police concerning your residence permit.
- Your (old) Foreign Nationals Identity Document (type W or W2) if you do not have a residence document, or the official report of loss or theft from the police concerning your Foreign Nationals Identity Document.

Sometimes the biometric information given at the embassy (for student who require a visa) is not put through properly to the IND. This means you have to have your biometric information taken again. The IND will inform Zuyd, after which we will inform you.

### Pick up your residence permit card

Once your residence permit card is ready, the IND will inform Zuyd by letter. The letter states that your document is ready and at which IND desk you have to pick up your document (usually Maastricht).

### 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. If you are not registered, your residence permit will be revoked.

In Maastricht you can make an [online](#) appointment for registration. If you will be living in another municipality (for example in Heerlen, Sittard-Geleen-Born, etc.) you will have to register at the local authorities of that municipality.

**Please note that, with a Dutch residence permit, 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 (your Dutch residence permit card);
- 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 residing in the Netherlands, and is used in contact with any government service. Various organizations or 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 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 ± **€50,-** and are to be paid directly by bankcard (or in cash).

### Opening a bank account

You will need your *BSN* when [opening a bank account](#). 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**  
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**  
All information regarding opening a student account can be found [here](#) and [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).

## Applying for an extension of your residence permit

### When can I extend my residence permit?

Team Immigration can submit an application for an extension 3 months before your residence permit expires. This will give the IND sufficient time to make a decision. In case of a positive decision, your new residence permit will be ready in time. Is your residence permit still valid for more than 3 months? Then we cannot yet submit an application to extend your stay. The IND is then unable to make a proper assessment. The recognized sponsor (Zuyd University of Applied Sciences) will submit the application for the extension of your residence permit. You cannot do this yourself.

### Conditions

The IND will check whether you still meet the conditions associated with your residence permit.

There are certain conditions that apply to everyone. In addition:

- You currently have a valid Dutch residence permit.
- You wish to extend this residence permit with the purpose of stay you now have.
- You have your main residence in the Netherlands.
- Your situation has not changed. These are changes that could be of influence on your right to stay. For example:
  - o You have a residence permit to stay with your spouse and you are now divorced. This means you no longer meet the conditions of your residence permit. You cannot extend your residence permit.
  - o You have a residence permit for work in paid employment, however, you no longer have any work.

### After the application

The IND will send Zuyd a letter to inform us when you can collect the residence permit. We will forward this letter to you. In order to collect your residence permit you have to make an appointment online at the IND desk stated in the letter. Keep in mind that it is not always possible to visit an IND desk at short notice. Therefore, please schedule an appointment in time.

Check to see if the information on the residence permit is correct while you are still at the IND desk. If something is incorrect, inform the IND staff member at once.

The validity of the new extended residence permit depends on the kind of permit you have, and the purpose for which you have received the residence permit. The maximum validity is 5 years, but your residence permit may be valid for a shorter period.

### FAQ

*My residence permit has expired. What must I do?*

Team Immigration will inform you in due time to start the application for the extension of your residence permit.

If your residence permit has expired, you must submit an extension as soon as possible. If you submit the application for the extension after your residence permit has expired, it is possible you may be faced with a residence gap.

Did you apply for an extension? Then you can apply for a [residence endorsement sticker](#) at the IND desk. This sticker is placed in your passport. With this sticker you can prove that you are allowed to live in the Netherlands.

*I have applied for an extension. Can I go on holiday abroad?*

Is your residence permit still valid on the day you return to the Netherlands? It is then OK to travel. You do need to have a valid travel document. For example, a passport. You also have to take your residence permit with you when you travel.

Has your residence permit already expired? Then sometimes a [return visa](#) is needed to return to the Netherlands. You have to [make an appointment](#) for this.

*I have been outside the Netherlands for more than 3 months. Can I still apply for an extension?*

For an application to extend your stay, the IND checks whether you have changed your [main residence](#). Have you changed your main residence? The IND will then not extend your residence permit. You will have to apply for a new residence permit.

## 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

Please do not hesitate to contact us if you have any further questions,:

### International Office

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

- Visa and residence permit applications: [immigration@zuyd.nl](mailto:immigration@zuyd.nl)
- Scholarships: [internationaloffice@zuyd.nl](mailto:internationaloffice@zuyd.nl)
- Student Housing: [internationaloffice@zuyd.nl](mailto: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](mailto:enrolmentoffice@zuyd.nl).

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### General information

- [Coming to study in the Netherlands](#) (brochure)
- [Working while studying in the Netherlands](#) (flyer)
- [Permit extension](#) (webpage)
- [Looking for a job after study, promotion or research](#) (webpage)
- [Permit lost or stolen](#) (webpage)
- [Residence permit damaged or change of personal details](#) (webpage)
- [Residence permit for partner](#) (webpage)
- [Travelling within the Schengen Area with a residence permit or visa](#) (webpage)

### Useful websites

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

## Frequently Asked Questions

### **What is the provisional residence permit (mvv)?**

An mvv (*machtiging tot voorlopig verblijf*) is a **visa** sticker (type D) in your passport. It is valid for 90 days. You should therefore travel to the Netherlands within 90 days, so you can collect your residence permit there. If your mvv expires before you arrive in the Netherlands, you will need to apply for a new one. Please note! Your provisional residence permit must still be valid on the day you collect your residence permit. Therefore, make sure you travel to the Netherlands in time.

Team Immigration will apply for the provisional residence permit and the residence permit at the same time. This is called an **Entry and Residence application** (*Toegang en Verblijf – TEV*).

### **What is the V-number?**

The V-number is your number as a foreign national (*vreemdeling*). You receive such a number as soon as you initiate the application for a residence permit. You'll find the number as a reference in letters from the IND and on the back of your residence document (after *VNR*).

### **What is the Citizen Service Number (BSN)?**

The Citizen Service Number (BSN) is an identity number for all communications with the Government authorities. You receive a BSN when you register in your municipality in the Personal Records Database (BRP).

### **Can my family also come to the Netherlands?**

This is allowed if you and your family satisfy the conditions for a residence permit for residence as family or relative. Zuyd does not offer support with this application; this application is your own responsibility. More information is available [here](#).

### **Does a Dutch residence permit allow me to travel within Europe without a visa?**

With your Dutch residence permit you may stay in all [Schengen countries](#) up to 90 days in any 180 day period without a visa. You do not need a separate visa. Take your passport and residence permit with you. Your passport and residence permit must be valid for your entire trip. Will your residence permit expire during your trip? Then apply for a [return visa](#) before you start on your trip.

Are you travelling to a country other than a Schengen country? Please inform at the embassy or consulate of the country where you are going if you need a visa.

### **Am I allowed to change to another educational institution?**

Yes, but the new educational institution must also be recognized as sponsor. The new educational institution also has to notify the IND of your switch. Your residence permit remains valid.

**I graduated and received my diploma. Can I stay in the Netherlands?**

If you wish to stay in the Netherlands after your study you have to apply for a different residence permit. As a graduate you can make use of the [orientation year for graduates](#). With your permit for the orientation year you have one year to find a job in the Netherlands, for example as a [highly skilled migrant](#). For more information also check the FAQ.

You can also apply for a [start-up](#) residence permit. This gives you one year to start an innovative company.

Do you have the possibility to do scientific research? Then, you can apply for a residence permit as a researcher highly skilled migrant or as a [researcher under directive \(EU\) 2016/801](#).

**I want to leave the Netherlands. What should I do before I leave?**

Before you leave the Netherlands you have to [arrange a number of things](#). For example, deregistration with the municipality and handing in your residence document.

Please see the [IND website](#) for more frequently asked questions and answers.

## 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](mailto:immigration@zuyd.nl)

**Student Services  
International Office  
Team Immigration**  
Brusselseweg 150  
6217 HB Maastricht

**Subject: Request for refund of**

☐ **Living costs MVV/VVR**

☐ **Legal fees MVV/VVR**

**Note: paid tuition fees will always be refunded to the payer's account number.**

+31 (0)43 346 64 50

[immigration@zuyd.nl](mailto:immigration@zuyd.nl), [www.zuyd.nl](http://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: