



**UNIVERSITY  
OF APPLIED  
SCIENCES  
UTRECHT**

## **VISA PROCEDURES**

*Provisional entry visa (MVV)*

*Temporary Dutch residence permit (VVR)*

*Change or transfer of current Dutch residence permit*

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## Introduction

To participate in higher education in the Netherlands students with a non EU/EEA nationality will need to provide proof of legal residence. Only universities can apply directly with the Dutch Immigration (IND) for the student's Dutch residence permit (VVR) and (when applicable - (MVV) entry visa).

In order to receive the MVV/VVR the student must be proved eligible for the study and have proof he/she has access to sufficient finances during the stay. This Immigration Guide will explain the procedure, financial document/payment requirements and give advice on how to use the online Osiris immigration application programme.

## Minimum financial requirements - Living expenses

The IND sets a standard monthly minimum based on the current average household and living expenses in the Netherlands. The living expenses amount is excluding tuition and visa fees, and does not relate to the actual living circumstances in the Netherlands. The source of money must be available at all times.

The **IND minimum** on 01/01/2020 is **€ 897,56 per month**. (2x yearly increase). *The minimum amount to prove must be at least the monthly minimum x the period of stay (12 months) € 10,770.72.*

## Tuition fee (proof of access to sufficient funds)

The tuition fee for the full time bachelor and master degree programmes 2020-2021 is **€ 8,547.00**. Details on how to pay the tuition can be found on the HU *website*. To request the student visa we must have proof that the tuition fee will not be paid from any money assigned for the student's living expenses. For example; copy of a bank account statement with proof of access to separate sources of money or a total amount that covers both the living expenses minimum and tuition fee. Please do not pay the tuition fee to the Immigration bank account.

*(Issue of an invoice and actual payment of the tuition fee is made after enrolment is finalized).*

## Where to pay the visa fee and deposit (advanced) living expenses

- Mandatory: HU Visa fee (**€ 225,00**) (*transfer students excepted – see further in this guide*)
- Optional: 'Advanced living' deposit (*see options further in this guide*)

(The amount received on our bank account must not be affected by bank charges!.)

HU bank name	ABN – AMRO		
Account number ( <b>IBAN</b> )	NL21 ABNA 0631626158	<b>BIC code</b>	ABNANL2A
Account name	Stichting Hogeschool Utrecht		
Bank address	Varrolaan 5 , 3513 EX, Utrecht		
Reference for bank	"Visa"+ <your name> + <HU student number>		

### Important Information

- In case of cancellation any unused advanced living deposit (when applicable) shall be returned to the student. A conversion from EURO and bank fees may apply.  
*Visa fees cannot be returned at any time.*

## Already living in the Netherlands with a Dutch residence permit?

If your type of residence is not mentioned below you can check the link in the [appendix](#) at the end of this document.

### Dutch residence permits accepted for study

a) **Refugee or family purposes:**

If you have a (valid) Dutch residence permit (ID) as a refugee or for stay with family (for example) your permit will be checked during the admissions Osiris application. If your ID is accepted for enrolment purposes there will be no need for HU to arrange a residence permit for study purposes.

b) **Study purposes – arranged by a Dutch university**

If you have a (valid) Dutch residence permit (ID) for the purpose 'studie' and you are planning to transfer to our university it will not be possible to complete your enrolment until HU checks your previous university study progress and current finances. You will receive an invitation to log in to the Osiris immigration application programme after the admissions control to upload your (financial) documents and completed transfer form for immigration purposes. In this new immigration section it is **important** you confirm your Dutch Residence permit is for 'studie' purposes as we need to contact the Dutch Immigration to check your residence status. (If your previous Dutch university cancelled their sponsorship early it may be necessary to extend your ID (fee involved) in place of notification (no fee)). When we are satisfied with your application we will advise the Dutch Immigration of your enrolment at HU and confirm our sponsorship of your residence in the Netherlands.

### Dutch residence permits not accepted for study

In general a Dutch residence permit (ID) that is not valid on the start day of the HU study and Dutch residence permits that cannot be extended (such as au-pair) cannot be accepted for enrolment. Your ID will be checked during the admissions Osiris application and when necessary, after completion of the admissions control, you will receive an invitation to log in to the Osiris immigration application programme to upload your (financial) documents for immigration purposes.

After your immigration documents have been accepted and the visa fee has been paid your request for the Dutch residence permit for study purposes will be sent to the Dutch Immigration (IND).

In most cases a new (extended) Dutch residence permit for study purposes can be arranged without you having to leave the Netherlands. If this is not possible we will advise you on the necessary procedure and it may even be necessary for you to return to your country of legal residence to re-start the immigration application. It is very important you are aware of the deadlines applicable to your nationality! Issue of the residence permit must be confirmed before the start of the programme to finalise your enrolment.

## What is an entry visa (MVV)?

(Machtiging Voorlopig Verblijf or MVV for short)

An MVV is required by some nationalities to enter the Netherlands. After it is issued HU shall inform the student (you) to make an appointment with the Dutch Embassy in your country (of legal residence) to collect it before you travel to the Netherlands. **Be aware – there can waiting times of up to two weeks by some Dutch Embassies!**

The Dutch Embassy will arrange the collection of your biometric details for your residence permit (VVR).

*Please note; if your nationality has an MVV requirement and you have proof of legal residence in another European Schengen country at the time of application, you can upload this ID in Osiris for (possible) exemption of the MVV.*

**Non-EU/EEA students who have proof of legal residence in another European Schengen country, or have the nationality of Australia, Canada, Japan, Monaco, New-Zealand, South Korea, United States and Vatican City State DO NOT NEED an MVV.**

**Please note - All MVV nationals are also issued with a VVR to be collected after arrival.**

## What is a residence permit (VVR)?

(Vergunning Verblijf Regulier or VVR for short)

A VVR is an official document that allows the student (you) to legally reside in the Netherlands, it is issued for a specific purpose, such as study “studie” and you must have it on your person at all times. The VVR is issued for all nationalities and can only be collected after arrival in the Netherlands. HU shall inform you how and where to collect it. (Some students will first need to give biometric details to the local IND office in the Netherlands and return a few weeks later to collect the VVR).

entry visa (MVV)



residence permit (VVR)



Important Information

- A combined MVV + VVR has an earlier deadline because you must first collect the MVV from a Dutch Embassy before travel arrangements can be made.
- Nationalities who only need a VVR, can follow the later deadline below. An appointment at a Dutch Embassy is NOT necessary.
- It is not possible to travel to the Netherlands on a tourist visa and have HU apply for an (MVV) visa application.
- Proof of legal residence in the Netherlands is needed to finalise enrolment at HU and this must be arranged before the start of the study. It is therefore imperative the strict deadline advice is followed.

# Application procedure

## Conditions

The student must;

1. be unconditionally accepted for admissions to study in a full time programme at HU. The only exception is an official conditional acceptance based on graduation results from your previous studies.
2. use the HU International Osiris immigration application programme to submit the visa request before the given deadline.
3. provide document proof of access to sufficient finances for own living expenses and tuition fees during the study period.
4. pay the HU visa fee before the deadline.

## Deadlines

MVV required - **June 15<sup>th</sup>**

VVR only, Transfer or change of purpose – **July 15<sup>th</sup>**

## Early application restriction

It is not possible to submit a visa application earlier than 4 months before the start of the study programme (extension of permit 3 months)

## Preparation

The student is responsible to submit a complete visa application and payment (fee) on time!

HU cannot submit an incomplete visa application to the IND and also not before official confirmation of your admission to the HU programme.

## Issue of the MVV/VVR

(approximately 3 weeks after the visa request was sent to the IND)

- The student will receive an email from HU with an official IND letter attached (written in the Dutch language due to restrictions in the law) to confirm the issue of your visa and residence permit (MVV/VVR).
- Keep the attached IND letter with you at all times during your travel.
- Be aware of possible Embassy waiting times up to two weeks, if an MVV is required!
- **DO NOT** arrange a flight to the Netherlands until the MVV sticker is in the passport. (Remember, the VVR will be available for collection after arrival).



### Important information for Chinese students – Nuffic certificate

**Chinese nationals** must apply for a separate *Nuffic certificate* as part of the visa application. You must have your diploma and language test result ready before you can apply for this certificate and please apply early as positive confirmation is necessary before HU can submit your visa application to the IND.

(Please continue with your visa application with HU while your Nuffic certificate is being processed.)

## Step by step

**Step 1** APPLICATION FOR A HU BACHELOR PROGRAMME - ACCEPTED



**Step 2** PREPARATION OF DOCUMENTS FOR THE VISA APPLICATION

- 👉 Passport (pages)
- 👉 Dutch/Schengen residence permit (when applicable)
- 👉 Documents for proof of sufficient financial means (living expenses and tuition)
- 👉 Antecedents Certificate
- 👉 TB test declaration (when applicable)
- 👉 Adequate health insurance (finalise after confirmation of visa)
- 👉 Birth certificate (not required for the visa application but may be necessary for Dutch municipality registration)



**Step 3** INVITATION TO START ONLINE VISA APPLICATION



**Step 4** ISSUE OF THE VISA – HU SENDS A COPY OF OFFICIAL IND LETTER  
(MVV VISA REQUIRED = MAKE AN APPOINTMENT WITH THE EMBASSY TO COLLECT IT)  
ARRANGE YOUR FLIGHT (AFTER COLLECTION OF MVV – WHEN APPLICABLE)



**Step 5** COLLECTION OF DUTCH RESIDENCE PERMIT (VVR) AFTER ARRIVAL



## Step by step – more details....

### Step 1 APPLICATION FOR A HU BACHELOR PROGRAMME ACCEPTED

#### Apply online through Studielink for one of the HU Bachelor programmes

Studielink is the main registration tool for Dutch research universities and universities of applied sciences. On the main page [www.studielink.nl](http://www.studielink.nl), please click the British flag for English.

After registration in Studielink, you will receive another invitation to answer additional questions and upload the admission documents in the digital student application programme Osiris.



### Step 2 PREPARATION OF DOCUMENTS FOR THE VISA APPLICATION

We suggest you read this Immigration Guide in preparation for your Dutch study visa application while your admissions is being processed. To avoid unnecessary delay it is very important you follow the IND document guidelines given on the following pages. Please find a summary of the required documents below;

- **Passport copy** (must be valid on start date of study); include a copy of all pages with a stamp.
- **Dutch (Schengen) residence permit copy** (if you are currently living in the Netherlands or an EU Schengen country with a valid permit).
- **Financial documents of proof (Living expenses & Tuition fee\*)**; It is imperative you prove the funds for your living expenses and tuition fee are separate. Prepare the documents carefully and make sure each document of proof includes all the details required by the Dutch Immigration.  
Important: the total amount (documents and (part) payment) must be at least the minimum amount required by the IND (refer to page 4).  
\*Tuition fee (must not be paid until requested by the HU enrolment office - Studielink).
- **Immigration forms (Antecedent & Tuberculosis)**; There are two IND forms that need your signature and certain personal details. Digital signatures are NOT accepted. Make sure you place the date and location of signature in the area provided on the bottom of the form(s).  
An Antecedent is always necessary. Some nationalities are exempted from the TBC. These forms are to download during the application or from the IND website (see appendix).
- Payment of the **HU visa fee** (€ 225,00). See the HU Bank account details given in the beginning of this guide.

#### Birth certificate and Health insurance

Although not necessary for the immigration application it is important you are aware that some Dutch municipalities require you to have an original birth certificate. We suggest you arrange this before your departure.

It is mandatory that all students have sufficient Health insurance cover. You shall receive information on how to arrange a Dutch Health insurance at the time of announcing the issue of your Dutch visa.

### Step 3 INVITATION TO START ONLINE VISA APPLICATION

After your admissions has been confirmed, you will receive an email to log in to the separate Osiris Immigration online application.

#### Checklist is provided;

at the end of this Immigration Guide for your convenience. We suggest you have it available during your digital application. (It is possible to save your digital application at any time during the process).

If you need an MVV entry visa, check which Dutch Embassy you will need to go to for collection of the MVV before you start the application.

We prefer you upload your documents (of proof) for each section in one file (.pdf).

#### Living expenses - proof of Financial means

To apply for a visa, you or your sponsor(s) must provide the IND with (document) proof of a source of money for your living expenses. The source of income must cover at least the IND minimum required amount, be long-term and independent from payment of the tuition. Proof can be made either by a direct payment to the HU bank account or on the basis of documents (document requirements are given on next page).



The tuition fee **must not** be paid from the student's monthly “**advanced**” living allowance.

Direct payment of the tuition fee to the Immigration bank account **is not accepted.**

*(Later on in the enrolment procedure the student will receive notification from the HU enrolment office to return to Studielink to officially authorise payment of tuition).*

#### Tuition fee\* - document proof

The student has a choice of various options for document proof (see following pages). The minimum amount must be at least the total of tuition fee for the coming study year! It must be clear at all times that the source of the money for the tuition is separate to the living expenses!

*\*There are two types of tuition fees: statutory tuition fees and institutional tuition fees. Students who need a visa to study must pay the institutional tuition fee which is determined by each individual university. The institutional tuition fee is considerably higher because the university does not receive funding from the government for these students. Both types of tuition fee are raised annually on the basis of the household Consumer Price Index in the Netherlands.*

## IND – Important document requirements

A summary of the (financial) document options accepted by the IND are given below. Exact details of the document content are given on the following pages. Prepare the documents carefully and attach them together in one .pdf file for each upload section. Check the currency conversion on your documents. Make sure the total agrees to the IND minimum and it is clear that the source of money for tuition is separate to the source of money for the living expenses!

- Living expenses – a combination of document proof and (part) payment to the HU bank account for living expenses proof is accepted.
- Tuition fee - only document proof is accepted.



### Important

*You must follow the strict IND financial document guidelines at all times.*

*Unclear and incomplete proof shall cause unnecessary delay and may result in the HU refusing the application.*

Summary of financial combination options – **READ the exact document requirements on the following pages!**

1. A bank account in your own / joint names with a sufficient balance.
2. Documents of proof from a sponsor who will support you;
  - a. Sponsor living outside the Netherlands
  - b. Sponsor living in the Netherlands
3. A scholarship (the scholarship amount may be used in combination with another method).
4. Deposit of the student's (full) living allowance on to the HU bank account (**NO tuition**)!

### Sufficient balance (refer page 4)

- Living expenses = the total amount (payment/document combination) to cover at least the IND minimum requirements (page 4).
- HU visa fee is always required.
- Documented funds for tuition fee must be shown to be from a separate source to the living expenses money.

### Accepted language for financial documents

The Dutch Immigration only accept (financial) documents written in either; Dutch, English, German or French language. An official translation will be required with the (bank) document if the original is not written in one of the accepted languages given above.

## 1. A bank account in your own/joint names with a sufficient balance

**The bank statement (and bank declaration) must contain all of the following details;** *(All bank documents need to be written in either; Dutch, English, German or French language. No other language will be accepted).*

- a) Date of issue (not older than 3 months)
- b) Account holder(s) name
- c) Full account number
- d) Balance and currency
- e) Bank details; name and address of the bank, bank telephone number, email address and/or website.

### Is the bank account in joint names?

- You must supply a separate written declaration with signatures from both account holders explaining that either of the parties may deposit or withdraw money from the account at all times.
- A copy of both account holders identification (ID or passport) must accompany the document.

### Accessibility of the money

- The final balance shown on the bank account must be available at all times.
- Current accounts are accepted.
- A savings account or a certificate of deposit account (statement) **MUST be accompanied** with a (separate) declaration from the bank confirming that there is no restriction of deposit or withdrawal from the account or a transaction list from the account showing recent deposits and withdrawal of money from the account.

**1. Bank statement (internet);** a (current) bank account statement held in one name or joint names must include all the details mentioned above (a – e) and it must be clear that the money is accessible at all times.

A separate bank declaration (see below) must accompany your bank statement if it is not clear that you can withdraw and deposit money on this account **OR** you use an internet printout without all the required details.

**and/or**

**2. Bank declaration;** must be written in one of the languages accepted by the immigration. All the details shown above (a - e), must be shown and the declaration must clearly state that the money on the account is accessible at all times for deposit or withdrawal. The bank declaration must have details of the bank branch, signed by an authorised person from the bank and have an original stamp from the bank.

**2a. Sponsor living outside the Netherlands – [Please go to 2b if sponsor is living in the Netherlands](#)**

Your sponsor(s) may support both your living and tuition fee cover in total or you can have different sponsors for living and tuition!

He/she must at all times provide bank account balance proof that covers the financial declaration(s) together with a signed declaration and identity documents.

1. Copy of sponsor bank details
- 2a. Financial declaration sponsor (living expenses) and/or
- 2b. Financial declaration sponsor (tuition fee)
3. Sponsor identity

**1. Copy of your sponsor's bank account details must contain ALL of the following;** *(All bank documents need to be written in either; Dutch, English, German or French language. No other language will be accepted).*

- a) Date of issue (not older than 3 months)
- b) Account holder(s) name
- c) Full account number
- d) Balance and currency
- e) Bank details; name and address of the bank, bank telephone number, email address and/or website.

**Is the bank account in joint names?**

- Your sponsor must supply a separate written declaration with signatures from both account holders explaining that either of the parties may deposit or withdraw money from the account at all times.
- A copy of both account holders identification (ID or passport) must accompany the document.

**Accessibility of the money**

- The final balance shown on the bank account must be available at all times.
- Current accounts are accepted.
- A savings account or a certificate of deposit account (statement) **MUST be accompanied** with a (separate) declaration from the bank confirming that there is no restriction of deposit or withdrawal from the account or a transaction list from the account showing recent deposits and withdrawal of money from the account.

**1. Bank statement (internet);** a (current) bank account statement held in one name or joint names must include all the details mentioned above (a – e) and it must be clear that the money is accessible at all times.

A separate bank declaration (see below) must accompany your bank statement if it is not clear that you can withdraw and deposit money on this account **OR** you use an internet printout without all the required details.

**and/or**

**2. Bank declaration;** must be written in one of the languages accepted by the immigration. All the details shown above (a - e), must be shown and the declaration must clearly state that the money on the account is accessible at all times for deposit or withdrawal. The bank declaration must have details of the bank branch, signed by an authorised person from the bank and have an original stamp from the bank.

**And**

## 2.a Financial declaration sponsor - Living expenses

Your financial sponsor for your living expenses must complete and sign a declaration. A standard Sponsor Financial declaration is available for use on our [website](#). An example of the Financial Declaration is shown here.

Your sponsor must write clearly the details of the sponsor;  
first name, last name, date of birth, place of birth, nationality,  
passport/ identification number, full address, telephone number  
and email together with the details of the student;  
first name, last name, date of birth, place of birth, nationality and passport number.  
The sponsor must confirm the minimum amount of financial support  
during your study period (dd/mm/yy to dd/mm/yy) for at least 12 months.  
The minimum amount to be written should be at least the IND monthly  
minimum (see page 4) or an amount in combination with a payment to the  
HU bank account and/or document proof that will come to the IND minimum total.

## 2.b Financial declaration sponsor - Tuition fee (when applicable)

A separate sponsor declaration form for tuition is available in the same document as the general sponsor declaration.

If your sponsor is (also) going to pay your tuition he/she must complete the separate Financial declaration for Tuition fee payment.

*(Leave the Tuition declaration form blank if your sponsor is only supporting your living).*

**And**

## 3. Proof of identity

The identity card/passport of the sponsor(s) must clearly show the sponsor's name and document number.

## 2b. Sponsor living in the Netherlands

The Dutch sponsor's statutory minimum income is determined by his/her personal situation. These details are available on the Dutch immigration *Income requirements* webpage. To determine whether your sponsor has sufficient income to support a student it is necessary to add the current IND student minimum amount to the sponsor's "statutory minimum". If the sponsor is to support the student with tuition this will also need to be added to the available income calculation.

It is also possible for a registered/married partner to provide financial proof as a combination. The partner must also provide all the mentioned documents and a copy of his/her passport/ID.

All of the following documents must be supplied: (different documents are required from a person who has his/her own business). Make a copy of all of the following documents of proof and place them in one file (.pdf);

### **Dutch sponsor in employment;**

1. A Sponsor Financial declaration completed and signed by the Dutch sponsor. Details of a Sponsor Financial declaration is shown on the previous page and a copy can be downloaded from our [website](#).
2. An extract of the registration with the municipality (in Dutch: Gemeentelijke Basis Administratie) stating the civil status of the Dutch sponsor(s).
3. A copy of the employment contract (in Dutch: arbeidsovereenkomst) of the Dutch sponsor and his/her employer stating the name and address of the company, the name and date of birth of the employee, terms of employment (in Dutch: dienstverband) and, if applicable, the period of employment.
4. A recent employer's certificate (in Dutch: werkgeversverklaring) of the Dutch sponsor (not older than 2 months) stating the name and address of the company, the name and date of birth of the employee and the terms of employment.
5. Copies of 3 recent successive month pay slips mentioning the name and address of the company, the name and date of birth of the employee, the month concerning and the net income.
6. A copy of the Dutch sponsor(s) passport including personal data, passport number and expiry date.

**OR**

### **Dutch guarantor with income from own business**

1. A Sponsor Financial declaration completed and signed by the Dutch sponsor (see example on previous page)
2. An extract of the registration with the municipality (in Dutch: Gemeentelijke Basis Administratie) stating the civil status of the Dutch sponsor.
3. A copy of the Dutch sponsor(s) passport including personal data, number of passport and date of expiry.
4. (A copy of) an extract of the Commercial Register of the Chamber of Commerce. The extract (or copy) is not older than 3 months.
5. An original declaration of income of self-employed person. The declaration is not older than 3 months.
6. A copy of the (provisional income tax assessment) (aanslag) IB/IB60 of the preceding calendar year.

### **IMPORTANT**

The IND is very strict when it comes to the above (financial document) criteria. If any of the above information is missing or incorrect the document(s) will be rejected and you will need to provide new (extra) details that may cause a delay and have a great effect on the issue of your visa. Make sure the total of money (one option or in combination of proof) is sufficient to finance your first 12 months of stay (see IND minimum) and tuition (if from same source).

### 3. Scholarship declaration

If you are to receive a scholarship to support (part of) your finances, you will need to upload a copy of an (official) signed and stamped scholarship declaration during your digital application. A copy of a scholarship format can be downloaded from our [website](#). A full scholarship amount must not be less than the IND minimum requirement (page 4) or a part scholarship amount may be used in combination with another financial option as long as the total amount of all the documents conform to the IND minimum required.

The form is titled 'DECLARATION' and 'SCHOLARSHIP AWARD'. It is addressed to the 'Reception Office, International Office, Chancellery Hall, 1012 ZS Utrecht, The Netherlands'. The form is for a student and includes the following fields:

I herewith confirm that student:	
Surname:	
Given Name:	
Date of birth:	
Nationality:	
Should receive:	
Name of Scholarship:	
Start date of scholarship:	(dd/mm/yy)
End date of scholarship:	(dd/mm/yy)
For a period of:	(number of months)
Study programme (H2):	

Below the table, there are two boxes for 'Scholarship amount awarded for the total period (EUR/€)'. The first box is for the total amount awarded, and the second is for the amount awarded per month. Below these are fields for 'Date' and 'Address of organisation/institution distributing the scholarship'. At the bottom, there are lines for the 'Signature of authorized person' and an 'Official stamp (University)'.

The scholarship declaration must include the date of issue, name and address of the organisation awarding the scholarship, scholarship name, your name, your date of birth, the exact study period to which the scholarship applies (dd/mm/yy until dd/mm/yy).

If the amount is in another currency please convert to Euro's and place the date of conversion and total amount awarded in the place provided.

The declaration must be signed and certified with a stamp of the organisation awarding/distributing the scholarship.

**Please note:** in some cases HU may request a copy of the original scholarship award!

### 4. Living allowance deposit directly on to the HU bank account (tuition not included)



The most accepted and least complicated method for living allowance proof is to deposit an “**Advance**” living allowance (12 months) on to the HU bank account in the name of the student. The money shall be returned to the student (in instalments) after arrival in the Netherlands. The HU bank payment details are given on page 4.

(It is possible to deduct amounts already supplied by financial document proof (such as a **scholarship**) from the amount deposited).

The student must have access to other money during the first month in the Netherlands! The student needs to open a Dutch bank account after arrival in the Netherlands to receive their advanced living money. (It can take up to a full week after having given us notification of the bank account details before the money is received).

**Remember** – Do not pay the student **tuition fee** on to the HU immigration bank account!

Actual payment of the tuition will be paid at a later date! The HU enrolment office will notify the student when the tuition fee payment needs to be confirmed in Studielink. At the same time a separate Tuition payment authorisation form will be requested by the HU enrolment office).



## Step 4 ISSUE OF THE VISA – HU SENDS A COPY OF OFFICIAL IND LETTER

HU will send an email notification of the issue of your (combined) visa approximately 3 weeks after the IND has received our request. A copy of the official IND letter will be attached to the email. Please note; due to Dutch law requirements the IND letter is written in the **Dutch language**. However, we do advise you to check your name and date of birth and the start and end date of your Dutch residence permit (further on in the letter) are correct!

### VVR only

You do not need to go to a Dutch Embassy prior to leaving and it is now possible to arrange your travel to the Netherlands. It is very important you keep the IND letter (mentioned above) as proof of the issue of your Dutch residence permit with you at all times during your travel as you do not have an MVV sticker. You can also use this letter in the Netherlands after arrival, for local municipality registration and when arranging collection of your VVR.

### MVV Visa issued – collect it from your Dutch Embassy in time for your travel!

Read the HU email content carefully and follow the details on how to prepare and arrange an appointment with the Dutch Embassy in your country of (legal) residence. Please note some Embassies have a waiting of up to two weeks! (The IND will notify the **Dutch Embassy** in your country around the same time as HU). The MVV sticker will be valid for 3 months and must be used to enter the Netherlands within this period. (After collection of your VVR in the Netherlands your MVV will no longer be relevant).

When collecting your MVV you must be prepared to provide the Embassy with biometric details; **photograph, finger print** and a completed **application form**. Follow the instructions in our email message on how to do this. The general procedure is as such:

1. Download the MVV issue form; use the link in the email message MVV confirmation and see help below by some options. Take it with you to the Dutch Embassy appointment together with your passport.
2. Make the appointment with the Dutch Embassy .
3. Make sure your passport is valid for at least 6 months from the date of the appointment.
4. Be prepared; the Embassy will need biometric details from you at the time of collection of the MVV. These are needed for your VVR Dutch temporary residence permit.



- Your **entry visa** (MVV) is valid for three months to enter the Netherlands.
- Your **Dutch residence permit** (applied for at the same time as the MVV) will be valid from the start date of your study programme. HU shall advise you on how to collect this after your arrival in the Netherlands.
- **We strongly recommend** you DO NOT arrange a flight to the Netherlands until you have your MVV-sticker in your passport (or make sure you can change your flight dates without a (financial) penalty).

#### PLEASE NOTE:

**We strongly recommend you DO NOT book your flight until you have received your MVV entry visa!**

## Step 5 COLLECTION OF DUTCH RESIDENCE PERMIT (VVR) AFTER ARRIVAL

Shortly before your arrival HU will send you an email with a digital link for you to arrange an online appointment with the Dutch Immigration (IND) in the Netherlands to collect your VVR (or first arrange biometric details).

Important: All students with MVV and/or VVR only requirements must collect a VVR!

If you have no MVV requirement (VVR only) we suggest you keep the **Dutch Immigration letter** (Dutch language) with you until you have collected your VVR. This IND letter proves that you have received permission to stay in the Netherlands. It can be used for other official situations such as registration with the municipality until you collect your Dutch residence permit for study (VVR).



### Collection of temporary Dutch residence permit (VVR)

In the email HU shall confirm to the student as to whether it is first for biometric details (photograph and finger print) or collection of the VVR. If biometrics are required the VVR should be ready for collection within 3 – 4 weeks. A new online appointment will be required.

Documents to take to the Immigration office each time;

- Your passport
- Immigration letter (copy)

#### Address of the Immigration Office Utrecht

Bergstraat 58, 3511 RS Utrecht

Open from 09:00 until 16:00 (4 pm) Monday to Friday

[Online appointment tool](#)

### Tuberculosis test

For those nationalities who need to undergo a Tuberculosis test (confirmation given by student during the visa application) it will be necessary to go to the Health Centre (GG&GD) in Utrecht promptly.

HU shall guide you to the TBC (immigration) appointment form that is available on our AskHU intranet page for you complete and take to the Health Centre. The Health Centre will send this form to the Immigration (IND) confirming your attendance. (Please note; the IND must have received this form within 3 months after your arrival or they may cancel your Dutch residence permit.)

Documents you must take to the Health Centre (no appointment is necessary);

- Your passport
- TBC – immigration form (complete your personal details before you go to the Health centre)
- A fee may be required

#### Address of the Health Centre (Tuberculosis location)

4th floor in de office called (Stadskantoor)

Stadsplateau 1, 3521 AZ Utrecht

Open from 08:30 until 11:30 Monday to Friday (not Thursday)

## Health insurance

Dutch law requires that everyone living in the Netherlands has adequate health insurance. You must have proof when holding a residence permit. Medical costs in the Netherlands are high. Your health insurance must cover medical expenses at cost and there must be no limit to the amount covered for e.g. a doctor's visit or hospitalization.

It is your responsibility to have sufficient Health insurance during your stay. HU shall send you a general information /reminder and link to a Dutch organization when informing you of the issue of your Dutch visa (before the start of your study). Arrange this on time!

## Municipality registration Utrecht

The municipal registration of your Dutch address is required by Dutch law for all (temporary) residents who are to stay in the Netherlands **longer than 4 months**. Those of you who are to live in Utrecht shall receive a link from HU to make an appointment with the Utrecht town hall during the weeks around the start of the study.

Once you go to the municipality you will receive receipt of a **Dutch social security number (BSN)**. This social security number is necessary for some official arrangements such as finalizing /opening your Dutch bank account.



## Municipality registration other than Utrecht

You will need to contact the municipality town hall yourself and follow their specific procedures.

## Opening a Dutch Bank account

It can be difficult to open a Dutch bank account without a Dutch social security number (BSN), that is issued to you after you have registered at your local municipality. However, ING Bank and ABN-AMRO bank should in most cases offer special services to International students who do not yet have a BSN. We have some advice during the Introduction days and on AskHU.

A Financial statement will be sent by email to those of you who deposited an advanced living amount on to the HU bank account, with details on the deposit and how you can receive it back. After you have opened a Dutch bank account, the advanced living allowance deposit will be returned to you in installments unless otherwise agreed.

# Checklist - Osiris immigration application programme

## Confirm your type of visa and upload your documents in Osiris



After confirmation of your admission to the HU programme you will receive an email invitation to start the Osiris immigration application programme to answer immigration questions and upload your documents.

Read the document conditions in the Immigration guide pages first and after placing them in the separate .pdf files we suggest you use this checklist guideline to continue.

- A. Use your log in to return to Osiris with your given username and password.
- B. Under the heading *Current applications* **Type** you will see the process name;

Type	Programme	Period	Status	Decision	Progress	
HU Immigration application	B International Business Utrecht	01/09/2019 until 31/08/2020	In progress		<a href="#">Step 0 of 1 (More info)</a>	<a href="#">View/Edit</a>

HU Immigration application – with a message **“Select 'View/Edit' to resume/start your application”**

- C. Please click [view/edit](#) to continue the visa application section.

You will see a general information screen explaining how to use the application and when satisfied you may click on the Continue button.



**Please note;** after submitting the application you can click on the following item to follow the progress of your request



The following pages will explain what is expected from you during the online application. We suggest you check the Immigration Guide first and choose the methods you wish to use for financial proof. Prepare your documents carefully and make your copies (.pdf) before you continue with the application.

### Welcome

Welcome to our visa application section!

Because of your non-EU/EEA nationality it may be necessary for us to arrange a Dutch visa to study as part of your enrolment.

## Degree student

1. Are you living in the Netherlands or in another Schengen country with a valid residence permit ?

*Your nationality triggers an invitation to log in to the immigration process. However, you will need to advise us of your actual residential situation as the application procedure can vary depending on where you are legally living. If you are living in your home country we expect you to answer **No**. The other answers are explained in detail here below.*

**Answer** – ‘No’ - if you do not have a Dutch residence permit or a residence permit for a Schengen country.

*You will proceed directly to accept and give permission to HU to contact relevant third party authorities etc.) and continue to the following page.*

1. Please accept and give permission to HU University of Applied Sciences Utrecht (HU) to contact relevant authorities regarding the origin, content and authenticity of my documentation.
  - I understand and give permission

**Answer** - ‘Yes I have a valid **Dutch** residence permit ‘ (*the residence permit must not have expired and you need to have a copy to upload*).

*Check your Dutch residence permit and answer the following question;*

2. Do you have a residence permit with the word ‘studie’ written on the front or back?

- a. **Answer** – **No**, it is for another purpose’ if you came to the Netherlands for another purpose such as ‘ au pair’ for example.
- b. **Answer** – **Yes**, I have a residence permit for **study**’ if you came to the Netherlands to study and another Dutch university arranged your residence permit. The word ‘studie’ should be mentioned either on the back or front of your permit.

3. Upload a copy of both sides of your valid residence permit (.pdf format)
4. Please accept and give permission to HU University of Applied Sciences Utrecht (HU) to contact relevant authorities regarding the origin, content and authenticity of my documentation.
  - I understand and give permission

**Answer** - ‘Yes I have a valid residence permit for **another Schengen country**’ (*the residence permit must not have expired and you need to have a copy to upload*).

*If you have a valid Schengen country residence permit and your nationality has the MVV requirement you will not need to collect an MVV at a Dutch Embassy before entering the Netherlands. We will need proof of this.*

2. Upload a copy of both sides of your valid Schengen residence permit (.pdf format)
3. Please accept and give permission to HU University of Applied Sciences Utrecht (HU) to contact relevant authorities regarding the origin, content and authenticity of my documentation
  - I understand and give permission

**(Chinese nationals** - during the first section you will be prompted to not forget to arrange a **Nuffic certificate!**)

**VVR only;** If you do not have a nationality that requires an MVV the following message will appear;

We expect to arrange a Dutch residence permit for study purposes for you, an entry visa is not required.

**MVV nationalities not living in the Netherlands or a Schengen country will receive a request to advise us of the Dutch Embassy where they are to collect the MVV. The following message will appear;**

We expect to arrange an MVV visa for you to enter the Netherlands and further residence permit combination for study purposes.

**Embassy**

Please advise us of the Dutch Embassy where you will collect your MVV sticker.

Make a choice from a list of Embassies that will appear for you to select.

If you want to collect your MVV visa from an Embassy in a country other than your home country you will need to upload a copy of proof of your legal residence for that country.

**Attachment +**

**OR**

**MVV nationalities living in the Netherlands or a Schengen country are exempt of the MVV entry visa and do not need to go to a Dutch Embassy. The following message will appear to confirm this;**

You do not need to go to a Dutch Embassy because you are already living in a Schengen country.

**Dutch residence permit for study - transfer student ;**

If you have informed us that you have a residence permit for study that was arranged by a Dutch university you will need to give us more information about your previous study progress at the other Dutch university(ies).

You must download the *Additional information form* and complete the questions.

Upload the form to continue.

**Attachment +**

*If your residence permit for 'studie' is still valid HU will need this information to advise the IND of your transfer to HU. Please note; in some cases it may be necessary for HU to arrange an extension of your permit or there is also a possibility that HU may refuse to become your immigration sponsor! You will be informed of this during the process.*

## Financial documents of proof

All (financial) documents for living expenses and tuition must include all the requirements as explained in the Immigration guide. It is very important the total balance agrees with the current IND minimum + tuition fee.

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### Living expenses

Let us know how you intend to prove you have sufficient finances to cover your living expenses.

If you choose to pay your (full) living expenses on the HU bank account you may upload a copy of the bank payment for us to keep track of your payment. Make sure you deposit the money before the deadline!

Or

Upload supporting financial documents

Please confirm the method(s) of financial document proof you are going to provide. You may make a full payment to the HU bank account or provide documents of proof. When using documents please indicate the method you are to use;

- I have a copy of a bank account in my own/joint names with a sufficient balance
- I have a copy of all the documents from my sponsor who will support my living
- I have a copy of a (full) scholarship that covers my living expenses

The total amount (payment and/or documents) must agree with at least the IND minimum.

When applicable you may upload a copy of your bank payment as an option to help us track the payment.

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### Tuition funds proof

You must confirm and provide document proof that the payment of the tuition will not be paid from any of the money to be used for your living expenses. Advise us of the method you are to use and upload the documents.

- I have sufficient balance on my bank account
- I have a sponsor who will finance my tuition
- I have been awarded a scholarship

Please note; It is not possible to pay the tuition to the immigration bank account.

(The HU enrolment office will advise you later during the enrolment on how to make the payment.)

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A **visa fee** must be paid before HU can submit the visa application to the Dutch Immigration.

Acknowledge to us that you have read the visa conditions in the Immigration Guide (*transfer students may be exempt*).

### Passport

Upload a copy of your passport identification page and all pages with a stamp.

## Immigration forms

You can download the forms directly from the links provided in the Osiris immigration application programme.

**Warning** – Digital signatures are not accepted.

**Antecedents certificate** – read the form carefully and complete it truthfully. Place your signature, the name of the place where you are signing and the current date on the form in the position provided. Upload the completed form to continue.

**Tuberculosis declaration** – check first whether your nationality is exempted from taking a TBC test. *If your country is not on this list you must complete your personal details and sign the form in the same manner as the Antecedent. This is confirmation that you will take the test once you are in the Netherlands..*

**Before submitting your visa application we want you to be aware of the terms and conditions when holding a Dutch residence permit for study and for you to give your knowledge of acceptance;**

- I understand there are conditions when holding a Dutch visa for study and I am aware HU will have rights and obligations as an authorized sponsor for the Dutch Immigration. I understand while holding a visa for study purposes;
- I must inform the HU Immigration unit of any changes in my situation while living in the Netherlands.
- HU Immigration unit must receive documented proof each year of my study that I have;
  1. received at least 50% study progress (30 EC's) in my degree programme or have an accepted reason (authorized by a student counsellor).
  2. access to sufficient financial means (according to the IND minimum) that covers both my living expenses and tuition for the coming 12 month study period.

Make sure you (re)submit your Osiris-application!

Submit

You will receive a message from the immigration unit confirming the progress of your visa application during the process, including when it is sent to the Dutch immigration service.



## Appendix - Dutch residence permit categories and forms

The Dutch Immigration (IND) issues and recognizes many types of residence permit categories. Some residence permits allow you to participate in a study in higher education in the Netherlands.

However, as there are so many possibilities we suggest you check the Dutch Immigration [website](#) for the most up to date information. If you are convinced your current Dutch residence permit allows you to enroll in a programme at our university for full-time study you may start the Osiris immigration application programme and upload a copy of your permit for us to confirm.

If your residence status is accepted for study purposes it will not be necessary for HU to arrange a visa and/or residence permit for study purposes.

**Important** - if you are not sure as to whether you can use your Dutch residence permit for study, to avoid unnecessary delays we suggest you contact the Dutch Immigration yourself for confirmation.

### Immigration forms

During the online application we provide links to two immigration forms (Antecedent and TBC declaration) that you need to first download complete and sign and upload again as part of the procedure. (These forms are also to be found on the Dutch Immigration [website](#)).