



**UNIVERSITY
OF APPLIED
SCIENCES
UTRECHT**

**IMMIGRATION
GUIDE
Exchange Student**

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More information

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Date

24/02/2026

Version

02/2026

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Introduction

Do you have a non-EU/EEA nationality and have you been selected to participate in an exchange programme at HU University of Applied Sciences Utrecht (HU) for one or two semesters (maximum 12 months)?

If your answer is yes **and** you intend to stay in the Netherlands for more than four months, you will need to complete the application process for a Dutch visa and/or residence permit for study at HU.

Please note that the procedure may vary depending on your personal situation. In addition, when applying for a residence permit for study, there are several important requirements and conditions you should be aware of.

Both HU and the student have [rights and obligations. Read the IND brochure](#) carefully, which contains a summary of these rights, obligations, and conditions. In order to be able to process your application and apply for your visa/residence permit for study, HU needs to verify and forward your documents to the IND.

Please note that you cannot apply for the study permit yourself! We (HU University of Applied Sciences Utrecht) will send your application directly to the Dutch Immigration Services on your behalf! Your application is submitted under strict conditions determined by the Dutch immigration law. HU will submit the application to the IND only if all required documents have been uploaded by you and they have been approved by HU.

Our university can send the application to the IND at the earliest 3 months prior to the start of your programme. If you are an early applicant, be aware that we will not submit your documents sooner!

Please go through the steps in this document to find out what the Dutch Immigration Services (IND) expect from you and what you should arrange. Be sure to read through all of them before you start the application process. Check your personal and student email inbox (and Spam folder!) frequently when going through the procedure.



Important
Information

Are you currently studying in another EU country with a valid student residence permit for study purposes?

If you are currently living in an EU country (other than Denmark or Ireland) with a residence permit for study purposes issued by this country, you will need to apply for the **'Intra EU mobility student'** scheme through HU. If you are not, then please move on to the next section.

Your residence permit for the EU country must not expire during your stay in the Netherlands and you must prove to us during the application that you have access to sufficient finances ([see IND minimum requirements further in this document](#)) during your stay. An explanation on **'Intra EU mobility student'** and all the requirements can be found on the [webpage of the IND](#).

Note: If the EU residence permit is **NOT** for study purposes, then check on the next section of this document which application procedure is applicable to you.

We will collect your documents for the 'Intra-EU Mobility Student' scheme during your exchange application, and once your documents have been checked, we will notify the IND.

To download the ['Inbound mobility student'](#) form, please click [here](#).

We will advise you as soon as your 'Intra-EU Mobility Student' scheme has been officially confirmed by the IND. Once it has been approved, you will be able to use your current student residence permit from the other EU country to study in the Netherlands. You will not have to pay an application fee when using the 'Intra-EU Mobility Student' scheme.

Do you need provisional residence permit (MVV) or a regular residence permit for study (VVR)?

There are two application procedures for the Dutch residence permit for study, depending on your nationality and current residence situation.

If you are not living in the EU/EER with a valid residence permit, your nationality is decisive in determining whether you need a **provisional residence permit, also referred to as an entry visa or MVV**. [You can check whether you need an MVV to enter the Netherlands on the IND website and read more about the procedure.](#)

In case you will need an MVV, this will be arranged through the **TEV procedure** (Entry and Residence). In this combined procedure HU will submit one application to the IND for both your MVV (entry visa) and your Dutch residence permit at the same time, after which you collect the MVV at a Dutch embassy and travel to the Netherlands to receive your residence permit.

You will need to apply for the **regular residence permit for study (VVR)**:

- a. If you have a nationality from one of the MVV exempted countries;
- b. If you do not qualify for the 'Intra EU mobility student' scheme;
- c. If you are exempt from the MVV because you hold a valid residence permit in another Schengen country for a purpose other than study (and this permit does not expire before your intended arrival in the Netherlands),
- d. If you fall under one of the exemption situations described by the IND on their website.

You can check the MVV [exemption details on the IND website](#).

Check the relevant deadlines

Deadline September start

June 15: If you require a MVV and residence permit (TEV) to study in the Netherlands you have to complete your application before June 15.

July 15: If you are exempted from the MVV requirement and only need a VVR you have to complete your application before July 15.

Deadline February start

December 1: All MVV and VVR applications must be submitted and approved before December 1.

The MVV/VVR application process in Mobility-Online

You will be prompted in Mobility-Online to apply for the entry visa/residence permit for study during the application process for your exchange programme. You will receive an invitation to register from the International Office.

Upload relevant documents for the application

All relevant documents and proof of payment of the application costs must be received and processed by our International Office before the deadline applicable to you. Arrange your application fee payment at least one week before the deadline to allow for (bank) administration delays.

You will be expected to upload the following documents in your Mobility-Online application:

- A **scan of your passport** (valid for at least 6 months) including a copy of all pages with a stamp;
- A completed and signed '[Antecedents Certificate](#)'. On this form you will need to fill in whether you have ever committed a crime or a criminal offence.
- A completed and signed '[Declaration of intent to undergo a TB \(tuberculosis\) test](#)' form (if applicable). This applies to you if your country of origin is not on the [IND exemption list](#).

Submit proof that you have access to sufficient financial funds

During the application process for the MVV/VVR or the 'Intra-EU Mobility Student' scheme, you will be asked to provide proof that you will have access to sufficient funds during your exchange period, as well as to pay the application fee required by the IND. The IND specifies that these documents should be in **Dutch, English, German or French**. Is this not the case? Then you should have the documents [translated](#). The original document needs to be authenticated by an original stamp and signature of the bank.

HU has the right to choose the type of financial documents it accepts as proof of living expenses.

If HU has reason to doubt the authenticity of your documents, HU has the right to request further proof that provide sufficient evidence of your financial situation. In case you are not able to present convincing proof of your financial situation, HU has the right to refuse your application for an entry visa/residence permit for study.

If your application is completed before the deadline, approved by the HU and the visa/residence permit fee is paid,

HU will forward the application to the IND!

Arrange your financial support early!

A minimum monthly amount for living expenses is set yearly by the IND. You must prove you have access to at least 5x the monthly amount (for a semester) and 10x the monthly amount for a full-year taken as indicator: [The current study amounts for 2026 are available on the IND website](#).

HU must also verify that you have sufficient funds to pay the application fee. Therefore, **in addition to the amount required for your stay**, you must provide proof that you can cover the application fee as well.

Financial document requirements:

All documents should be in **English, French, German or Dutch**. If this is not the case, we need an additional translation into one of these languages, translated by a sworn translator. The original bank document needs to be authenticated by an original stamp and signature of the bank.

Make sure the documents are **not older than 3 months!**

The IND has strict document requirements. It is important each document of proof contains all the details expected by the IND. HU will not approve a document if:

- it is missing any of the required details;
- it is not on the right language;
- the document is not clear to read;
- if the document is not from the right period.

The general IND document requirements are to be found on the [IND website](#).

In order to show you have sufficient money, you can submit one or the combination of the following evidence:

- You have free access to money in your own on a current/checking bank account or savings account;
- You are going to receive a scholarship;
- You are being sponsored by a private person.

Please note, HU is not obliged to accept all the options that are listed on the IND website.

It is not possible for you to choose the option '*You deposit money on the account of your educational institution*'. We also do not accept '*You receive funds from a company*'.

If you provide more than one type of financial proof for your living expenses, all documents must cover the **same time period**. For example, if you submit a bank statement from your own account and a bank statement from a sponsor, both statements must show the financial situation for the **same month**, such as April or September.

You can find the details for the above mentioned documents given on the [IND website](#). For your convenience we have a [scholarship template available](#) that may be used during the application.

You can find a [sponsorship declaration for a private person](#) on the IND website, to be submitted in your Mobility-Online application.

Type of bank account:

The bank account should be a **current/checking account or a regular savings account**, from which you or your sponsor are able to freely withdraw funds at all times.

Any other bank account type can only be accepted in combination with a bank statement that says the money can be freely withdrawn at any moment.

We **DO NOT accept investment accounts** as proof of living expenses, as investment accounts are not stable, therefore the IND does not find them reliable.

We accept the following documents:

- an original bank statement;
- an original bank transaction report;
- copy of transaction report;
- a downloaded transaction report of an internet bank account.

The bank document must:

- be in English, French, German or Dutch.
- include the date and not be older than 3 months;
- include the list of withdrawals and deposits of the most recent 3 months;
- show the name of the account holder (min. the surname and initials);
- contain the bank account number, balance, currency used and type of bank account (regular savings or current/checking account);
- contain the contact details of the bank (website; email address; branch - including address).

Joint bank account:

Is the bank account of your financial sponsor on more than one name? Then we will need:

1. Statement of the other account holder saying that your financial sponsor can use the funds on the shared account without restriction from the other account holder. The statement of the other account holder must also contain:
 - a. the date;
 - b. account number;
 - c. financier's name;
 - d. full name; passport or ID number and signature of the other account holder.
2. A copy of the other account holder's valid passport or national and valid identity card (we cannot accept driving licenses or health insurance cards as proof of identity).

Pay your immigration application fee

After your application for the MVV/VVR is complete in our system, Mobility-Online and approved by us, you will receive a request from us to pay the application fee ('Intra EU mobility student' applicants are exempt). You may check the [IND website for the current application costs](#).

The costs for the entry visa (MVV) and/or residence permit for study (VVR) must be transferred to the HU bank account,

from which the IND will withdraw the required amount once we submit your application. Please note that HU pays these application costs directly to the IND, and once the amount has been transferred, it is **non-refundable**.

Make sure you pay on time! We are not able to apply for the entry visa and/or residence permit for you unless we receive the payment of the application fee on time! Not paying the application fee on time can lead to the cancellation of your application at HU!

Approval of the MVV/VVR

You will receive an email to your personal email address as soon as the MVV/VVR request is sent to the IND. You should expect an email notification from the International Office confirming the issue of your MVV and/or residence permit approximately 3 weeks later.

The notification message **will include a copy of the official IND letter** stating the issue of your MVV/VVR.

Due to Dutch law requirements, the IND letter is written in the Dutch language. However, we ask you to check if your name, date of birth, the start and end date of your Dutch residence permit are written correctly in the letter! Let us know if there is something wrong!

Note: We, together with the IND, strongly advise you **NOT** to book your flight to the Netherlands until you have received the official IND letter confirming the approval and issuance of your MVV/VVR.

Working Holiday Programme/Scheme

As a Canadian, Australian or New Zealand nationals [fitting the requirements](#) you may be able to apply for a residence permit under the “Working Holiday Programme/Scheme (WHP/WHS)” offered by the Dutch Immigration and Naturalisation Service (IND). It is important to be aware that when choosing the WHP/WHS scheme, **you are fully responsible for arranging your own residence permit!**

You may submit your WHS/WHP application in one of the following ways:

- Online application form (90 days before arrival to the Netherlands)
- Written application by mail
- Application in person at an IND desk (if you are in the Netherlands)

If you apply for the WHP, you do not have to go through the regular immigration process described in this document. For more information about how to apply, costs and the requirements, please consult [the Residence permit Working Holiday website of the IND](#). Please make sure to read the full procedure carefully!

The WHP/WHS programmes are also offered to other nationalities, however with restrictions. If you have one of the nationalities with restrictions you **MUST** apply for the residence permit for study purposes (VVR), to be arranged by HU. **Please be aware that you can only apply for the Working Holiday Scheme once, until you are 30 years old!**

Before your travel to the Netherlands

You need an MVV (entry visa)

Read the HU e-mail content carefully and follow the details on how to prepare and arrange an appointment with the Dutch Embassy in your country of (legal) residence. **When collecting your MVV** you must be prepared to provide the Embassy with *biometric details: photograph, fingerprint, signature and a completed application form*.

You do NOT need an MVV

You do not need to visit a Dutch embassy in your country of (legal) residence before travelling to the Netherlands. You may arrange your travel as soon as you have received the official IND approval letter. Please keep this IND letter—confirming the issue of your Dutch residence permit—readily available during your journey, as you may be asked to present it.

If you are exempt from the MVV requirement for any reason other than your nationality (for example, because you hold a valid residence permit from another Schengen country), please carry that document with you as well as proof of your exemption while travelling.

If you have no MVV requirement (VVR only) you will need to 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 and opening a bank account until you collect your Dutch residence permit for study.



We strongly recommend you to NOT arrange your travels until you have received the written confirmation that you have been admitted to the HU and that the IND has approved the issue of your study permit!

Arrival in the Netherlands

Biometric appointment

Once you are in the Netherlands, you have to make an appointment with the IND to provide the IND with **biometric details: photograph, fingerprint and signature**. We will provide you with more information on this a week before the start of your study. Without these, the IND is not able to prepare your residence permit card.

Collection of your residence permit

Once your residence permit card is ready, the IND will notify us by letter. After your arrival, HU will send you an email with details on how to arrange online an appointment with the Dutch Immigration (IND) in the Netherlands to collect your study permit.

Note: All students who require an MVV/VVR must collect their residence permit (study permit) card in person after arrival in the Netherlands. Failure to collect your residence permit card can have serious consequences for your stay, including the possible cancellation of your residence permit.

Arranging your own permit - Working Holiday Programme/Scheme

Make sure you follow the [instructions on the IND website](#). The International Office will be available for advice in case you need it.

Register at the municipality and arrange practical matters

You are required to register with the municipality **within 5 days of arriving in the Netherlands**. More information about how to do this, can be requested from the municipality where you are going to live. The International Office will also inform you of the procedure before and after your arrival.

Health insurance

Dutch law requires that everyone living in the Netherlands has adequate health insurance. You must have proof when holding a residence permit. You can find [more information on health insurance on our website](#).

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, this depends on the bank you choose as some ([like the ING bank](#)) offer special services to international students that do not have a BSN yet.

Working in the Netherlands

As an international student at HU University of Applied Sciences Utrecht, you are allowed to have a part-time job during your studies. If you have a study permit, you are limited in the number of hours you are allowed to work and a working permit is always necessary. Check the website of [Nuffic](#) and download the [flyer of the Ministry of Social Affairs and Employment](#) for more information.

Tuberculosis test

For those nationalities who are [not exempted of the TB test](#), will need to undergo a Tuberculosis (TB) test. During the application you will be asked to complete and sign a '[Declaration of intent to undergo a TB test](#)' form to confirm your knowledge of the obligation.

Upon arrival in the Netherlands you will need to arrange a test at a **Municipal Health Service (GGD)** of your region of residence promptly.

No appointment is necessary, but a fee may be charged. If you need to take the test, you may download the [IND form](#) and follow the instructions. **Make sure you take the test within three months after arrival!** If not, the IND may cancel your residence permit.

Departure from the Netherlands

Municipality de-registration

It is very important you inform the Dutch local government (municipality) that you are no longer living at an address in their municipality before you leave the Netherlands.

Note! If you have already left the Netherlands, you must use the postal system to inform the municipality.

Procedures depend on your municipality:

- **Utrecht:** Follow the instructions on the [Emigration and deregistration site](#) of Utrecht municipality.
- **Zeist:** Follow the instructions on the [Emigration and Deregistration site](#) of the Zeist municipality.
- **Other municipalities:** Check the website of your municipality for the address and opening hours. Call beforehand to see if you need to make an appointment.

Close your Dutch bank account

If you have a Dutch bank account, make sure you close the account before you leave or make an agreement with your bank on a closing date. Otherwise, bank charges could grow in the account, resulting in you having a debt in the Netherlands.

Return your residence permit card to the IND

Once the semester has passed, we as your sponsor, will inform the IND of your departure from the Netherlands and they will de-register you.

The residence permit card is property of the Dutch government, which means you must return it to the IND before you leave the country. Invalidate the residence document before you give it back by cutting a corner off the document, or by making a hole in it.

There are different ways to give the residence document back to the IND. Please [follow the instructions on their website](#) on how to do this.

Final Remarks

We hope this guide helps you navigate the immigration process smoothly and prepares you well for your upcoming stay in the Netherlands. We look forward to welcoming you to HU University of Applied Sciences Utrecht and hope you will enjoy your studies and your time living in the Netherlands.

If you have any questions about your immigration procedure or require further assistance, please do not hesitate to contact the International Office via exchange@hu.nl.