

**UNIVERSITY
OF APPLIED
SCIENCES
UTRECHT**

**IMMIGRATION
GUIDE
Exchange Student**

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More information

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Date

12/09/2025

Version

09/2025

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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 come to the Netherlands for longer than 4 months, then you will need to apply for a Dutch visa/residence permit for study.

Please note, the procedure may differ slightly depending on your specific situation. Also, when arranging a residence permit for study, there are certain things you need to 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.



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 our services. 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 when 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. You will then 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 a visa 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 visa/residence permit, depending on your nationality and current residence situation.

If you are not living in the EU with a valid residence permit, your nationality is decisive as to whether you need an MVV. [You can check whether you need an MVV to enter the Netherlands on the IND website and read more about the procedure here.](#)

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 exempted from the MVV because you have a valid residence permit in a Schengen country for a purpose other than study (it must not expire before your intended arrival in the Netherlands).

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 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 visa and VVR applications must be submitted before December 1.

The MVV/VVR application process in Mobility-Online

You will be prompted in Mobility-Online to apply for the 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 must be received and processed by our International Office before the deadline applicable to you. Arrange your visa 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. 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 request for the MVV/VVR and 'Intra EU mobility student' scheme, you will be asked to provide document proof to show you will have access to sufficient funds during your exchange period and the visa 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](#).

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.

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 2025 are available on the IND website.](#)

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 document needs to be authenticated by an apostille. In case of bank statements, an original stamp and signature of the bank is acceptable.

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, current bank 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'.

In case you have more than one financier for the payment of the living expenses, you need to provide documents from the same time period. For example a bank statement from your own checking account and a bank statement of your sponsor, both documents covering the period of March to May or October to December.

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 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 an 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;
- 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 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 visa fee

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

The costs for the (provisional) residence permit for study need to be paid to the bank account of HU from where the IND will withdraw the sum once we hand in your MVV or VVR request.

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

Note that HU pays the visa fees directly to the IND for your entry visa and/or study permit application. Once the amount has been transferred to the IND, it is not refundable.

Approval of the MVV/VVR

You will receive an email to your personal email address as soon as the visa request is sent to the IND. You should expect an email notification from the International Office confirming the issue of your MVV visa 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 strongly recommend you **DO NOT** book your flight to the Netherlands until you have received the official IND letter confirming issue of your MVV/VVR.

Working Holiday Programme/Scheme

If you are a national of Australia, Canada or New Zealand, you are not currently living in Europe and have not used the 'scheme' earlier, you may be able to apply for a residence permit under the "Working Holiday Programme/Scheme (WHP/WHS)". It is not possible for HU to apply for this permit on your behalf, you must arrange the application yourself once you have arrived 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 and the requirements, please consult [the website of the IND](#).

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 study residence permit, to be arranged by HU. **Please be aware that you can only apply for the Working Holiday Scheme once, until you are 30!**

Before your travel to the Netherlands

You need an MVV (provisional residence permit)

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 go to a Dutch Embassy prior to leaving. You can arrange your travel to the Netherlands as soon as you have the approval letter. Keep the IND letter proving the issue of your Dutch residence available for your travel. **Once you are in the Netherlands**, you have to make an appointment with the IND to provide them with *biometric details*:

photograph, fingerprint, signature and a completed application form. We will provide you with more information on this a week before the start of your study.

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.

Arrival in the Netherlands

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 with MVV or/and VVR must collect the study permit card after arrival!

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 must 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](#).

If you wish to open 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, it depends on the bank and some ([like the ING bank](#)) offer special services to international students that do not have a BSN yet.

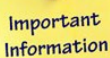
Working in the Netherlands

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



Important
Information

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!

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.