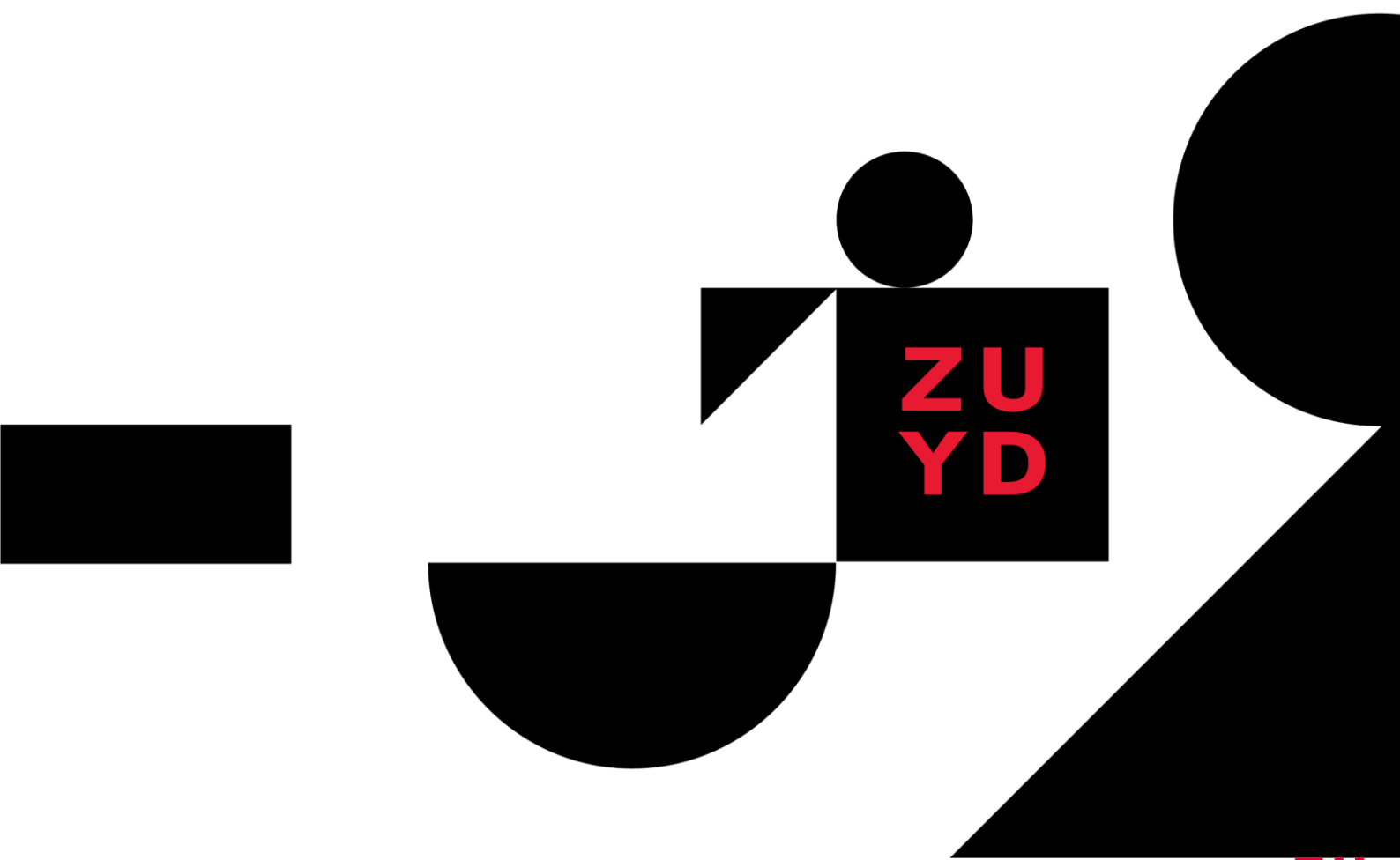


Applying for a visa and/or residence permit

Information document 2024-2025



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Welcome!

You have applied for study program at Zuyd University of Applied Sciences in the Netherlands. Based on your [nationality](#), you may need a visa (MVV) and/or residence permit (VVR) to study in the Netherlands. In both cases, Team Immigration of Zuyd University of Applied Sciences will apply for your visa and/or residence permit on your behalf. The following is an overview of the conditions and the requirements you must meet when applying for a visa and/or residence permit.

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

The final deadlines for submitting all required documents in the online application process are:

- **July 1st** for semester 1 students (September)
- **December 1st** for semester 2 students (February)

Documents submitted after July 1st and December 1st will **not** be processed.

Please keep in mind that the application process for a visa and/or residence permit is an official process and requires the utmost input from the student. If your documents do not meet the requirements mentioned in this document, you will receive them back and you will have to adjust them accordingly. This can be very time-consuming, so make sure you carefully check your documents before submitting them.

General conditions

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

- You have a **valid passport** or another travel document;
- You sign an [antecedents certificate](#). In this certificate you provide information on your criminal record. You will be able to download the form in the online application procedure as well;
- After having arrived in the Netherlands, you will undergo a **medical test for tuberculosis (TB)**. You are exempt from having to undergo a TB test in the following situations:
 - o You have the nationality of one of the countries listed in the [appendix Exemption from the obligation to undergo a tuberculosis \(TB\) test](#);
 - o You have already undergone a TB test in the Netherlands less than 6 months ago.
- **Legal fees (costs of the application)**: The legal fees for the visa and/or residence permit application (**€228,-**) must be paid to Zuyd University of Applied Sciences in advance. If you do not pay the fee, we cannot send your application to the IND. Please transfer the fee to the following bank account:

Bank name:	Rabobank
Bank address:	Croeselaan 18, 3521 CB Utrecht
Beneficiary name:	Stichting Zuyd Hogeschool
Beneficiary address:	Nieuw Eyckholt 300, 6419 DJ Heerlen
IBAN code:	NL83 RABO 0311 0197 49
BIC/SWIFT code:	RABONL2U
Amount:	€228,- + any possible bank fees! *
Description:	<i>"your last name & initials / your student number / your study programme / legal fees"</i>

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

Once we have sent your visa and/or residence permit application to the IND, the legal fees will be collected by the IND immediately. This means that, if you decide to not come to the Netherlands, the legal fees cannot be refunded. If you decide not to come to the Netherlands, or if you are not admitted to the study program, and your application has **not** been sent to the IND yet, the legal fees will be transferred back to you. To request a refund, please see [page 20 of this document for the refund form](#).

The following general documents are required:

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

Please note that all documents must be in the **English, French, German or Dutch** language. If the original document is in a different language, an original and certified translation has to be added. More information is available [here](#). You will upload the required documents in the online application procedure for your visa and/or residence permit application first in order to be checked. If deemed necessary, you will receive a request to send us the original documents via post.

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

We have been informed by the IND that they have received signals that students are being approached by organizations pretending to be the IND and requesting payment for legal fees or other costs. This is a scam! The IND **never** directly approaches students. All payments to the IND for legal fees are done via the institution of higher education, so you pay the fee to the school only. If you receive such a request, please [inform us](#) immediately.

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

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

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

Conditions of intra-EU mobility for study purposes

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

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

Documents that you always need

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

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

Finances

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

The amount you need to have is called the **study norm**. The study norm equals the amount Dutch students receive in study benefit. The current study norm (2024) is **€14.615,52** per year (**€1.217,96** per month). The amount does **not** include the tuition fees, but we have to check you have enough funds to pay the tuition fees as well (*not applicable to exchange students. If you are an exchange student, you do not have to pay for the tuition fees*). Make sure you therefore add the amount for your tuition fees to the yearly study norm of €14.615,52.

To determine how much your tuition fee is, please check our [Tuition Fee Indicator](#).

Disclaimer: The tuition fees application is compiled with the utmost care. However, it may be the case that information is incorrect. The provisions and fees as stated in the [Regulations for Admission and Enrolment](#) (including appendices) take precedence.

For example:

Your tuition fee is	€11.200,-
The yearly living costs are	€14.615,52

Total costs per year	€25.815,52
Total costs per month	€2.151,29

- If you use your **own bank statement** to prove your financial means, your bank balance must be at least €25.815,52.
- If you receive money from a **sponsor** and your sponsor finances all of your costs (tuition fee and living costs, as mentioned above), the minimum monthly allowance must be €1.217,96 and your sponsor's bank balance must be at least €25.815,52. Please see page 10 if a person in the Netherlands is acting as your sponsor.

Show income every study year

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

You can prove your income in different ways

There are different ways you can show sufficient income for the living costs and the tuition fees:

1. You deposit money on the account of Zuyd University of Applied Sciences
2. You have the money on your own bank account
3. You receive a scholarship/grant
4. You receive funds from a company (sponsor)
5. You receive money from a person outside of the Netherlands (sponsor)
6. You receive money from a person in the Netherlands (sponsor)

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

You will have to prove your income with documents. These documents should be in Dutch, English, German or French. If this is not the case, you should have the documents officially translated. Read more on the translation of documents [here](#).

The following requirements go for every bank statement, account statement or printout of a bank account:

- the **printing date** (may not be older than 3 months when submitting in Osiris);
- your **personal details** (first name, last name and address);
- the **available balance**; the available balance is **freely accessible**, meaning you can withdraw money from the bank account at any time without restrictions. If it does not concern a *current, checking or regular savings account*, a separate statement has to be added declaring the balance is freely accessible;
- an **original signature**, the **name of the bank employee**, the **logo** and a **stamp** of the bank;
- the **contact details of the bank** (website/email, bank branch *including* the address and telephone number). If the contact details of the bank are not mentioned on the statement, please add a separate document (dated and signed by the bank) with the contact details for verification.

Please refer to page 19 for an example of a bank statement.

Zuyd reserves the right to ask for additional information and/or documents at all times.

Money transfers and financial documents from "high-risk countries"

Some countries and jurisdictions pose a high risk to financial institutions. This means that a number of sanctions are imposed by the EU and the OFAC (*Office of Foreign Assets Control*). They provide a list of countries, entities and individuals associated with terrorism, money laundering and other sanctioned activities. It is therefore not possible to transfer money from or use bank statements of the following countries: **the Republic of Cuba, the Republic of the Sudan, the Democratic People's Republic of Korea, the Syrian Arab Republic, the Islamic Republic of Iran and the Russian Federation**. If you are a national of one of the countries mentioned, the only way to prove your financial means is by using a sponsor outside these countries.

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

You can transfer the study norm for 1 year (**€ 14.615,52**) to the bank account of Zuyd University of Applied Sciences:

Bank name:	Rabobank
Bank address:	Croeselaan 18, 3521 CB Utrecht
Beneficiary name:	Stichting Zuyd Hogeschool
Beneficiary address:	Nieuw Eyckholt 300, 6419 DJ Heerlen
IBAN code:	NL83 RABO 0311 0197 49
BIC/SWIFT code:	RABONL2U
Amount:	€ 14.615,52 + any possible bank fees! *
Description:	<i>"your last name & initials / your student number / your study programme / living costs"</i>

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

You will be asked to upload a proof of transfer in the online application procedure as well. Please keep in mind that, when transferring money to Zuyd, the money will be transferred back to you once you have opened a Dutch bank account. This might take a while, so make sure to open a bank account as soon as you are in the Netherlands, and to keep some money to the side to cover at least a couple of months for rent and food. Please check the information under Opening a bank account (page 15).

2. You have the money on your own bank account

You have the study norm for 1 year (**€ 14.615,52**) plus the tuition fees in your **own bank account**. This bank account is in your name and you can freely withdraw money from the account at any time. With a *current account* or a *regular savings* account you can always withdraw cash freely. Do you have a different type of account? Please show that the balance can be freely accessible by providing a **bank or account extract** showing deposits and withdrawals, or by a separate statement of the bank stating the account is freely accessible.

Do you have a *joint account* with another person? Then a statement issued by the bank is required. This statement should indicate that you may and can use the money. *Certificates of deposit* are only accepted when they indicate that you may and can freely withdraw the money.

You show this with one of the following documents:

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

All documents may not be older than 3 months. The bank statement, copy of an account statement or the printout of the internet of the bank account should have the following information:

- the date;
- your personal details (at least your initials and surname);
- the bank account number;
- the balance;
- the contact details of the bank (website/email, bank branch including address and telephone number).

3. You receive a scholarship/grant

If you receive a scholarship or grant, you show this with a **scholarship** or **grant declaration**. The declaration shows:

- the **date of issue** of the declaration;
- the **name** and **official logo** of the (educational) institution granting the scholarship;
- the **contact details** of the (educational) institution providing the grant (website/email, address and telephone number);
- your personal details (**initials**, **surname** and **date of birth**)
- the **start and end date** of the scholarship;
- the **amount** you will be receiving;
- a physical **signature** and **stamp** of an authorized person of the (educational) institution providing the grant;
- the **name** of the scholarship or grant program.

If you will be receiving the *Holland-Zuyd Excellence Scholarship* or the *Zuyd Excellence Scholarship*, please upload the [confirmation e-mail](#) you received. Please note that these scholarships do not cover the required amount, so make sure to add bank statements that show you have the remainder at your availability.

4. You receive funds from a company (sponsor)

If you will be receiving funds from a company, the company has the study norm for at least 1 year (**€ 14.615,52**) plus the tuition fees on a bank account. The company can freely use this money.

You show this with:

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

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

5. You receive money from a person outside of the Netherlands (sponsor)

This person is your sponsor. Your sponsor has the study norm for at least 1 year (**€ 14.615,52**) plus the tuition fees on their bank account.

You show this with the following documents:

- The [Appendix 'Statement of financial support' \(private person\)](#). This statement should not be older than three months. You can download this document in the online application procedure as well;
- A copy of the passport or identity card of the sponsor (please note: a driver's license is **not** a valid proof of identity);
- Proof of a bank account in the name of the sponsor. Your sponsor can show this with a bank statement (meeting all requirements stated on page 6).

Your sponsor can withdraw the money from the bank account free of charge. Your financier, for example, has a current account or a regular savings account that allows him to withdraw cash. Does your financier have a different type of account? Please show that the balance can be withdrawn free of charge. Does your financier have a joint account holder? A statement is then required. This statement indicates that your financier may and can use the money.

6. You receive money from a person in the Netherlands (sponsor)

This person is your sponsor. Your sponsor in the Netherlands should show they have an income. Your sponsor can read which rules apply for their income on the page '[You live in the Netherlands and finance the study of a foreign student](#)'. For Dutch, please use [this link](#). You show this with the following documents:

- The [Appendix 'Statement of financial support' \(private person\)](#). The statement should not be older than 3 months. You can download this document in the online application procedure as well;
- An original extract from the [Municipal Personal Records Database](#) (*Uittreksel BRP*) of the municipality where your sponsor is living. The extract shows the family composition of your sponsor. The extract should not be older than three months;
- Proof of the income of the sponsor. Please use the [appendix Proof of income](#), states which documents your sponsor needs for their type of income.

Payment of the tuition fees

You will have to pay the tuition fees **before September 1st**. However if you choose the option to transfer the tuition fees to Zuyd in one payment, the deadline for payment is July 1st, contrary to the stated date of September 1st on the website.

This payment is mandatory.

Please check the [website](#) on how to pay your tuition fees. By using our [tuition fee indicator](#) you can check how much you will have to pay for your study program per year. **This does not apply to exchange students, as they do not have to pay the tuition fees.**

Before your arrival in the Netherlands

Collect your mvv (visa; if applicable)

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

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

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

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

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

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

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

If you do not need a visa, you can travel to the Netherlands with only your passport.

Student Housing

We advise you to start your search for housing as soon as possible, because the student housing market in Maastricht gets busier every year. It is much easier to find a room in **May-July** compared to in August and September.

Temporary housing

If you are looking for a place to stay after your arrival until you have found permanent residence, you can check out [StayOkay](#) or [the Student Hotel](#) (both located in Maastricht). StayOkay is a hostel and offers up to three months for [short-stay accommodation](#). The Student Hotel offers [Extended stay](#).

Maastricht Housing

[Maastricht Housing](#) is a great starting point for your search for accommodation in and around Maastricht. To apply for a room you need to register. The subscription fee is €35,-.

Other search possibilities

- [Kamernet](#)
- [KamerMaastricht](#)

Short-stay facilities for exchange students

Zuyd offers limited (short-stay) accommodation for incoming international (exchange) students, on a first come, first served basis, in collaboration with our student housing agency.

- **Avant Garde Residence:** Vijverdalseweg 8 in Maastricht
- **Annadal M-building:** Brouwersweg 100 in Maastricht

More information on the residences is available on [our website](#) and [MyMaastricht](#). For questions about international student housing, please contact internationaloffice@zuyd.nl.

Health insurance

Take into account that **health insurance** is obligatory when residing in the Netherlands. However, you are not allowed to take out public Dutch health insurance if you are in the Netherlands for study purposes only. You can stay insured with the health insurer in your home country (please make sure health care in the Netherlands is covered) or take out a private international health insurance. The following websites provide useful information about health, liability and other insurance for international students:

- <https://www.zuyd.nl/en/study-at-zuyd/get-prepared/insurance>
- <https://mymaastricht.nl/health/health-insurance/>
- <https://www.studyinholland.nl/plan-your-stay/insurance>
- <https://www.zorgwijzer.nl/zorgvergelijker/english#/search>
- <https://www.zorgverzekeringslijn.nl/english/>

Private insurance companies for international students:

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

After your arrival in the Netherlands

Make an appointment to have your biometric information taken

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

What to bring to the appointment

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

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

Pick up your residence permit card

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

Registration at the Municipality - BRP ("Basisregistratie Personen")

Registering as an inhabitant at the municipality you will be living in is mandatory, but is only required if you are staying longer than 4 months. You must register **within 5 days** after your arrival in the Netherlands. The IND checks on a regular basis whether you are registered. If you are not registered, your residence permit will be revoked.

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

Please note that, with a Dutch residence permit, you are not allowed to live in Belgium or Germany!

Please bring the following documents to the appointment:

- a valid identification;
- a rental or purchase contract (printed and signed by both parties) or a written permission from the principal occupant;
- your birth certificate (if you were born abroad);
- proof from the IND that you have legal stay in the Netherlands if you are a non-EU-national (your Dutch residence permit card);
- a proof (notification) of deregistration if you come from: Aruba, Curaçao, Saint Martin, Bonaire, Saint Eustace or Saba.

More information is available [here](#).

BSN (*Burger Service Nummer* or citizen service number)

After registration at the municipality, you will receive your *BSN* within three to four weeks.

The *BSN* is equivalent to a social security number: a unique registration number for every citizen residing in the Netherlands, and is used in contact with any government service. Various organizations or people may ask for your *BSN*. If you have a job, your employer will need to know your *BSN*. Insurance companies may also ask for your *BSN*, as well as banks.

TB test

If you have to undergo the TB test, you have to make an appointment with the Municipal Health Service (GGD). You will have to do so **within 3 months** after the residence permit has been granted. If you wait longer than 3 months, you may risk having your residence permit withdrawn.

You will have to go to the GGD office for the TB test. Always make an appointment beforehand. They can be reached by telephone **088-88 05 074** (Mondays, Tuesdays, Thursdays and Fridays, between 08.30-12:00 o'clock).

When you go, please make sure you bring your **passport** and the filled in [TB test referral form](#). The costs are ± **€50,-** and are to be paid directly by bankcard (or in cash).

Opening a bank account

You will need your *BSN* when [opening a bank account](#). You can open a Dutch bank account at the following banks. The banks mentioned are suggestions, you are free to choose a bank of your choice. Please note that the monthly fees differ per bank.

- **ING Bank**
All information regarding opening a student account can be found [here](#) (the information is in English). The visiting address is *Vrijthof 45, 6211 LE Maastricht*.
- **ABN Amro**
All information regarding opening a student account can be found [here](#) (the information is in English).
- **Rabobank**
Visiting address: *Wim Duisenbergplantsoen 1, 6221 SE Maastricht*
Please contact the Rabobank by phone first: +31 (0)43 328 18 88.
- **Bunq**
All information regarding opening a bank account can be found [here](#) (the information is in English).
- **Triodos Bank**
All information regarding opening a bank account can be found [here](#) (the information is in English).

Applying for an extension of your residence permit

When can I extend my residence permit?

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

Conditions

The IND will check whether you still meet the conditions associated with your residence permit. There are certain conditions that apply to everyone. In addition:

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

After the application

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

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

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

FAQ

My residence permit has expired. What must I do?

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

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

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

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

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

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

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

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

Leaving the Netherlands

Are you going back to your country of origin, are you moving to a different country or are you in the Netherlands illegally? Here you can find out what you need to arrange if you are leaving the Netherlands, how you can get help and what happens if you do not leave voluntarily.

1. You de-register from your municipality

You are registered as a resident in the *Personal Records Database* (Basisregistratie Personen or BRP) at your municipality. Before you leave you must de-register. You can do this at the department of Civil Affairs at the municipality where you live. The municipality will notify the IND.

2. Zuyd notifies the IND of your departure

As your sponsor, Zuyd University of Applied Sciences will notify the IND of your departure within 30 days after your deregistration as a student in Studielink.

3. You return your residence document to the IND

The residence document is property of the Dutch government. You therefore must return your residence document to the IND **before** you leave the Netherlands.

You can send the residence document to the IND Documents Office. The address is:

IND Bureau Documenten
P.O. Box 7025
8007 HA Zwolle

The residence document must be invalidated. This can be done by cutting it (**do not cut it all the way through**) or by perforating it.

4. You leave the Netherlands on time

Leaving on time means that you leave the Netherlands **before** the end date of the residence permit. If you do not leave the Netherlands on time, the police of the Royal Netherlands Marechaussee can impose a return decision on you. You can also get [an entry ban](#).

Contact

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

International Office

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

- Visa and residence permit applications: immigration@zuyd.nl
- Scholarships: internationaloffice@zuyd.nl
- Student Housing: internationaloffice@zuyd.nl

Enrolment Office

You can consult the Enrolment Office if you have any questions relating to the following:

- Studielink
- Registration/admission
- Switching to a different study programme
- Diploma recognition for qualifications gained outside the Netherlands

Email: enrolmentoffice@zuyd.nl.

General information

- [Coming to study in the Netherlands](#) (brochure)
- [Working while studying in the Netherlands](#) (pamphlet)
- [Permit extension](#) (webpage)
- [Looking for a job after study, promotion or research](#) (webpage)
- [Permit damaged, lost, stolen or change of personal details](#) (webpage)
- [Spouse, registered or unmarried partner](#) (webpage)
- [Traveling in the Schengen area](#) (webpage)
- [Brexit](#) (webpage)

Useful websites

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

Frequently Asked Questions

What is the provisional residence permit (mvv)?

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

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

Can I extend my provisional residence permit (mvv)?

Only in very exceptional cases you are allowed to extend your visa, for example, if you are temporarily incapable of leaving due to circumstances beyond your control. You can have your short stay visa extended for a maximum of 90 days. This extension should be applied for at one of the IND Desks. To extend the short stay visa you have to first [make an appointment](#).

What is the V-number?

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

What is the Citizen Service Number (BSN)?

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

Can my family also come to the Netherlands?

This is allowed if you and your family satisfy the conditions for a residence permit for residence as family or relative. More information is available [here](#).

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

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

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

Am I allowed to change to another educational institution?

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

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

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

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

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

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

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

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

Appendix 1 – Example of a bank/account statement

<BANK LETTER HEAD>

(the statement should be on official and original bank paper)

<CONTACT DETAILS OF THE BANK>

*(name and logo of the bank, full address, telephone number and e-mail address)**

<DATE>

(date of issue of the bank statement)

To Whom It May Concern:

This is to inform you that **<FULL NAME>** *(full name of the account holder)***, account number **<ACCOUNT NUMBER>** *(account number including international bank code such as IBAN, BIC and SWIFT)*, has been our client since **<DATE>** *(date the account was opened)*.

As of **<DATE>** *(date of the balance)* the balance of this account is **<CURRENCY>** *(e.g. € (euro), US\$ (US dollar), AUS\$ (Australian dollar), UK£ (British pound), JPY (Japanese yen), etc.)* **<AMOUNT>** *(amount of the balance)*.

The balance of the account is at free disposal / is freely accessible / can be freely withdrawn.

Kind regards,

<SIGNATURE BANK EMPLOYEE>

(signature of the bank employee)

<NAME AND POSITION BANK EMPLOYEE>

(legibly typed or written name and position of the bank employee)

<BANK STAMP>

(stamp of the bank in blue or black ink)

**If the contact details of the bank are not stated on the bank/account statement, a separate statement has to be added by the bank containing the contact details.*

***If there is an identification document number mentioned in the bank statement, please add a copy of said identification document as well.*

Appendix 2 – Request for Refund

Please return this form to: immigration@zuyd.nl

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

Subject: Request for refund of

- ☐ **Living costs MVV/VVR**
- ☐ **Legal fees MVV/VVR**
- ☐ **Tuition fees**

+31 (0)43 346 64 50
immigration@zuyd.nl, www.zuyd.nl

Family name: _____

First name: _____

Student number: _____

I hereby request for the refund of the above mentioned amounts related to my recent VISA/Residence permit application.

Please use the following bank data for the payment:

Name of the Bank: _____

Address of the Bank: _____

Account Number IBAN: _____

BIC: _____

Name of Beneficiary: _____

Address of Beneficiary: _____

Signature of the student:

Place and date:



Immigration and Naturalisation
Service
Ministry of Justice and Security

Your residence permit

The Immigration and Naturalisation Service (Immigratie- en Naturalisatiedienst, IND) has given you permission to live in the Netherlands. That is why you have been given a residence permit. Below we explain:

- which information is on your residence permit;
- what you can do with your residence permit;
- what your obligations are;
- what you must do after you receive your first residence permit;
- how long you can stay outside the Netherlands;
- what you have to do if you lose your residence permit or if it is damaged.

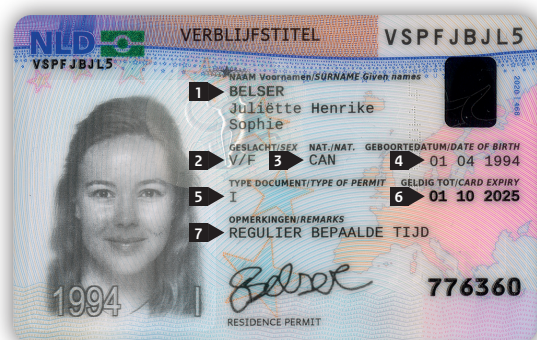
Which information is on your residence permit?

On the **front** of your residence permit:

1. Name: your surname + first names;
2. Sex: M (male) of F (female);
3. Nationality;
4. Date of birth;
- 5/7. Type of permit and remarks:
type number (5) and right of residence (7):
 - Type I: temporary regular;
 - Type II: permanent regular;
 - Type III: temporary asylum;
 - Type IV: permanent asylum;
 - Type V: long-term EU resident;
 - Type EU/EEA or EU/EEA family member;
 - Type EU/EER family member;
 - Type Article 50 TEU;
6. Valid until: the residence permit is valid until this date.

On the **back** of your residence permit:

8. Remarks:
 - The reason for your residence in the Netherlands;
 - Employment rights. The residence permit states whether you are allowed to work in the Netherlands. For example, it may read Arbeid niet toegestaan (work not permitted);
9. Date and place of issue: where and when you received the residence permit;
10. Effective date of right of residence: you have a right of residence in the Netherlands starting on this date;
11. Place of birth;
12. V-number: the ten digits of your V number are on the bottom of your residence permit. The number comes after the letters VNR. Your V number is also on letters you receive from the IND.



What can you do with this residence permit?

- You can live in the Netherlands as long as your residence permit is valid. You must continue to meet all conditions until your permit expires. This also applies to the (recognised) sponsor.
- You can use your valid residence permit to identify yourself in the Netherlands.
- You may stay up to 90 days in another Schengen country, for example on holiday. You must then take at least your passport and residence permit with you. Visit ind.nl/schengenarea for more information about the Schengen area.

What are your legal obligations if you have a residence permit?

You have an obligation to provide information. This means that you are legally required to notify the IND of any changes that may affect your residence permit. A (recognised) sponsor also has a number of legal obligations. A sponsor may be your spouse, partner, educational institution or employer, for example. If your sponsor does not comply with the legal obligations, the IND may impose an administrative fine. For more information about the legal obligations you and your (recognised) sponsor have, please visit ind.nl/en.

What do you have to do after receiving your first residence permit?

- **Register with the municipality**
You must register with the Personal Records Database (BRP) of the municipality where you live if you have not already. When you register, the municipality will also give you a citizen service number (BSN). Visit government.nl for more information about a BSN and registration of foreign documents or **call 1400**.
- **Have a medical check**
Sometimes you must have a check for tuberculosis (TB) from the Municipal Health Service (GGD) near you. This must be done within 3 months after receiving your residence permit.
- **Take out health insurance**
If you have not already taken out health insurance in the Netherlands, you must do so as soon as possible. Do you have a residence permit for study, working holiday (WHS/WHP) or cultural exchange? Then it is enough to have foreign health insurance with coverage in the Netherlands. Do you have a residence permit for study, WHS/WHP or cultural exchange, but are you going to work in the Netherlands? Then you must take out Dutch health insurance. Visit government.nl for more information about a BSN or **call 1400**.
- **Civic integration in the Netherlands**
For more information about civic integration, visit inburgeren.nl/en.

How long can you stay outside the Netherlands?

If you have a Dutch residence permit, your main residence must be in the Netherlands. This means that you are staying in the Netherlands for the greatest part of the year. Are you staying outside the Netherlands for more than 6 months? Or are you staying outside the Netherlands more than 4 months every year for up to a total of 3 years in a row? Then your residence permit may be withdrawn or may not be renewed. For more information about main residence in the Netherlands, visit ind.nl/mainresidence.

What do you have to do in the event of loss, damage, theft or errors on your document?

Has your residence permit been lost, damaged or stolen? Or does it contain incorrect details? Then you must apply for a new residence permit on ind.nl/en. In the event of theft or loss you must first report it to the police.

Processing of personal details

The IND processes personal details when it processes your application, notification, or request. When doing so, the IND strictly adheres to the provisions of privacy legislation. On ind.nl/privacy you can find out how the IND processes your details and which rights you have.

Would you like to know more about your residence in the Netherlands?



ind.nl/en



log in on ind.nl/myind



088 043 04 30 (standard rate), on workdays from 9:00 to 17:00. From abroad please call +31 88 043 04 30.



IND Klantinformatiecentrum,
Postbus 17, 9560 AA Ter Apel

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Coming to study in the Netherlands

1. Why have we written this publication?

Do you want to study in the Netherlands? For a stay of over 90 days, you must apply for a residence permit unless:

- you come from a country that belongs to the European Union, the European Economic Area or Switzerland, or
- possess a residence permit for study issued by another Member State of the European Union and are going to undergo part of the study programme in a Dutch higher education programme or at a Dutch university for a maximum of 360 days (inbound mobility). This brochure does not deal with that. See www.ind.nl for more information on mobility within the European Union.

In this publication you can find out:

- how you can obtain a residence permit;
- the conditions for the residence permits;
- how the application procedure works;
- what rights correspond to the residence permit;
- which rules you must abide by;
- what you have to do if your situation changes;
- where you can obtain further information.

Please note! There is a separate admissions procedure for work experience (working in the Netherlands as part of a course or job outside Europe). For further details see publication 'Coming to work in the Netherlands'.

2. How can you obtain a residence permit?

The educational institution where you are going to study will apply for the residence permit for you. You cannot apply for a residence permit yourself. The educational institution can only submit an application for a residence permit if the institution is recognised as a sponsor by the IND. In order to be recognised, your institution must be affiliated to the Code of Conduct for international students in higher education. Educational institutions that have signed this code of conduct have pledged to provide effective and accessible education to foreign students. An independent, national committee determines and checks whether an institution is fulfilling the code of conduct.

You can find a summary of the institutions that have signed up to the code of conduct on www.internationalstudy.nl. A summary of recognised sponsors can be found on www.ind.nl.

3. Which conditions must your organisation fulfil?

In order to obtain a residence permit for study, you must fulfil the following conditions:

- You are (currently) registered with an educational institution that is recognised as a sponsor.
- You are registered for a full time daytime course.
- You have sufficient money to support yourself for at least one year. This equates to the standard rate per month for external Higher Vocational Education and university students according to the Study Financing Act, excluding tuition or college money. See 'Table of Standard amounts' on www.ind.nl or ask your educational institution.
- You have a valid passport.
- You have not been found guilty of a criminal offence and have not been involved in war crimes, terrorism or crimes against humanity.
- You are insured for healthcare costs in the Netherlands.
- You must be examined for TB by the Municipal Health Service in the Netherlands. This test must be carried out within 3 months of the residence permit being issued. If necessary, you must be treated for TB. Do you have the nationality of one of the countries listed in the 'Appendix Exemption from the obligation to undergo a tuberculosis (TB) test'? Then the TB test is not required. The 'Appendix Exemption from the obligation to undergo a tuberculosis (TB) test' can be found at www.ind.nl.

Sufficient study progress

In order to retain your residence permit, your educational progress must be adequate. As a student, you must obtain at least half of the required number of credits of an academic year. Your educational institution will check this at the end of every study year. If your progress is inadequate, the IND can withdraw your residence permit.

Secondary or vocational education

If you are studying at secondary level or engaging in vocational education instead of professional training or university, there are supplementary requirements. For more information see www.ind.nl.

4. Which documents do you need?

The educational institution will apply for the residence permit for you. In order to obtain the residence permit, the educational institution must be able to demonstrate that you fulfil the conditions; they will need documentation in order to do so. Your educational institution will tell you which documents you need to provide. Examples of these are: a copy of your passport; or evidence that proves you have sufficient money to support yourself.

In order to be able to register in the Municipal Personal Records Database in the Netherlands, you will always need a legalised and translated birth certificate.

Would you like to come to the Netherlands with a family member or relative? Then documents that prove the family ties will also be required. Examples include passports, birth certificates and marriage certificates. For more information, see the publication 'Bringing a family member or relative to the Netherlands'.

Official means of evidence

Official foreign means of evidence must be issued and legalised by the competent authorities of the country that issued the means of evidence. In some countries the document must then also be legalized by the Dutch embassy or the Dutch consulate in the country in question. In 'apostille countries' an apostille, issued by the competent local authorities, is sufficient. If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country. Official foreign means of evidence include, for example, birth certificates and marriage certificates. Having these means of evidence legalised or provided with an apostille stamp can take a long time. You should start several months in advance of submitting your application with having documents legalised or provided with an apostille stamp in the country of origin.

For more information about legalisation or apostille requirements for documents per country and any exceptions to these requirements, you can call the 'Public Information Service', telephone number 1400. You can also visit the website www.government.nl.

Legalisation

A document that is legal in one country is not necessarily legal in another. That is why you must have official foreign documents legalised for use in the Netherlands. This means that the authorities that issued the document must declare that it is official. This confirms the authenticity of the signature on the document and the capacity of the signatory. The Dutch embassy or consulate then legalises the document. The embassy or the consulate then checks to ensure that the signature is genuine.

If no Dutch embassy or consulate is available in that country, the document must be legalised by the Dutch embassy or consulate responsible for that country.

Sometimes a so-called apostille stamp on the document will suffice. The Ministers of Justice or Foreign Affairs can issue this type of stamp abroad. The document does not then need to be legalised by the Dutch embassy or consulate. An apostille stamp is only an option if the document comes from a country that is affiliated to the Netherlands via the Apostille treaty. You can ask the Consular Services Centre within the Foreign Office whether the country is affiliated via the Apostille treaty. Look at www.government.nl for more information.

You can contact the local authorities yourself for legalisation or an apostille stamp.

Legalisation costs money. You must always pay these costs, even if you do not receive the document or it does not arrive on time. The amount you have to pay for legalisation varies per country. You must ask the authorities in your country of origin about these costs. The Dutch embassy or consulate in the country of origin may also impose additional charges (e.g. fax costs).

Translation

All of the documents that you submit with the application must be drawn up in Dutch, English, French or German. If this is not the case, you must have them translated by a translator who has been certified by a court. Certified translators are listed in the Register of certified translators and interpreters (Rbtv). See www.bureauwbvtv.nl for further information. Are you having the document translated abroad? Then the translation must be legalised. You can thus demonstrate that a certified translator has been used.

5. How does the application procedure work?

Once you have collated and handed over all of the necessary paperwork, the educational institution can submit the application for a residence permit.

In many cases, you will need a special visa in order to travel to the Netherlands for a stay of over 90 days. This is called a Regular Provisional Residence Permit (mvv). The procedure is then slightly different to a case which does not require an mvv.

Residence permit without mvv

If you do not need an mvv, the educational institution can submit an application for a residence permit. They are advised to do this while you are still abroad. Once the IND has indicated it will issue a residence permit, you can come to the Netherlands. Then you can be sure that you are not travelling to the Netherlands unnecessarily. The educational institution can also submit an application while you are in the Netherlands. The problem with this is that you do not know, at that moment, whether you will be issued with a residence permit. It can also be difficult to obtain all of the necessary documents in the Netherlands.

Access and residence

If you need an mvv, the educational institution can submit an application for a residence permit and mvv in one go. This is the 'Entry and Residence' procedure (in Dutch: Toelating en Verblijf (TEV)). If you obtain the mvv, the educational institution will notify you of this fact. You can then collect the mvv within 3 months from the Dutch embassy or consulate. You then have 90 days to travel to the Netherlands. Upon arrival in the Netherlands, you can collect your residence permit within two weeks. Your educational institution will tell you where and when you can collect your residence permit. In the appendix, you can find a detailed summary of all steps in the procedure and the parties that are involved.

The cost of the procedure

Applying for an mvv and a residence permit costs money. These costs are referred to as 'fees'. As a student, you pay the fees to the educational institution. The educational institution ensures that the money is paid to the IND. If the fees are not paid, the IND will not process your application. You will not be refunded your money if the application is turned down. There is a summary of the fees on www.ind.nl. Search for 'fee rates'.

Duration of the procedure

If the application is complete, the IND will usually decide within 2 weeks. The legal term within which the IND must make its decision is 90 days. In order to be sure that you can start your course on time, you are advised to register with the educational institution in good time. For more information, contact the institution where you wish to study.

6. What rights correspond to the residence permit?

Here you can read which rights you have with a residence permit for study.

Validity

With a residence permit for study, you may stay in the Netherlands for the duration of your course plus 3 months, for a maximum period of 5 years. Do you need to complete a foundation year in the Netherlands? If so, the IND will include this in the duration of your course. The residence permit is valid as long as you fulfil the conditions. Will your course take longer than 5 years? Then the educational institution can ask for the validity of your residence permit to be extended.

Mobility of students within the European Union

With a residence permit for study in the Netherlands it is possible to undergo part of the study programme at a higher education institution in one or more other Member States of the European Union. This is called intra-EU mobility. If you want to make use of this possibility with a residence permit for study, your programme must be an EU programme or multilateral programme comprising mobility measures or an agreement between your higher education institution and the higher education institution in the other Member State on the basis of which you can pursue part of the study programme at the other higher education institution. You may stay a maximum of 360 days per Member State in one or more other Member States within the framework of intra-EU mobility. If so, the IND must be notified that you will be pursuing part of the study programme in a different Member State. Your Dutch residence permit will then remain valid in principle.

Denmark and Ireland have not bound themselves by the European Directive with regard to EU-mobility. Consequently, the foregoing does not apply to these countries.

Work

Alongside your course you may work as an independent entrepreneur. You may also work in paid employment, but no more than 16 hours per week. Another option is to work full time (in paid employment) through June, July and August only. For paid employment your employer must apply for a work permit. See www.werk.nl. You do not need a work permit in order to complete an internship in the context of your course. The company or the organisation where you are completing your internship must draw up an internship contract with you and the educational institution. If you complete your internship or work in the Netherlands, you must take out Dutch public health care insurance.

Please note! You are not obliged to take out Dutch public health care insurance if you have not found a job yet, or if your internship allowance is less than the Dutch minimum wage. Your foreign health care insurance will be sufficient in those cases.

Family members or relatives

If you study in the Netherlands, the educational institution can also apply for a residence permit for your family- members or relatives. If they travel to the Netherlands at the same time, it is handy if the educational institution applies for the residence permits at the same time too. Ask your educational institution if they will take care of the applications for your family-members or relatives. The educational institution is only ever responsible for you. You are responsible for the legal residence of your family-members or relatives. For more information, see the publication 'Bringing a family-member or relative to the Netherlands' on www.ind.nl.

Please note! If you apply for benefits in the Netherlands, your residence permit can be withdrawn. Housing benefit, health-care allowance, childcare and supplementary child benefit will not effect your right of residence.

7. Which rules must you abide by?

The educational institution that submits the residence permit for you functions as the sponsor. The sponsor is responsible for ensuring that you stay in the Netherlands on a legal basis. Not only when the application for the residence permit is made but also thereafter. In any case, until your course has come to an end. It is important that you are familiar with the rules that the educational institution must abide by. You must also abide by specific rules.

Educational institution's obligations

Information obligation

The educational institution must pass on relevant details, facts and circumstances to the IND. This concerns anything that corresponds to your residence permit. For example:

- if you are achieving insufficient progress in the study context;
- if you have stopped participating in your course;
- if you are going to make use of mobility within the European Union;
- if you no longer study at the educational institution full-time.

Administration obligation

The educational institution also has an administration and retention obligation. It must collate and retain relevant information about you. For example:

- information about your study progress;
- a copy of your passport;
- proof of registration;
- your most recent address details;
- evidence that shows that you have sufficient money to stay in the Netherlands.

If the educational institution is no longer your sponsor, they must still retain the information for 5 years. The IND can request these details at any moment in order to check whether you are fulfilling your obligations.

Duty of care

The educational institution also has a duty of care. This means that they have to recruit and select foreign students carefully. The institution must check, in advance, that you are willing and able to engage in the course. The institution must also inform you about the conditions you must fulfil in order to obtain a residence permit and take a course in the Netherlands.

Your sponsor

The educational institution is your sponsor until:

- you are no longer studying at the educational institution and the institution has notified the IND;
- you have left the Netherlands and will no longer be returning and the educational institution has notified the IND;
- the institution is no longer recognised as a sponsor;
- your residence permit has been withdrawn;
- you have obtained a permanent residence permit or a residence permit for another residence purpose;
- you have taken Dutch nationality.

Your obligations

As a student, you have your own information obligation. You must report important changes to the IND of your own volition. This includes changes to your educational institution. If family-members or relatives come to the Netherlands too, you function as their sponsor. In this regard, you also have an information, administration and retention obligation. See the publication 'Allowing a family-member or relative to come to the Netherlands' on www.ind.nl.

8. What happens if your situation changes?

The educational institution must notify the IND of any changes that could impact upon the residence permit. A change does not immediately have to lead to the residence permit being withdrawn. It is also possible that you may need another type of residence permit.

Another study or another educational institution within the Netherlands

In principle, your residence permit remains valid if you take another course at the educational institution and have made sufficient study progress (see below). You, or the educational institution, can report the new study to the IND, but this is not compulsory. The educational institution must be informed, however, within 4 weeks. The educational institution will pass on the notification to the IND. If you move to another educational institution, you must notify the IND that this institution will become your new sponsor. The educational institution must be recognised as a sponsor by the IND. You must also promptly inform your old educational institution of the transfer.

Pursuing part of your study in one or more other Member States in the European Union (intra-EU mobility)

In principle your residence permit for study will remain valid if you are going to pursue part of your study programme in another Member State in the context of intra-EU mobility. As a recognised sponsor, the higher education institution must indeed notify this in time (4 weeks at most before the start) to the IND.

Insufficient educational progress

If you are achieving insufficient educational progress, you may lose your residence permit. Possibly you will have to leave the Netherlands unless you have other legal grounds to reside in the country.

Changes to the residence permit

In some situations, you may be eligible for another residence permit. For example, because you have found work once you have completed your education. See www.ind.nl for further information.

If you have finished a Bachelor or Master's degree in the Netherlands or graduated at a recognised Dutch educational institution, you may be eligible for a job-seeking year. This means that you can stay in the Netherlands for 1 year in order to search for a job as a highly skilled migrant. This also applies if you completed a course, up to a maximum of three years ago, at a university that is listed in the top-200 of two internationally recognised ranking lists, as published by the 'Times Higher Education Supplement' (see www.timeshighereducation.co.uk/worlduniversity-rankings), the 'QS World University Rankings' (see www.topuniversities.com/university-rankings/world-university-rankings) and the 'Jiao Tong Shanghai University' (see www.shanghairanking.com).

There is the additional condition that you must have sufficient money to support yourself. See the 'Table of norms' on www.ind.nl. More information about the search year can be found in the publication 'Coming to work in the Netherlands' on www.ind.nl. Here, you can also find the application form for a search year.

If you no longer fulfil the conditions to reside as a student, you will have to leave the Netherlands unless you have other legal grounds to reside in the country.

9. What happens if you do not abide by the rules?

The IND can check whether the educational institution is abiding by the rules as and when it sees fit. If this is not the case, you could be faced with the following consequences.

Withdrawal of the residence permit

If you or the educational institution has provided incorrect details for the residence permit, the residence permit may be withdrawn. Also, if you no longer fulfil the conditions for a residence permit, your residence permit may be withdrawn. If the educational institution has broken the rules on numerous occasions, the IND can make the decision that the institution may no longer function as a sponsor. In this instance, your residence permit will be withdrawn. If this was not your fault, you will be given 3 months to find another educational institution that can function as a sponsor.

Reporting a criminal act

The IND has a duty to report any reasonable suspicions of a criminal act. For example, if you have deliberately supplied incorrect details, the Public Prosecution Service will assess whether you will have to face criminal proceedings. If this is the case, you could be sentenced to a prison term or receive a fine. The residence permit may also be withdrawn.

Departure from the Netherlands

If you no longer fulfil the conditions for residence, you must leave the Netherlands. The IND will check this. If you do not leave of your own accord, the government may deport you. The costs incurred by the government can be recuperated from your sponsor.

10. What can you do if the educational institution does not abide by the rules?

If you are not satisfied with the course or if the educational institution where you are studying is not complying with the code of conduct, then you can submit a complaint to the educational institution. If your complaint is not handled properly, you can submit a complaint to the National Committee for the Code of Conduct.

Their address is:

Landelijke Commissie Gedragscode t.a.v. de secretaris
Postbus 260
9700 AG Groningen

If the educational institution is not abiding by the rules set by the IND, you must notify the IND. The IND will then decide whether measures ought to be taken

11. Frequently asked questions

When can I come to the Netherlands to begin my course?

It is wise to only come to the Netherlands once the educational institution has informed you that you will be granted a residence permit. The IND usually makes a decision within 2 weeks but it could take longer, up to a maximum of 3 months. If you would like to be sure that you can start your course on time, register in good time with the educational institution and ensure that the educational institution receives all of your necessary documentation.

What are the most important conditions to which you must adhere as a student?

You must be (currently) registered for a full-time, daytime course with an educational institution that is recognised as a sponsor. You must also have sufficient money to support yourself in the Netherlands.

How you can obtain a residence permit?

You cannot apply for a residence permit yourself. The educational institution where you are registered must do this for you. Only educational institutions that are recognised as sponsors can apply for a residence permit for their students.

How do I know if an educational institution is a recognised sponsor?

A list of recognised sponsors can be found on www.ind.nl.

Do I need an mvv and how can I apply for one?

You will always need an mvv unless you come from Australia, Canada, Japan, Monaco, New-Zeeland, Vatican City, the United Kingdom, the United States of America or South Korea. The educational institution will apply for this visa for you, simultaneously with the residence permit.

Alongside studying, can I work in the Netherlands too?

You may work under certain conditions. In addition to studying, you may work for up to 16 hours a week. If you do not work during your study year, you may work full time through June, July and August. In both cases, your employer must apply for a work permit for you. See www.werk.nl for further information.

Can I change to another educational institution?

Yes, your residence permit will remain valid. You must, however, inform the IND of your transfer. Your new educational institution must also be recognised as a sponsor.

What changes do you have to pass onto the IND yourself ?

Changes that involve your residence permit must always be passed onto the IND. You must always notify the IND if you move to study at another educational institution.

What study progress do you have to achieve?

In order to retain your residence permit, your educational progress must be adequate. As a student, you must usually attain at least half of the number of study points per study year. Your educational institution will check this at the end of every study year.

12. More information

Do you have further questions? Then please contact your educational institution. They are your first point of contact.

If you have specific questions about your admission to the Netherlands, then please contact the IND directly. There are a range of options for contacting the IND.

Internet

On www.ind.nl you will find more information about the procedure and conditions for residence permits, visas and how you can become a Dutch citizen. You can also make an appointment online for your visit to an IND desk.

Telephone

The IND is available from Monday to Friday from 09:00 to 17:00 on 088 043 04 30. Standard rates apply for this information number. From abroad, call +31 88 043 04 30. Have the v-number ready (if known).

Please note! If the decision period for your application has not yet expired, your application is still pending. We cannot give you any information about the status of your application.

Social media

The IND is on Twitter, LinkedIn, Facebook and YouTube. If you have a general question, you can ask the IND's webcare team. They will answer your questions on working days from 9 a.m. to 5 p.m.

Social media channels are public. Therefore, they are not suited to the exchange of personal information. So do not provide any personal or financial details in your messages, such as your personal data or case number. For more information, visit www.ind.nl/socialmedia.

Letter or e-mail

General questions

Immigratie- en Naturalisatiedienst

Postbus 17

9560 AA Ter Apel

E-mail: please use the e-mail form on www.ind.nl.

Visit

In the Netherlands, you can also go to an IND desk. Find your nearest branch on www.ind.nl. Please keep in mind that you need to make an appointment first.

Complaints

If you want to make a complaint about the way the IND treated you, you can use the complaint form on www.ind.nl.

For complaints you can also call +31 88 043 04 70.

Questions about legalisation?

For information about the legalisation of documents (birth certificate, marriage certificate), you can call number 1400 (Central government Information). Via internet: www.government.nl.

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

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Appendix

Overview of the application procedure for a residence permit

The table below sets out what you, your educational institution and the IND need to do in order to obtain a residence permit for study.

	What do you do?	What does your educational institution do?	What does the IND do?
1.	On the basis of the publication, check to ensure that you fulfil the conditions for obtaining a residence permit. A summary of the educational institutions that are recognised by the IND as sponsors can be found on www.ind.nl .	The educational institution will check whether you are willing and able to complete the relevant course. If you are accepted into the institution, it will provide you with details of the conditions you must fulfil in order to obtain and keep a residence permit for studying in the Netherlands.	
2.	You must ensure that the educational institution has all the paperwork and documents necessary to submit an application to the IND.	The educational institution will submit an application for a residence permit to the IND. If you need a Regular Provisional Residence Permit (mvv), your application will cover both the mvv and the residence permit (TEV procedure). The educational institution pays the fees to the IND.	The IND will assess the application and then inform the educational institution whether you will be permitted entry to the Netherlands. If the application is complete, this could take 2 weeks.
3.		The educational institution will let you know what the IND decides. The institution can appeal against the decision.	If an mvv is required, the IND will inform the embassy or the consulate of its positive decision. The IND will let the educational institution know where and when you can collect your residence permit in the Netherlands.
4.	Collect the mvv from the Dutch embassy or the Dutch consulate. You can then travel to the Netherlands within 90 days. If you do not need an mvv, you can travel to the Netherlands immediately.	The educational institution will let you know where you can collect your residence permit in the Netherlands.	
5.	After arrival in the Netherlands, you must report to the IND within 2 weeks so that you can collect your residence permit. If necessary, you must have a TB test conducted by the Municipal Health Service. If you are not insured for healthcare costs in the Netherlands, you must take out healthcare insurance within 4 months.		The IND will check your identity and then issue your residence permit.