

STUDENT MANUAL VISA AND RESIDENCE PERMIT APPLICATION PROCESS

Zuyd University of Applied Sciences



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Visa / residence permit application – Start your application:

- 1. Visit https://regularstudent.zuyd.nl and login with your username and password.
- 2. Find the correct application type and on the right side click on 'Click here to submit, update or examine your application' to proceed to the next screen.

Full-time Bachelor or Master students: 'Visa procedure incoming bachelor or master students 2019-2020'



Figure 1. example full-time bachelor or master student 2019-2020.

Exchange students: 'Visa procedure incoming exchange students 2019-2020'

Visa procedure incoming bachelor or master students year 2019-2020	Hospitality Management	01/09/2018 until 31/08/2019	Not yet submitted	(More info)	Click here to submit, update or examine your application.		
↑ The study programme needs additional information before handling your application. Click on the application and fill in all the requirements. At the end you need to submit your application.							

Figure 2. example exchange student 2019-2020.

3. Click on 'Continue' to proceed to the next screen.

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4. Fill-out all the mandatory questions indicated with an asterisk (*). <u>Please note</u> that you can only submit your application after answering the mandatory questions. You can however <u>save</u> your application (indicated in the top and bottom left corner) and return on a later date/time to complete your application. We only start processing your visa and/or residence permit application after submission.

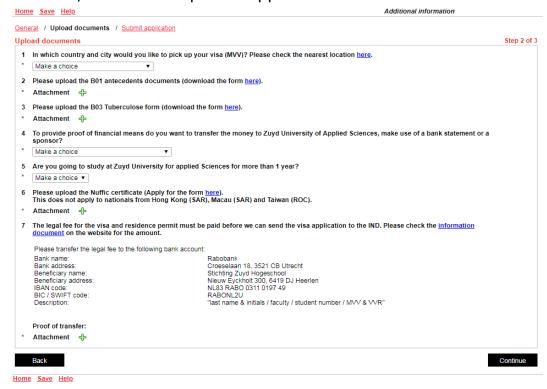


Figure 3. example visa questions 2019

After submitting your application, you can follow the progress via the main page and clicking on "(More info)" below 'Progress':

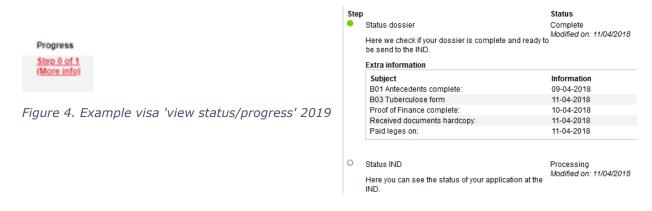


Figure 5. Example status visa application 2019

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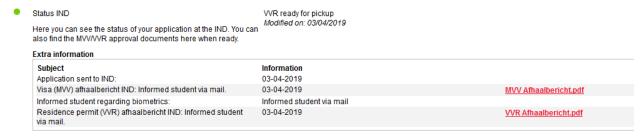
Datum laatste wijziging: 26-04-2019

Paul Hendriks Functioneel Beheerder Zuyd Hogeschool



Visa / residence permit application – Finalise your application:

5. You will receive an email that your visa or residence permit is ready for pickup and that the 'afhaalbericht' is available for download. Please login again and go to 'progress'. Here you can download the document.



6. The final step is to upload a copy of your residence permit via OSIRIS. Login again and you will see the following notification at your visa and residence permit application:

New questions have been added to your application. Click on your application and answer the questions. Then submit your application again.

Figure 6. example message 2019

Click on 'Click here to submit, update or examine your application' to proceed to the next screen.

- 7. Click on 'Continue' to proceed to the next screen.
- 8. Finalise your visa and residence permit procedure by uploading the front- and backside of your residence permit card and submit the application.



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FAQ:

• I forgot my username/password:

You can request a new username/password on the main-page. Make sure you fillout the mandatory data exactly as entered in the application.

I receive an error message when I try to upload a file:

The file is too big or not in the correct file format. Usually only .pdf is accepted with a maximum size of 5MB. The correct extension(s) and size are stated in on the upload page / in the error message.

I spotted an error after submitting my application:

Login and click on "Click here to submit, update or examine your application.". You can then edit your application as long as it is not being processed or has not been approved yet.

Please contact immigration@zuyd.nl if you have any questions.

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