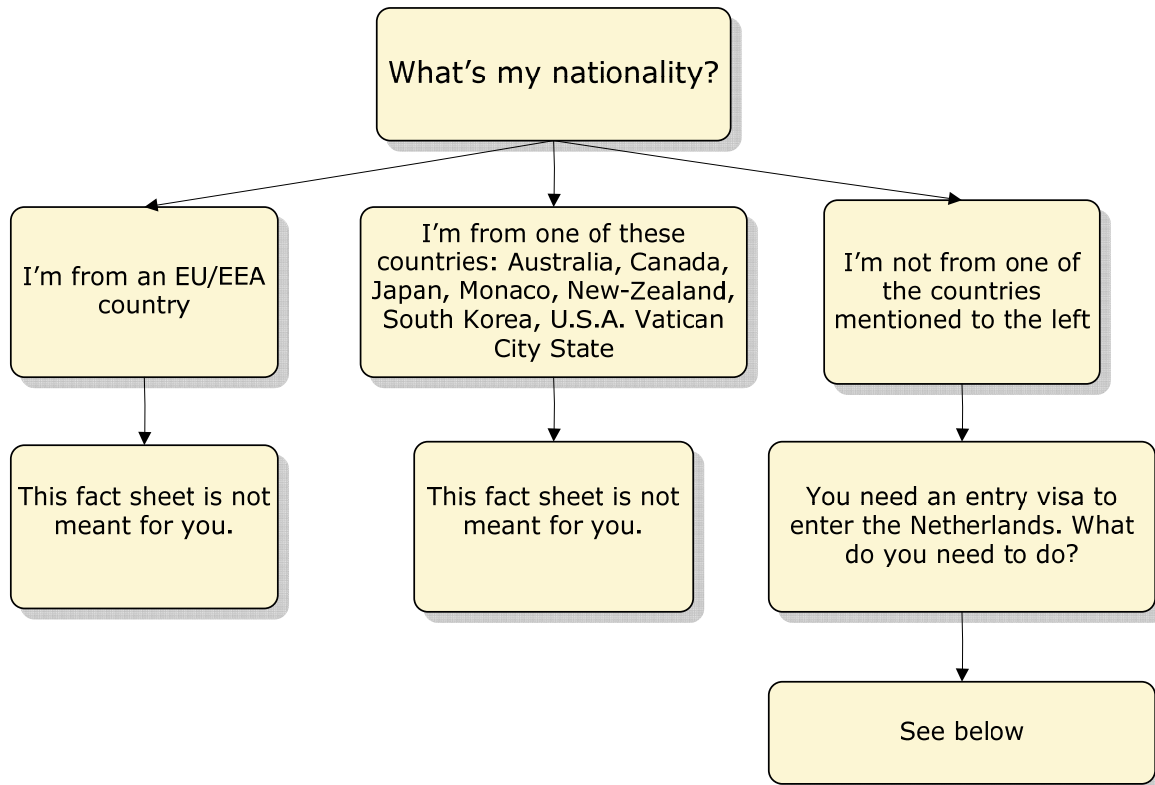


## Entry visa & residence permit procedure

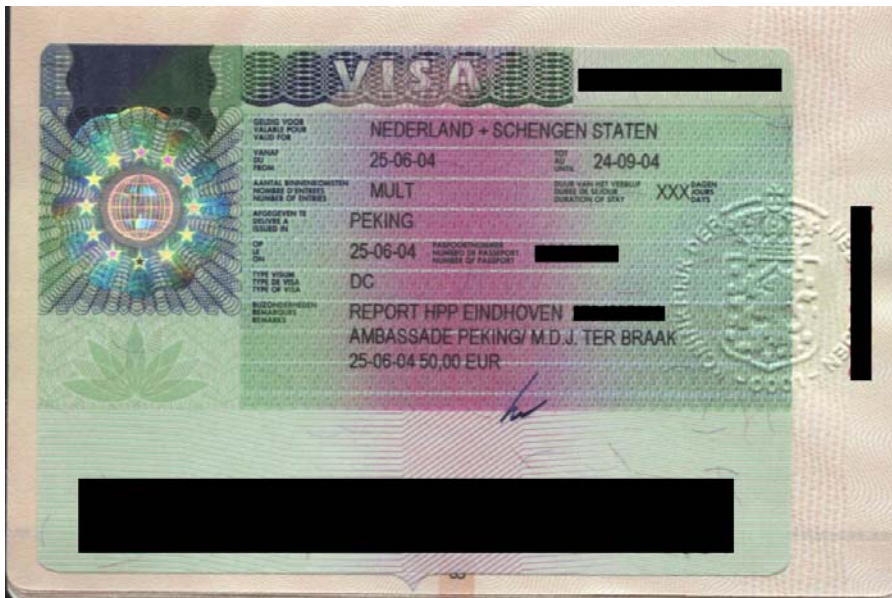
This fact sheet aims to explain the procedure and the documents needed for the entry visa and residence permit you need for studying in the Netherlands. If you have any questions after reading through it, please feel free to contact the International Office.

### Do I need an entry visa and residence permit?



### What is an entry visa (Machtiging Voorlopig Verblijf or MVV for short)?

An MVV is a visa to enter the country; it is a sticker in your passport issued by the Dutch Embassy or Consulate. Note that it is NOT a residence permit.



### What is a residence permit (Vergunning Verblijf Regulier or VVR for short)?

A residence permit is a permit that allows you to legally reside in the Netherlands. It is issued for a specific purpose, in your case: study. Once your application is approved you receive a residence permit card. This is an official government document that proves you legally reside in the Netherlands.



### Who issues the residence permit?

Residence permits are issued by the Immigration and Naturalisation Service (IND). However, in case of a student, only the university can apply for the permit. This means your only point of contact will be the International Office of Utrecht University and never directly the IND.

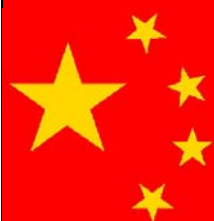
### What are the conditions for a visa and residence permit?

The requirements for submitting an application are:

1. You must be unconditionally accepted at Utrecht University, *unless* the condition is graduation from your current studies before start of the programme.
2. You need to send the **complete application** to the UU International Office, **before June 1<sup>st</sup>**.
3. **Do not** simultaneously apply for an entry visa at the Dutch Embassy or Consulate in your country of origin.
4. All documents that are not in Dutch, English, French or German must be translated by a certified translator.
5. The visa and residence permit fee must be paid to the university **before June 1<sup>st</sup>**.
6. You must prove you have sufficient financial means to fund your studies
7. If required, participate in a Tuberculosis test and cooperate with treatment if necessary
8. You must have no criminal record

### What is the deadline for sending in your application?

The entire procedure may take up to 3 months after the IND has received your application. Therefore the deadline for the completed forms and copies and payment of the visa and residence permit fee is **June 1<sup>st</sup>**.



#### **Important information for Chinese students:**

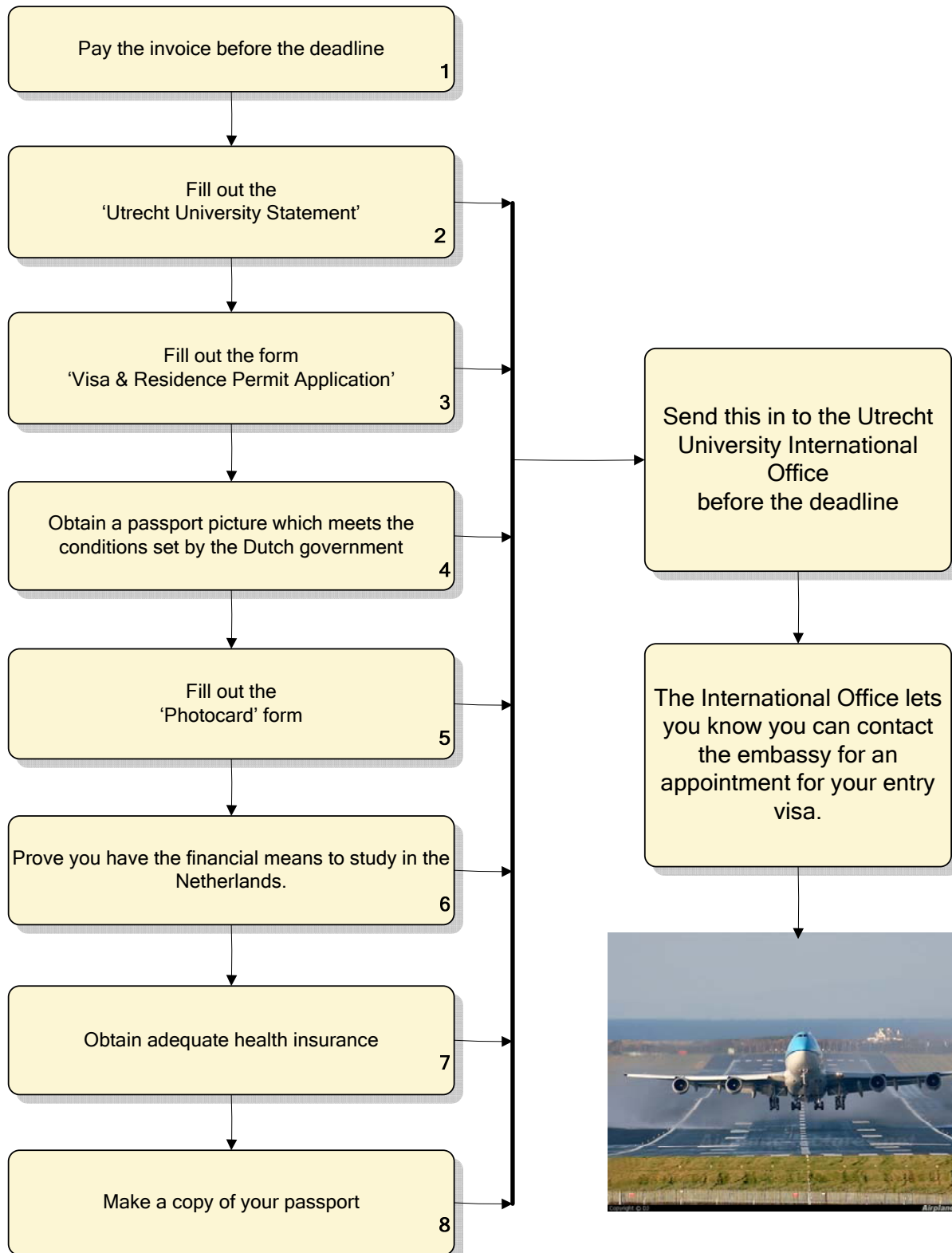
All Chinese students must register with Nuffic for a 'Nuffic Certificate' before their visa application can be submitted. This includes taking an IELTS or TOEFL test. For more information see [www.nuffic.nl/nuffic-certificate](http://www.nuffic.nl/nuffic-certificate)

\* If you hold a Hong Kong or Taiwan passport, this does not apply to you.



### How do you apply for an entry visa and residence permit?

In order to apply for an entry visa and residence permit you need to complete the steps below. All of these steps will be described on the following pages. Please read these instructions carefully so that we can process your visa and residence permit application as quickly as possible.





Pay the invoice before the deadline

1

### Invoice

You will receive the invoice for both the tuition fee and the residence permit fee by email. The invoice will be sent to the email address entered in your Studielink account.

The visa and residence permit fee is € 600. For students with Turkish nationality the fee is €438. The only way to pay the fee is by bank transfer. Payment information is included on the invoice.

Please note that the **exact** amount must be received by the University, as the University in turn transfers the entire amount to the IND. Therefore, any cost associated with the transfer of the funds must be covered by you.

Payment of the invoice is the starting point of your visa and residence permit application. Without the payment we cannot submit your application to the Immigration and Naturalisation Department.

### Scholarship

Students who have been awarded a scholarship can forward the invoice to their scholarship provider. There are a few exceptions:

- If you have been awarded a scholarship that does not cover all your expenses, such as an Utrecht Excellence Scholarship, a scholarship from the faculty, or from another external scholarship organisation, you may need to pay (part of) the tuition fee and visa and residence permit fee. Please contact the International Office as soon as possible.



### Important information for Chinese\* students

The IND no longer accepts Certificates of Deposit as proof of sufficient financial means. Chinese students will therefore receive an invoice for a minimum amount of €10.000. If the tuition fee is less than € 10.000, the surplus amount will be kept in the student's name until their arrival, and will then be deposited in a Dutch account in the student's name. The fee for visa and residence permit will be deducted from this amount and paid to the IND.



Fill out the  
'Utrecht University Statement'

2

Print out and complete the Utrecht University Statement (page 13, see attachments). You can find the attached forms by clicking on the paperclip in the lower left corner, or by choosing 'View' > 'Navigation panels' > 'Attachments'.

This form provides the International Office with the information we need to apply for your entry visa and residence permit.

Furthermore it contains an important statement you need to sign. Without this signed statement we cannot send out your visa and residence permit application.

Note:

1. By a **sponsor** we mean person or company, for instance your parent or employer, who will financially assist your study.
2. The IND requires proof that you can financially support yourself during your stay in the Netherlands. Information about this can be found in step 6.



Fill out the form  
'Visa & Residence Permit Application'  
3

Print out and complete the form 'Visa & Residence Permit Application' (pages 14 and 15, see attachment). This form is a list of declarations you need to state and sign for. Please follow the instructions below:

**To be signed by applicant**

Please complete:

- Name: your full name as stated in your passport
- Town/city: where you are when you sign this form
- Date: the date you sign this form
- Signature: your signature

Leave the following fields blank:

- V-number and File number: leave blank
- I submit this form and: leave blank

**Declaration of awareness study**

Tick the box if you understand the facts stated in this declaration.

**Declaration of circumstances**

Tick the first box if you expect nothing to change about your visa application between sending in your visa application and your planned travel to the Netherlands in order to start your studies at Utrecht University.

**Declaration (Criminal record)**

Tick the box which applies to you.

**Tuberculosis**

Tick the box which applies to you.

**Please note**

If you need to take a Tuberculosis test, tick both of these boxes:

- I hereby declare that I am prepared to cooperate in the tuberculosis examination and, if necessary, to undergo treatment for tuberculosis.

**AND**

- I am aware of my obligation to undergo a tuberculosis examination within three months after the date on which the application for a residence permit was filed.

Obtain a passport picture which meets the conditions set by the Dutch government

4

Fill out the 'Photocard' form

5

### Obtain a passport picture

The IND needs your picture to make your residence permit card. The card is an official government document, and it is therefore very important that the passport photo you submit meets all conditions set by the Dutch government – these are very strict:

- The photo should be in full colour and be no more than 6 months old
- It must be 3.5 by 4.5 centimeters (see Photo card form for size)
- Check the [Photo matrix](#) on our website for exact information, we recommend that you take this information with you to the photographer.

You can also contact the Dutch embassy or consulate in your country for addresses of acknowledged photographers.

**NOTE:** If your photo does not meet the requirements of Dutch passport regulations, the residence card **cannot** be made. Therefore it is of great importance to send a photo that meets all of the specified requirements.



CORRECT

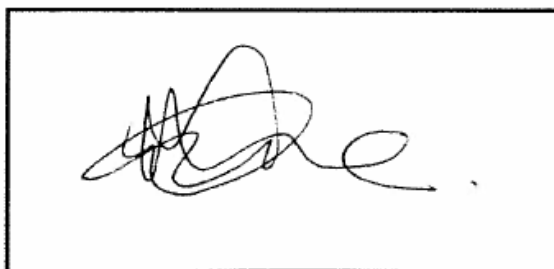
A. Not a neutral expression

*Example from the Photo matrix*

### Complete the 'Photocard form'

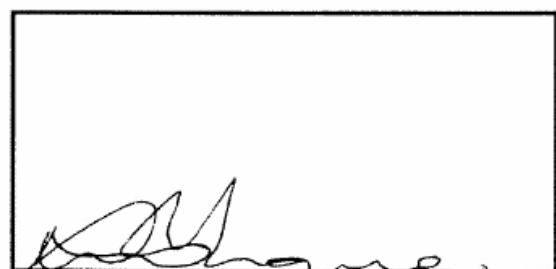
Complete the form (page 16, see attachment) and attach your passport photo. The signature must be completely **within** the box and be written in **black ink**. Your passport picture can be attached with a paperclip, please do not use glue.

Correct



Place your signature inside the box in **black ink**  
Signature

Incorrect



Place your signature inside the box in **black ink**  
Signature



Prove you have the financial means to study in the Netherlands.

6

The IND requires proof that you can financially support yourself during your stay in the Netherlands. Taking into account average housing costs and living expenses in the Netherlands the IND sets a minimum amount a student will need every month of his/her stay.

Minimum amount: € 825 per month

Please note that the IND is **very strict** with regards to proof of financial means. It is very, very important that **all** requirements for the proof of financial means are met in the documents that you send us, otherwise they will not issue your visa.

### **How can I prove my financial means?**

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There are three ways to prove you will have enough funds to support yourself during your stay:

- A. Scholarship**
- B. You have your own financial means**
- C. You have a sponsor who does not live in the Netherlands**

Note: Someone living in the Netherlands cannot act as your sponsor.

It is possible to combine funds in categories **A**, **B** and **C**.

### **A. Scholarship**

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You have been awarded a scholarship in order to fund your stay in the Netherlands. The IND has set criteria for the information needed regarding the scholarship. This information is combined in our **Scholarship Certificate** (page 17, see attachment). Please ask your scholarship provider to use this form to make sure you meet the IND criteria.

If for some reason the scholarship provider cannot use the standard form, they must issue an award letter that contains **all** of the following information:

- Name and address of the organisation awarding the scholarship
- Your name
- Your date of birth
- The exact study period (dd/mm/yyyy) to which the scholarship applies (e.g. from 01-09-2012 until 31-08-2013)
- The exact amount of money that has been allocated.
- The letter has to be signed and certified with a stamp of the organisation awarding the scholarship.
- The letter has to be dated.





## B. You have your own financial means

In order to prove that you have sufficient financial means of your own to fund your stay in the Netherlands you must send in:

- A recent bank statement of an account in your name (a copy or the original).
- Or
- An **original** recent declaration from the bank.
- Or
- A recent internet print-out of your bank account **signed and certified with a stamp of the bank.**

The bank documents stated above must (absolutely must) meet **all** of the criteria listed below in order to meet IND requirements.

1. The bank document(s) must contain **all** of the following information:
  - Name and address of the bank
  - Name of the account holder
  - Complete Account number
  - Currency
  - Balance
  - Date
2. The document(s) must:
  - be less than 2 months old;
  - contain no indication that there is a hold on the funds (e.g. no share portfolio)
  - show a balance that meets the minimum criteria

**IMPORTANT:** We cannot emphasize enough that the IND is very strict when it comes to these criteria, and that if *any* of the above information is missing, they will not issue your visa.

### Frequent problems that arise concern:

- Incomplete account number  
The IND will not accept bank statements/declarations if the complete bank account number is not given. Please make sure yours does, especially if this is not common practice in your country.
- Not enough money in the account  
Please make sure there is enough money in your account to finance your entire stay. You will need to prove you have enough funds for your entire stay, in advance, in order to receive an entry visa.

### *Example:*

You are staying from September 1 until January 1; a period of 4 months. You need to prove that you have  $4 \times €825 = €3300$ . A bank statement with €3000 and an email telling us you will get the other €300 in November is not accepted by the IND, the full amount must be in your bank account.



**C. You have a sponsor who does not live in the Netherlands**

Someone sponsors your stay in the Netherlands, for example your parents. In order to prove this you must send in:

- A recent bank statement of an account in your sponsor's name (a copy or the original).

**Or**

- An **original** recent declaration from the bank in your sponsor's name.

**AND**

- A copy of the passport of your sponsor
- The Financial statement sponsor form (page 18; see attachment), filled out by your sponsor. If you do not use this form, your sponsor must provide a letter that includes the same information as the financial statement form.

Please note, the bank documents stated above must (absolutely must) meet **all** of the criteria listed below in order to meet IND requirements.

1. The bank document(s) must contain **all** of the following information:

- Name and address of the bank
- Name of the account holder
- Complete Account number
- Currency
- Balance
- Date

2. The document(s) must:

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Obtain adequate health insurance **7**

Dutch law requires that everyone living in the Netherlands has adequate [health insurance](#), therefore you must provide proof thereof for your residence permit.

Medical costs in the Netherlands are high. Your health insurance must therefore cover medical expenses **at cost**. That means there can be no limit to the amount that will be covered for e.g. a doctor's visit or hospitalisation.

### **Dutch insurance packages**

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The university recommends the following two Dutch providers of student insurance packages for students, as the coverage meets all legal requirements in the Netherlands:

- AON: [www.students-insurance.eu](http://www.students-insurance.eu)
- HollandZorg: [www.hollandzorg.com](http://www.hollandzorg.com)

These insurance packages cover medical expenses, extraordinary costs, legal aid, accidents, mental health, liability and baggage cover and household goods.

We strongly recommend that you apply for one of these insurances. The premium is approximately €39 per month. You will find more information about the conditions on their websites.

### **Does my insurance meet the criteria?**

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You can visit the websites mentioned above to compare your current health insurance with theirs to check whether your current health insurance is sufficient. If your current insurance is not equal to e.g. AON ICS Complete, your insurance will be insufficient and **not** accepted! In that case we recommend that you take out one of the above-mentioned packages.

### **Send in a copy of your insurance**

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For your residence permit application you need to send in a copy of your health insurance card **and** policy. In the case of AON or HollandZorg you can e-mail us a copy of the policy.

Make sure you are covered for your entire stay in the Netherlands.



Make a copy of your passport **8**

The final document you need to send in is a copy of your passport. Please make sure the copy includes:

- All your personal data
- Your signature
- The passport number
- Date of issue and expiration
- All other pages containing information (such as stamps, renewals, etc.)

If you wish to pick up the MVV in a country other than your country of origin, include a copy of a valid residence permit of the host country.

Send this in to the Utrecht University International Office before the deadline

Please use page 3 as a checklist to make sure you don't forget anything.

You can find the forms in the attachment by clicking on the paperclip symbol in the lower left corner. If you do not see this, you can also go to 'View' > 'Navigation panels' > 'Attachments'.

The completed forms and copies need to be sent to:

By regular mail to:	By courier or express mail to:
Utrecht University International Office P.O. Box 80125 3508 TC Utrecht the Netherlands	Utrecht University International Office Heidelberglaan 8 3584 CS Utrecht the Netherlands

Note that the IND strongly advises you **NOT** to book your flight until you have received your entry visa.