

# IMMIGRATION GUIDE

## Degree students

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## ● General information

When arranging a study permit, there are certain things you need to be aware of. Please go through the steps on this page to find out what the Dutch *Immigration Service (IND)* expects from you and what you should arrange. Make sure to read this document before you start the application process. Check your email inbox (and spam folder!) frequently when you have submitted your documents for the application for your residence permit for study purposes.

**Please note that you cannot apply for the study permit yourself. HU will apply for the permit on your behalf!**

HU is a recognised sponsor for the IND. Therefore, HU will review your immigration documents before filing your application to the IND.

HU will submit the application to IND only if 1) all required documents have been uploaded by you and they have been approved by HU; 2) we have received the payment of the IND application fee (if this applies to you); 3) we have received the payment of the tuition fee.

**IND accepts applications at the earliest 3 months prior to the start of your programme. If your immigration documents were approved by HU more than 3 months prior to the start date of your programme, we need to wait with filing the application to the IND until 1 June.**

## ● The first step of the immigration procedure

As a student with a non-EER nationality, we need to confirm your identity and your residence status. You will receive an invitation via e-mail with information how to complete this process in Osiris Application. You will have to upload a valid passport and the [immigration questionnaire](#). If applicable, you will also have to upload your current Dutch residence permit. You will need to complete this process within 10 working days after receiving the invitation. After completion, you may be invited for an immigration interview as part of your application.



## ● Do you need an entry visa (MVV) or not?

There are two procedures possible, depending on your nationality.

For most nationalities an [entry visa](#) (MVV) is mandatory in order to travel to the Netherlands. After your arrival you will be able to collect your study permit (VVR). We will email you with details on the collection of your residence permit. Sometimes you do not need an MVV before travelling to the Netherlands. Please consult [the IND](#) website to find out if you are exempted.

If you are currently living in the Netherlands and already have a study permit (from another educational institution) or a permit for other purposes, please read through the following FAQ's carefully.

- [FAQ for transfer students](#)
- [FAQ change your current residence permit to a resident permit for study purposes](#)



### ● Check the relevant deadlines

There are various deadlines depending on your situation.

- **15 June:** If you [require a MVV and study permit](#) to study in the Netherlands you have to complete your application before 15 June.
- **15 July:** If you are [exempted from the MVV](#) requirement and only need a study permit you have to complete your application before 15 July.
- **1 August:** If you **already have a study permit** and you wish to transfer to HU, you need to complete your immigration application before 1 August. This deadline also applies to you, if you require a change of residence purpose.



### ● From April onwards: login to Osiris Application to start the application

You can start your immigration application from April onwards, if the first step has been approved. You will receive an e-mail with an **invitation to apply** for your Dutch residence permit for study purposes (and MVV if applicable) **through Osiris Application**.



### ● Upload relevant documents for the application

Please upload the following documents in Osiris Application and make sure all forms are signed with a handwritten signature:

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



- [Submit proof that you have access to sufficient financial funds](#)

Arrange your financial support early! When starting the application, you must prove you have access to sufficient money to cover both your living expenses, tuition fee and [IND application fee](#). Consult our website to find out the amount of the tuition fee, using the [tuition fee calculator](#).

The amount of living expenses is set by the IND and consist of 12x [the study norm](#). HU accepts the following ways of how to evidence of living expenses:

- ***You have the money on your own bank account (including a scholarship)***
- ***You receive money from a private person abroad***
- ***You receive money from a private person in the Netherlands***

**The full amount of the tuition fee has to be transferred to HU in advance!** If someone else is taking responsibility for the payment of your tuition fee as well, they will have to complete our [sponsor statement for the payment of tuition fees](#).

For more details and the required documents/PDF forms for the above-mentioned options, check the [IND website](#). When bank statements are provided, you have to provide the last three months consecutive bank statements. You may combine the options given above, be sure to upload all required documents. **Please be aware that you can only have one sponsor besides yourself, or a maximum of two sponsors if you cannot financially support yourself.**

It is your responsibility to have sufficient funds for your living expenses during the entire course of your studies at HU.



- [Pay your visa fee](#)

An invoice will be sent to your email after receipt of a complete and approved immigration application.

The payment must be received and processed by our Immigration Unit within two weeks after the immigration deadline. Arrange your payment at least one week before the financial deadline to allow for (bank) administration delays. We can only file your application with the IND after your payment has been received. Consult the IND website for [the current amount](#) of the IND

application fee. HU pays the application fee directly to the IND for your study permit application. Once the amount has been transferred to the IND, it is not refundable.

- [Pay your tuition fee](#)

An invoice will be sent to your email after receipt of a complete and approved immigration application.

The payment must be received and processed by our Immigration Unit within two weeks after the immigration deadline. Arrange your payment at least one week before the financial deadline to allow for (bank) administration delays. We can only file your application with the IND after your payment has been received.

Consult our website to find out the amount of the tuition fee, using our [tuition fee calculator](#)



- [Approval of the visa/permit](#)

You should expect an email notification of the issue of your visa (and MVV if applicable,) approximately 3 weeks after the IND has received our request. A copy of the official IND letter will be available in Osiris Application.



- [Arrange your travels to the Netherlands](#)

Find out what you need to do before traveling to the Netherlands.

- ***You need an MVV***

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

- ***You do not need an MVV***

You do not need to go to a Dutch Embassy prior to leaving. You can arrange your travel to the Netherlands now. Keep the IND letter proving the issue of your Dutch residence during your travel. Once you are in the Netherlands, you have to make an appointment with the IND to provide them with biometric details, photograph, fingerprint, and a completed application form. Only after the biometric details have been registered, will your residence permit be produced.

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



- Collection of your permit after arrival in the Netherlands

Shortly before your arrival HU will send you an email with details on how and where to collect your study permit. Important: all students with MVV or without MVV requirements must collect the study permit upon arrival.



- Register at the municipality and arrange practical matters

There are a few practical matters you need to arrange after your arrival in the Netherlands.

You must register with the municipality within 5 days of arriving in the Netherlands. More information about how to do this, can be asked at the municipality you have moved to.

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

Open a Dutch bank account as soon as possible! It can be difficult to open a Dutch bank account without a Dutch social security number (BSN), that is issued to you after you have registered at

your local municipality. However, it depends on the bank and some offer special services to international students that do not have a BSN yet.

As an international student at HU University of Applied Sciences Utrecht, you are allowed to have a part-time job during your studies. If you have a study permit, you are limited in the number of hours you are allowed to work. Check [our website](#) which rules apply to you.



### ● Rights, obligations and study progress

HU and the student have rights and obligations. All the conditions can be found on [the IND website](#).

The most important obligations for you as a student are:

- You need to actively participate in your study programme.
- There is a study progress requirement . This means that you need obtain at least 50% of the credits (30 ECTS) each study year if you wish to re-enrol the year after.
- You need to remain enrolled as a student.
- At the end of the academic year you need to be able to prove you have sufficient funds for your next study year if you wish to re-enrol for a consecutive year.

HU does regular checks on all of these requirements. If you do not meet these requirements without a valid reason, HU is obliged to deregister you with the IND.

If you intend to change your type of residence or wish to stop (defer) your study, you **MUST** inform HU.