

IMMIGRATION GUIDE

Degree students

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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 Services (IND)* expect from you and what you should arrange. Be sure to read through all of them before you start the application process. Check your email inbox (and spam folder!) frequently when going through the procedure.

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

HU will submit the application to IND only if all required documents have been uploaded by you and they have been approved by HU. **HU can send the application to the IND at the earliest 3 months prior to the start of your programme. If you are an early applicant, be aware that we will not submit your documents sooner.**

- [Do you need an entry visa \(MVV\) or not?](#)

There are two procedures possible, depending on your nationality.

In most cases, you will need an [entry visa](#) (MVV) in order to travel to the Netherlands, where you will collect your study permit (VVR). 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 carefully through the following FAQs.

- [FAQ for transfer students](#)
- [Additional information for transfer students](#)
- [FAQ change your current permit to a study permit](#)



• 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.

After you have received (provisional) admission to HU degree programme, you will receive an e-mail with an **invitation to apply** for your Dutch study permit and/or entry visa **through Osiris Application**. You will be able to login to Osiris Application with a username and password that you have received/created earlier.



• Upload relevant documents for the application

You have to upload your documents in Osiris Application.

Please upload the following documents in Osiris Application:

- A scan of your passport (valid for at least 6 months) including a copy of all pages with a stamp.
- A completed and signed [Antecedents Certificate 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](#).

Note: Chinese students must also apply for a [certificate at Nuffic](#) in the Netherlands.



- 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 visa fee.

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

The amount of living expenses is set by the IND and consist of 12x [the study norm](#).

In order to show you have sufficient money, you can submit the following evidence:

- ***You have the money on your own bank account***
- ***You receive a scholarship***
- ***You receive funds from a company***
- ***You receive money from a person abroad***
- ***You receive money from someone in the Netherlands***

For more details and the required documents/PDF forms for the above-mentioned options, check the [IND website](#). You may combine the options given above, be sure to upload all required documents.

If someone else is taking responsibility for the payment of your tuition fee as well, they will have to complete our **sponsor declaration** ([private person](#) or [company](#)), which you will submit with all the other IND documents in Osiris Application.

It is your responsibility to have sufficient funds for your living expenses during the first weeks in the Netherlands.



- Pay your visa fee

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

Pay promptly to avoid delay before the relevant deadlines mentioned above! Consult the IND website to check [the current amount](#) of the visa fee. HU pays the visa fees directly to the IND for your study permit application. Once the amount has been transferred to the IND, it is not refundable.



● Approval of the visa/permit

You should expect an email notification of the issue of your (combined) visa 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, fingerprint, 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.



● Collection of your permit after arrival in the Netherlands

Shortly before your arrival HU will send you an email with details on how to arrange an online appointment with the Dutch Immigration (IND) in the Netherlands 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](#).

Every year you make enough progress in your studies. This means that you obtain at least 50% of the credits (30 ECTS) for each study year (60 ECTS). HU monitors your progress and lets you know if you have obtained enough credits. If you do not meet this requirement and there is no good reason for this, HU will deregister you at the IND.

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

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!