



UNIVERSITY  
OF APPLIED  
SCIENCES  
UTRECHT

IMMIGRATION  
GUIDE  
Exchange student

**Author**

Carolyn Kleyn, Floor Mullen & Zsuzsi Kovács

**More information**

[exchange@hu.nl](mailto:exchange@hu.nl)

**Date**

01/11/2023

**Version**

05/2023

© HU University of Applied Sciences Utrecht, Exchange & Immigration  
Unit Utrecht, 2023.

**Reproduction for personal or internal use only is permitted, subject to  
acknowledgement of source.**

# Contents

<b>Introduction.....</b>	<b>4</b>
<b>Are you currently studying in another EU country with a valid student residence permit for study purposes?.....</b>	<b>5</b>
<b>Do you need an entry visa (MVV) or a regular student visa (VVR)?.....</b>	<b>5</b>
<b>Check the relevant deadlines .....</b>	<b>5</b>
<i>Deadline September start.....</i>	<i>5</i>
<i>Deadline February start.....</i>	<i>5</i>
<b>Start your visa application process in Mobility-Online.....</b>	<b>6</b>
<i>Upload relevant documents for the application .....</i>	<i>6</i>
<i>Submit proof that you have access to sufficient financial funds .....</i>	<i>6</i>
<i>Pay your visa fee .....</i>	<i>7</i>
<b>Approval of the visa/permit.....</b>	<b>7</b>
<b>Working Holiday Programme/Scheme.....</b>	<b>7</b>
<b>Before your travel to the Netherlands .....</b>	<b>7</b>
<i>You need an MVV (entry visa).....</i>	<i>7</i>
<i>You do not need an MVV (entry visa).....</i>	<i>8</i>
<b>Arrival in the Netherlands .....</b>	<b>8</b>
<i>Collection of your residence permit .....</i>	<i>8</i>
<i>Arranging your own permit - Working Holiday Programme/Scheme.....</i>	<i>8</i>
<i>Register at the municipality and arrange practical matters .....</i>	<i>8</i>
<i>Health insurance .....</i>	<i>8</i>
<i>If you wish to open a Dutch bank account.....</i>	<i>8</i>
<i>Working in the Netherlands .....</i>	<i>9</i>
<i>Tuberculosis test.....</i>	<i>9</i>

## Introduction

Do you have a non-EU nationality, and have you been selected to participate in an exchange programme at HU University of Applied Sciences Utrecht (HU) for one or two semesters (maximum 12 months)?

If your answer is yes and you intend to come to the Netherlands for longer than 4 months, then you will need to apply for a Dutch visa/residence permit. Please note, the procedure may differ slightly depending on your specific situation, so please read the following pages carefully to find out what will be expected from you.

When arranging a residence permit for study there are certain things you need to be aware of. Please go through the steps in this document 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. The HU will send your application directly to the Dutch Immigration on your behalf!

Your application is submitted under strict conditions determined by the Dutch immigration (IND) law. 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.

## Are you currently studying in another EU country with a valid student residence permit for study purposes?

If you are currently living in an EU country (other than Denmark or Ireland) with a residence permit for study purposes issued by this country, you will need to apply for the 'Intra EU mobility student' through our services. If you are not, then please move on to the next section.

Your residence permit for the EU country must not expire during your stay in the Netherlands and you must prove to us during the application that you have access to sufficient finances ([see IND minimum requirements further in this document](#)) during your stay. An explanation and all the requirements can be found on the [webpage of the IND](#).

**Note:** If the EU residence permit is NOT for study purposes, then check on the next section of this document which application procedure is applicable to you.

We will collect your documents for the 'Intra EU mobility student' during your exchange application and when your documents have been checked we will notify the IND. We will advise you as soon as your 'Intra EU mobility student' has been officially confirmed by the IND. You will then be able to use your current residence permit from the other EU country to study in the Netherlands. You will not have to pay a visa fee when using the 'Intra EU mobility student' scheme.

## Do you need an entry visa (MVV) or a regular student visa (VVR)?

There are two application procedures for the Dutch residence permit, depending on your nationality and current residence situation.

If you are not living in the EU with a valid residence permit, your nationality is decisive as to whether you need an MVV.

[You can check whether you need an MVV to enter the Netherlands on the IND website.](#)

You will need to apply for the regular student visa (VVR):

- a. If you have a nationality from one of the MVV exempted countries;
- b. If you do not qualify for the 'Intra EU mobility student';
- c. If you are exempted from the MVV because you have a valid residence permit in a Schengen country for another purpose other than study (it must not expire before your intended arrival in the Netherlands).

You can check the [exemption details on the IND website](#).

## Check the relevant deadlines

### Deadline September start

**June 15:** If you require a MVV and study permit to study in the Netherlands you have to complete your application before June 15.

**July 15:** If you are exempted from the MVV requirement and only need a study permit you have to complete your application before July 15.

### Deadline February start

December 1: All MVV visa and residence permit (VVR) applications must be submitted before December 1.

## Start your visa application process in Mobility-Online

You will be prompted in Mobility-Online to apply for the visa/residence permit during the application process for your exchange programme. You will receive an invitation to register from the International Office.

## Upload relevant documents for the application

All relevant documents and proof of payment must be received and processed by our International Office before the deadline applicable to you. Arrange your payment at least one week before the deadline to allow for (bank) administration delays.

You will be expected to upload the following documents in your Mobility-Online 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](#)'. On this form you will need to 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

During the application request for the visa/residence permit and 'Intra EU mobility student', you will be asked to provide document proof to show you will have access to sufficient funds during your exchange period and the visa fee, required by the IND. Arrange your financial support early!

A minimum monthly amount for living expenses is set yearly by the IND. You must prove you have access to at least 5x the monthly amount (per semester) taken as indicator: [The current study amounts for 2023 are available on the IND website](#).

In order to show you have sufficient money, you can submit one or the combination of the following evidence:

- You have access to money in your own current bank account;
- You are going to receive a scholarship;
- You are being sponsored by a family member or an organization.

It is important each document of proof contains all the details expected by the IND. You can find the details for the above mentioned documents given on the [IND website](#). For your convenience we have a scholarship template [available](#) that may be used during the application.

If a private person or company is taking responsibility for your financial support, they will need to provide extra documents with the necessary bank statement, such as proof of identity and completing a declaration of support. You can find a declaration for a [private person](#) or for a representative of [a company](#) on the IND website, to be submitted in your Mobility Online application.

## Pay your visa fee

After your application for the entry visa/ study permit application is complete and approved by us, you will receive a request from us to pay the visa fee ('Intra EU mobility' applicants are exempt). You may check the [IND website for the current visa fee amount](#).

**Pay on time!** Please take note of the relevant deadlines mentioned above. HU pays the visa fees directly to the IND for your entry and/or study visa/permit application. Once the amount has been transferred to the IND, it is not refundable.

## Approval of the visa/permit

You will receive a message as soon as the visa request is sent to the IND. You should expect an email notification from the International Office confirming the issue of your MVV visa and/or residence permit approximately 3 weeks later.

The notification message **will include a copy of the official IND letter** stating the issue of your Dutch visa/residence permit.

Due to Dutch law requirements, the IND letter is written in the Dutch language. However, we ask you to check if your name, date of birth, the start and end date of your Dutch residence permit are written correctly in the letter! Let us know if there is something wrong!

**Note:** We strongly recommend you **DO NOT** book your flight to the Netherlands until you have received the official IND letter confirming issue of your MVV/VVR residence permit.

## Working Holiday Programme/Scheme

If you are a national of Australia, Canada or New Zealand, you are not currently living in Europe and have not used the 'scheme' earlier, you may be able to apply for a residence permit under the "Working Holiday Programme/Scheme (WHP/WHS)". It is not possible for HU to apply for this permit on your behalf, you must arrange the application yourself once you have arrived in the Netherlands.

If you apply for the WHP, you do not have to go through the regular immigration process described in this document. For more information about how to apply and the requirements, please consult [the website of the IND](#).

The WHP/WHS programmes are also offered to other nationalities, however with restrictions. If you have one of the nationalities with restrictions you **MUST** apply for the study residence permit, to be arranged by HU. **Please be aware that you can only apply for the Working Holiday Scheme once, until you are 30!**

## Before your travel to the Netherlands

### You need an MVV (entry visa)

Read the HU e-mail 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 (entry visa)

You do not need to go to a Dutch Embassy prior to leaving. You can arrange your travel to the Netherlands as soon as you have the approval letter. Keep the IND letter proving the issue of your Dutch residence available for 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*. We will provide you with more information on this a few weeks before the start of your study.

If you have no MVV requirement (VVR only) you will need to keep the Dutch Immigration letter (Dutch language) with you until you have collected your VVR. This IND letter proves that you have received permission to stay in the Netherlands. It can be used for other official situations such as registration with the municipality and opening a bank account until you collect your Dutch residence permit for study.

## Arrival in the Netherlands

### Collection of your residence permit

Shortly after your arrival, HU will send you an email with details on how to arrange online an appointment with the Dutch Immigration (IND) in the Netherlands to collect your study permit.

**Note:** All students with MVV or without MVV requirements must collect the study permit after arrival!

### Arranging your own permit - Working Holiday Programme/Scheme

Make sure you follow the [instructions on the IND website](#). The International Office will be available for advice (during our introduction), after your arrival.

### Register at the municipality and arrange practical matters

You must register with the municipality within 5 days of arriving in the Netherlands. More information about how to do this, can be requested from the municipality where you are going to live. The International Office will also inform you of the procedure before and after your arrival.

### Health insurance

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](#).

### If you wish to open a Dutch bank account

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 ([like the ING bank](#)) offer special services to international students that do not have a BSN yet.

## Working in the Netherlands

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 the website of [Nuffic](#) and download the [flyer of the Ministry of Social Affairs and Employment](#) for more information.

## Tuberculosis test

For those nationalities who are [not exempted](#), will need to undergo a Tuberculosis test. During the application you will be asked to complete and sign a '[Declaration of intent to undergo a TB test](#)' form to confirm your knowledge of the obligation.

Upon arrival in the Netherlands you will need to arrange a test at a [Municipal Health Service \(GGD\) in Utrecht](#) promptly. No appointment is necessary, but a fee may be charged. If you need to take the test, you may download the [form from the IND](#) and follow the instructions. ***Make sure you take the test within three months after arrival!*** If not, the IND may cancel your residence permit.



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