



Hogeschool van Amsterdam

Amsterdam University of Applied Sciences

Visa & Residence Permit guide 2014-2015





Hogeschool van Amsterdam
Amsterdam University of Applied Sciences

Courier & Postal Address:

Hogeschool van Amsterdam
Student Affairs, International Office
Coordinator Immigration Affairs, Ms. Anne Wichers
Kohnstammhuis, Wibautstraat 2-4
1091 GM Amsterdam
The Netherlands

E-mail : immigration@hva.nl

Website : international.hva.nl

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Introduction

Thank you for choosing one of the seven schools of the Hogeschool van Amsterdam, Amsterdam University of Applied Sciences. We are looking forward to your arrival and hope that your stay in the Netherlands will be both productive and enjoyable.

This document will explain some of the preparations you will need to make in order to be admitted to the Netherlands and to be allowed to stay. Please note: If you do not fulfil the requirements, you might be refused entrance to the Netherlands.

Studying in another country means that you will need to comply with several international laws. These laws are based upon the agreements of the Dutch Government and your national government. They describe the conditions for 'free traffic of people'.

As these conditions are not the same for every country, the Dutch Government has created different 'groups' (categories); each category has its own conditions. Please note: You can only belong to ONE category. As these categories are a result of agreements with your government, the documents required will depend on your nationality. Please check the overview on page 5 to determine which category you belong to. Then go to the relevant chapter and be sure to carry out all the requirements.

Start today! This cannot be overemphasised. Most of the documents required can take weeks, if not months, to obtain. You **MUST** have these documents ready in order to be eligible for a legal stay in the Netherlands. Be sure that you allow yourself plenty of time to obtain them.

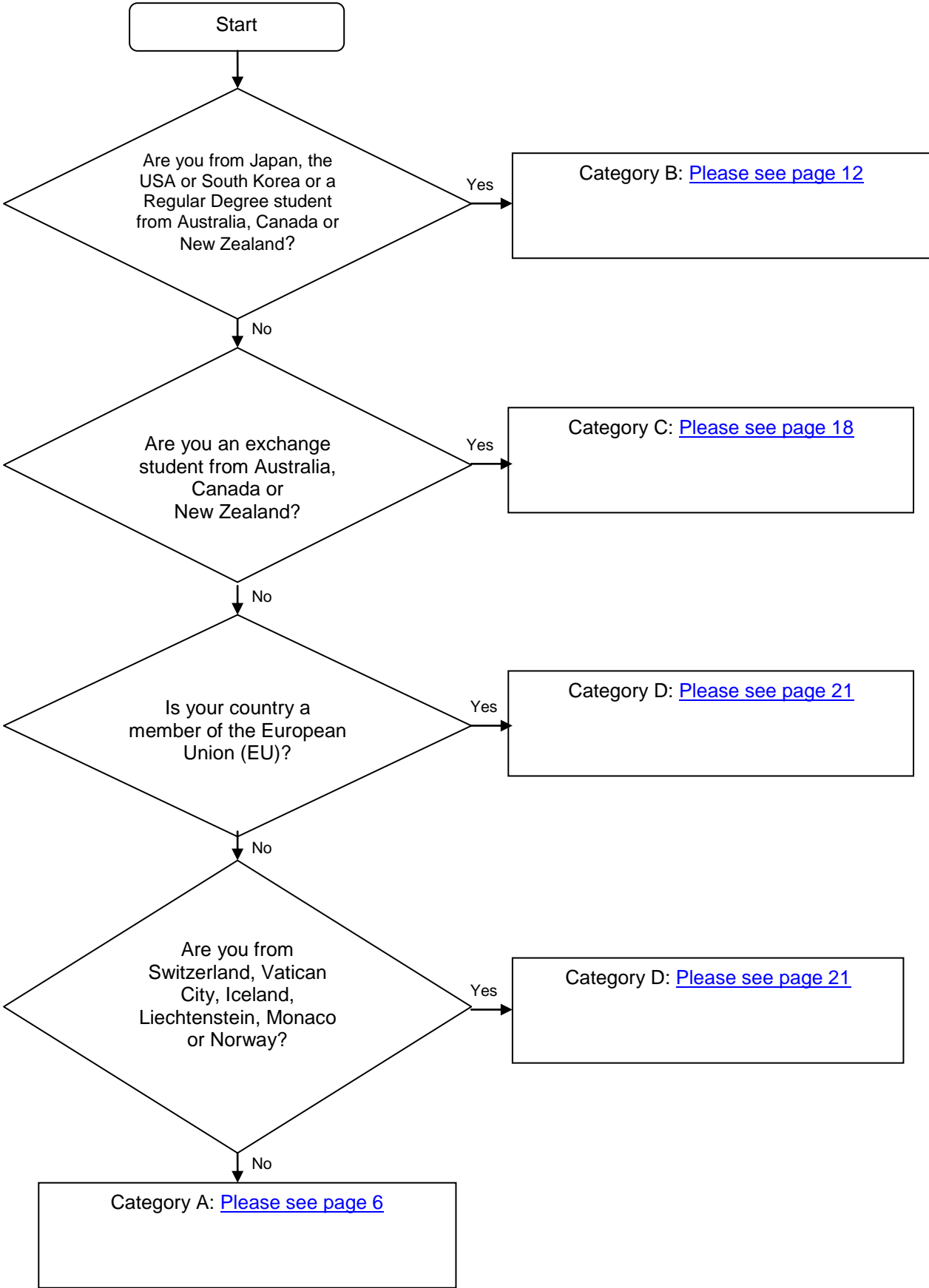
We will only start the visa application process once you have been admitted to the school of your choice or to the Language and Preparatory course at the Hogeschool van Amsterdam, Amsterdam University of Applied Sciences. All students planning on studying at our institute must use this guide to determine their category, and then see which documents they need and what other actions they need to take in order to fulfil the Visa and Residence Permit requirements. Your Visa and/or Residence Permit application must be handled by the International Office; you cannot apply for it yourself.

Disclaimer:

Although this guide has been written with great care, no rights can be derived from the information it contains. All numbers, values and fees are subject to minor changes.

Determine your category

Please note: You can only belong to **ONE** Category



Official steps to take for Category A (MVV & VVR)

Introduction

Please read the following pages carefully. In order to obtain your Visa (from here: MVV) and Residence Permit (from here: VVR), you will need to send us a lot of information months ahead of your planned arrival date. You should get started on some of these things **today!**

This section consists of three parts:

A – MVV/VVR procedure & Registration Municipality

B – Finance

C – Checklist

The first two sections describe the process of obtaining the documents required to be able to study in the Netherlands. The third is a checklist for your convenience.

Important Notice

All deadlines, fee amounts and financial means can be found on the datasheet, [page 23 & 24](#)

A. MVV/VVR procedure & Registration Municipality

A. 1. MVV/VVR application necessities

The International Office of the Hogeschool van Amsterdam, Amsterdam University of Applied Sciences (from here: HvA) will apply on your behalf for your MVV and your VVR at the Dutch Immigration Service (from here: IND). Once you are admitted to one of HvA's schools you will receive an e-mail from the Immigration Officer. This e-mail will describe all necessary steps to undertake.

Mind: An MVV is only an entry document, so once you have arrived in the Netherlands you will need a Residence Permit (from here: VVR) to make your stay legal.

General MVV/VVR Application Requirements

In underneath scheme you can see the steps you will have to follow in order to allow us to handle your request.

To Do List for the MVV/VVR Application:

1. Chinese students only: Apply for a Nuffic certificate (see below for more details)
2. Follow the instructions as in the e-mail of the HvA's Immigration Officer;
3. Reply to us with the filled out personal details box – part of the information e-mail.
4. Send in Appendix Antecedents Certificate – original hard copy.
5. Send in a copy of your passport including signature page, and every stamped page. The passport must be valid for at least 3 more months after the intended period of residence – send in via e-mail.
6. Send in Appendix Declaration of intent to undergo a TB test – original hard copy.
7. Send in Appendix Declaration of intent Study progress - original hard copy ~ *only applicable for regular degree students*
8. Send in (or transfer) your proof of financial means. Section B.2 will explain how to prove this
8. Transfer the MVV/VVR handling fee, the fee for the MVV/VVR application and if applicable the tuition fee.
9. Arrange your legalised birth certificate on time. You do not need to send it to us, but you will have to take it with you to the Netherlands for your registration at the Municipality.
10. Read Appendix Passport photo, signature and fingerprints carefully.

Upon arrival

11. Register at the Municipality
12. Undergo the tuberculosis test – take Appendix TB test referral form with you

It is very important that you take the necessary steps for your MVV/VVR application on time and that your payment and documents are received by the HvA before the deadline! If you do not respect the deadline, we cannot guarantee that you can enter the Netherlands on time for the start of the semester.

Collecting your MVV at the Dutch Embassy/Consulate

If the IND approves your application, we will inform you by e-mail. Within a few days of this you should receive a letter from the Dutch Embassy in your country. In the notification of the Embassy will be mentioned the documentation you should bring along to finalise your MVV application. The requested documentation varies per country. If you have not received such a letter within three days of our e-mail, please do not hesitate to contact the Embassy yourself – the document will be waiting for you!

To find the nearest Dutch representative authority in your country of origin, please see the website of the Ministry of Foreign Affairs (<http://www.minbuza.nl/en/services/embassies-and-consulates/dutch-embassies-and-consulates-abroad>).

The finalisation of the MVV application may take up to 10 working days, depending on the Embassy in your country. Please mind; not all consulates can finalise MVV requests. If you have doubts please call the consulate yourself to check it on forehand.

Upon collecting the document at the Embassy you will need to indicate the type of MVV required. Always ask for a D type MVV. This means you will be allowed to travel through all Schengen countries (for 90 days after the date of entering the Netherlands). This means that you will be able to, for example, visit Greece for a while, or enjoy a few days in Paris, even if your Residence Permit is not ready yet.

Chinese students only:

Nuffic Certificate

Chinese students need a certificate from Nuffic in order to obtain an MVV to the Netherlands. To apply for this certificate, you must submit online the registration form, your IELTS test result, copies of your diplomas and passport. The whole procedure can take up to two months. Nuffic will inform you by telephone or e-mail once they have made a decision on your application. The certificate will be sent directly to the International Office of the HvA.

For more information contact Nuffic directly at:

Website: <http://www.studyinholland.nl/practical-matters/visas-and-permits/nuffic-certificate-for-chinese-students>

A. 2. VVR application necessities

The International Office of the HvA will apply for your VVR together with your MVV application. Combining the two applications saves a lot of time. Shortly after your arrival in the Netherlands you will be able to pick up your VVR. Information about where and when will be provided by the Immigration Officer in a later stage.

The procedure is as follows:

- You will travel to the Netherlands with an MVV (the application procedure for your MVV is explained above).
- In order to legalise your stay in the Netherlands, you will need a VVR. The last step to validate your VVR is to undergo the tuberculosis test. You should take this test within 5 days upon your arrival in the Netherlands.

Tuberculosis test

You will need to undergo a tuberculosis test if you do not have the nationality or official residence (Residence Permit) of one of the following countries:

One of the EU/EER Member States, Australia, Canada, Israel, Japan, Monaco, New Zealand, Suriname, Switzerland or the United States.

The tuberculosis test is free of charge at the Municipal Health Service (GGD). You can go there on Monday, Tuesday or Friday between 13h00-15h00. The Residence Permit application form, which was sent to you by e-mail, includes a page called "Appendix: TB Test Referral Form". You have to print this form and take it with you to the GGD. The doctor will fill out your test results and subsequently send the form to the IND.

Address:

Geneeskundige en Gezondheidsdienst Amsterdam (GGD)

Nieuwe Achtergracht 100

1018 WT Amsterdam

Phone: +31 (0)20-555 59 11

Fax: +31 (0)20-555 52 77

E-mail: info@ggd.amsterdam.nl

Website: www.gezond.amsterdam.nl and <http://www.ggd.amsterdam.nl/menu-iii/english/tuberculosis/tuberculosis-%28tb%29/>

A. 3. Registration Municipality

All students are obliged to register at the municipal administration BRP in the town where you live. In Amsterdam the DBI (Dienst Basisinformatie, or Personal Data Department) takes care of this registration. Your HvA's school's International Office will inform you how and where to arrange this registration. You will have to bring your passport, a copy of your MVV sticker, your rental contract and a copy of your birth certificate. The registration at the municipal administration DBI is also an application for the BSN (*burgerservicenummer* = Citizen Service Number). This number is needed for working, for opening a bank account, or for visiting a doctor or receiving hospital treatment in the Netherlands.

B. Finance

B. 1. Payment

The fee for an MVV/VVR application, the HvA handling fee and the deadline by which we should have received your payment can be found on the datasheet. Our bank details are included at the end of this section.

B. 2. Proof of Financial Means

The IND requires that you prove that you have sufficient financial means to cover your stay in the Netherlands. We will need the proof of financial means in order to make your MVV application. Each year the IND sets a monthly required amount. Students who come to the school for one semester need to show that they have sufficient financial resources for a period of seven months.

Important note for students of the Language and Preparatory course (Taal- en Schakeltraject): Due to several reasons you do not have the option to choose how to prove your financial means. You must use option 3. On the datasheet you can find the amount you need to transfer.

How to prove your financial means:

1. **An original bank letter or bank statement for an account held jointly or solely in your name must meet the following requirements:**
 1. Issued in English/ German/ French/ Dutch and printed on company paper. Bank letters or statements written in other languages will NOT be accepted!
 2. The bank statement **must state in print that funds are freely accessible and can be time** (therefore a Certificate of Deposit cannot be accepted!)
 3. Not issued more than 3 months before the deadline
 4. Must mention the bank's contact address and phone number
 5. Must mention a contact person (preferably someone who speaks English)
 6. The account must be in YOUR name
 7. The account number must be specified
 8. Funds in the account must be equal to or exceed the standard amounts as stated on the datasheet, or their equivalent in your local currency

 2. **An original bank letter or bank statement in the financial sponsor's name, the sponsor must provide:**
 1. A bank letter fulfilling the same requirements as mentioned above.
 2. A copy of the valid passport of the sponsor
 3. The completed financial statement, signed by sponsor (see Appendix 3b).
- For examples of bank letters, [please see Appendices 1, 2a and 2b.](#)
- If your sponsor lives in the Netherlands, then he/she must provide:**
- An M47 form ("*Garantverklaring*")
 - A statement from his/her employer ("*Werkgeversverklaring*")
 - Employment contract
 - Income statements from the last three months and three bank statements
 - A copy of his/her passport
 - A "*DBI-uittrek*" (a statement from the municipal administration about being a registered resident of his or her town or city)
- You can ask us via e-mail for these documents.
3. **Transfer** the required amount directly into our bank account. This is a suitable option if obtaining a correct bank statement is too difficult. On top of the MVV/VVR fee and HvA handling fee, you transfer the required proof of financial means amount. If you choose this option, please write in the reference "Proof of financial means + your full name + your date of birth". Once you have arrived in the Netherlands and have opened a Dutch bank account, we will refund the proof of financial means amount.

B. 3. Tuition fee

The tuition fee should only be paid by Regular Degree students. Mind; Regular Degree students from Suriname pay the lower EU-rate fee. Exchange students do not pay a tuition fee to the HvA as you pay this fee to your home institute.

Please transfer the correct MVV/VVR fee as soon as possible to:

Stichting Hogeschool van Amsterdam

Account nr.: **42.89.25.111**

IBAN code: NL52DEUT0428925111

BIC/SWIFT code: DEUTNL2N

Bank Address: Deutsche Bank, The Netherlands

Reference: MVV/VVR + your full name (last name, first name) + your date of birth (yyyy-mm-dd)

C. Checklist

MVV/VVR application requirements & Registration Municipality			
	Before arrival	First week of arrival	Done?
Admitted HvA	X		
Personal details box	X		
Appendix Antecedents Certificate	X		
Copy of passport	X		
Appendix Declaration of intent to undergo a TB test	X		
Registration Municipality (for BSN)		X	
Birth Certificate	X		
Health Insurance	X		
Tuberculosis test		X	
Read Appendix Passport photo, signature and fingerprints	X		
Chinese students only: Nuffic certificate	X		
Finance			
Transfer MVV/VVR fee	X		
Transfer HvA handling fee	X		
Proof of financial means for MVV application	X		
Regular Degree students only: Transfer tuition fee	X		
Regular Degree students only: Appendix Declaration of intent Study progress	X		

We advise students to not book their flight before the issue of the MVV.

Official steps to take for Category B

Introduction

Please read the following pages carefully. In order to obtain your Residence Permit, you will need to send us information months ahead of your planned arrival date. You should get started on some of these things **today!**

This section consists of three parts:

A – VVR procedure & Registration Municipality

B – Finance

C – Checklist

The first two sections describe the process of obtaining the documents required to be able to study in the Netherlands. The third is a checklist for your convenience.

Important Notice

All deadlines, fee amounts and financial means can be found on the datasheet, [page 23 & 24](#)

A. VVR procedure & Registration Municipality

A. 1. VVR application necessities

All students who do not have the nationality of the EU/EER countries or Switzerland and are staying in the Netherlands for more than 3 months need to apply for a Residence Permit (from here: VVR). Once you are admitted to one of HvA's schools you will receive an e-mail from the Immigration Officer. This e-mail will describe all necessary steps to undertake. HvA's International Office will apply for your VVR at the Dutch Immigration Service (from here: IND) on your behalf. Shortly after your arrival in the Netherlands you will be able to pick up your VVR. Information about where and when will be provided by the Immigration Officer in a later stage.

It is very important that you take the necessary steps before you arrive in the Netherlands and that your payment and documents are received before the deadline. This is essential so that we can send your VVR application to the IND within time. Shortly after your arrival in the Netherlands you will be able to pick up your VVR.

The procedure is as follows:

- In order to legalise your stay in the Netherlands you will need a VVR.
- We must receive your documents and payment before the deadline.
- Upon arrival the last step to validate your VVR is to undergo the tuberculosis test. You should take this test within 5 days upon your arrival in the Netherlands. Mind; most of you will not have to take this test. It depends on your nationality.

Tuberculosis test

You will need to undergo a tuberculosis test if you do **not** have the nationality or official residence (Residence Permit) of one the following countries:

One of the EU/EER Member States, Australia, Canada, Israel, Japan, Monaco, New Zealand, Suriname, Switzerland or the United States.

The tuberculosis test is free of charge at the Municipal Health Service (GGD). You can go there on Monday, Tuesday or Friday between 13h00-15h00. The Visa & Residence Permit application form, which was sent to you by e-mail, includes a page called "Appendix: TB Test Referral Form". You have to print out this form and take it with you to the GGD. The doctor will fill out your test results and subsequently send the form to the IND.

Address:
Geneeskundige en Gezondheidsdienst Amsterdam (GGD)
Nieuwe Achtergracht 100
1018 WT Amsterdam
Phone: +31 (0)20-555 59 11
Fax: +31 (0)20-555 52 77
E-mail: info@ggd.amsterdam.nl
Website: www.gezond.amsterdam.nl and <http://www.ggd.amsterdam.nl/menu-iii/english/tuberculosis/tuberculosis-%28tb%29/>

To Do List for the VVR Application:

1. Follow the instructions as in the e-mail of the HvA's Immigration Officer. Send in the original documents;
2. Reply to us with the filled out personal details box – part of the information e-mail.
3. Send in Appendix Antecedents Certificate – original hard copy.
4. Send in a copy of your passport including signature page, and every stamped page. The passport must be valid for at least 3 more months after the intended period of residence – send in via e-mail.
5. Read Appendix Passport photo, signature and fingerprints carefully.
6. Send in Appendix Declaration of intent Study progress - original hard copy ~ *only applicable for regular degree students*
7. Send in Appendix Declaration Passport photo, signature and fingerprints – original hard copy
8. *For South Koreans only* ~ Send in Appendix Declaration of intent to undergo a TB test – original hard copy.
9. Send in (or transfer) your proof of financial means. Section B.2 will explain how to prove this.
10. Transfer the VVR handling fee, the fee for the VVR application and if applicable the tuition fee.
11. Arrange your legalised birth certificate on time. You do not need to send it to us, but you will have to take it with you to the Netherlands for your registration at the Municipality.

Upon arrival

12. Register at the Municipality
14. Go to the IND office to finalise your VVR application
15. Undergo the tuberculosis test – take Appendix TB test referral form with you

A. 2. Registration Municipality

All students are obliged to register at the municipal administration BRP in the town where you live. In Amsterdam the DBI (Dienst Basisinformatie, or Personal Data Department) takes care of this registration. Your HvA's school's International Office will inform you how and where to arrange this registration. You will have to bring your passport, a copy of your MVV sticker, your rental contract and a copy of your birth certificate. The registration at the municipal administration DBI is also an application for the BSN (*burgerservicenummer* = Citizen Service Number). This number is needed for working, for opening a bank account, or for visiting a doctor or receiving hospital treatment in the Netherlands.

B. Finance

B. 1. Payment

The fee for a VVR application and the deadline by which we should have received your payment can be found on the datasheet. Our bank details are included at the end of this section.

B. 2. Proof of Financial Means

The IND requires that you prove that you have sufficient financial means to cover your stay in the Netherlands. We will need the proof of financial means in order to make your VVR application. Each year the IND sets a monthly required amount. Students who come to the school for one semester need to show that they have sufficient financial resources for a period of seven months.

Important note for students of the Language and Preparatory course (Taal- en Schakeltraject): Due to several reasons you do not have the option to choose how to prove your financial means. You must use option 3. On the datasheet you can find the amount you need to transfer.

How to prove your financial means:

1. **An original bank letter or bank statement for an account held jointly or solely in your name must meet the following requirements:**
 1. Issued in English/ German/ French/ Dutch and printed on company paper. Bank letters or statements written in other languages will NOT be accepted!
 2. The bank statement **must state in print that funds are freely accessible and can be time** (therefore a Certificate of Deposit cannot be accepted!)
 3. Not issued more than 3 months before the deadline
 4. Must mention the bank's contact address and phone number
 5. Must mention a contact person (preferably someone who speaks English)
 6. The account must be in YOUR name
 7. The account number must be specified
 8. Funds in the account must be equal to or exceed the standard amounts as stated on the datasheet, or their equivalent in your local currency

2. **An original bank letter or bank statement in the financial sponsor's name, the sponsor must provide:**
 1. A bank letter fulfilling the same requirements as mentioned above.
 2. A copy of the valid passport of the sponsor
 3. The completed financial statement, signed by sponsor (see Appendix 3b).

For examples of bank letters, [please see Appendices 1, 2a and 2b](#).

If your sponsor lives in the Netherlands, then he/she must provide:

- An M47 form ("*Garantverklaring*")
 - A statement from his/her employer ("*Werkgeversverklaring*")
 - Employment contract
 - Income statements from the last three months and three bank statements
 - A copy of his/her passport
 - A "*DBI-uittrek*" (a statement from the municipal administration about being a registered resident of his or her town or city)
- You can ask us via e-mail for these documents.

3. **Transfer** the required amount directly into our bank account. This is a suitable option if obtaining a correct bank statement is too difficult. On top of the MVV/VVR fee and HvA handling fee, you transfer the required proof of financial means amount. If you choose this option, please write in the reference "Proof of financial means + your full name + your date of birth". Once you have arrived in the Netherlands and have opened a Dutch bank account, we will refund the proof of financial means amount.

B. 3. Tuition fee

The tuition fee should only be paid by Regular Degree students. Exchange students do not pay a tuition fee to the HvA as you pay this fee to your home institute.

Please transfer the correct VVR fee as soon as possible to:

Stichting Hogeschool van Amsterdam

Account nr.: **42.89.25.111**

IBAN code: NL52DEUT0428925111

BIC/SWIFT code: DEUTNL2N

Bank Address: Deutsche Bank, The Netherlands

Reference: VVR + your full name (last name, first name) + your date of birth (yyyy-mm-dd)

C. Checklist

VVR application requirements & Registration Municipality			
	Before arrival	First week of arrival	Done?
Admitted HvA	X		
Personal details box	X		
Appendix Antecedents Certificate	X		
Copy of passport	X		
Registration Municipality (for BSN)		X	
Birth Certificate	X		
Health Insurance	X		
Appendix Declaration Passport photo, signature and fingerprints	X		
Appendix Declaration of intent to undergo a TB test (for South Koreans only)	X		
Go to the IND office		X	
Finance			
Transfer VVR fee	X		
Transfer handling fee	X		
Proof of financial means for VVR application	X		
Regular Degree students only: Transfer tuition fee	X		
Regular Degree students only: Appendix Declaration of intent Study progress	X		
Tuberculosis test (for South Koreans only)		X	

Official steps to take for Category C

Introduction

Although all these formalities will be handled after your arrival in the Netherlands, please read the following pages carefully. This information will explain what you need to do.

This section consists of four parts:

A – WHP procedure & Registration Municipality

B – Finance

C – Health

D – Checklist

The first three sections describe the process of obtaining the documents required to be able to study in the Netherlands. The fourth is a checklist for your convenience.

Important Notice

All deadlines, fee amounts and financial means can be found on the datasheet, [page 23 & 24](#)

A. WHP procedure & Registration Municipality

A. 1. WHP application necessities

Category C: Exchange students from Canada, New Zealand, Australia

In order to legalise your stay in the Netherlands you will need a Working Holiday Program residence permit. You will have to pay the application fee directly to the Dutch Immigration Service. The only additional documentation that the Dutch Immigration Service (from here: IND) will ask for is a copy of your return ticket or proof that you can buy a return ticket. Your school's International Office will give you further information about this procedure upon arrival.

A. 2. Registration Municipality

All students are obliged to register at the municipal administration BPR in the town where you live. In Amsterdam the DBI (Dienst Basisinformatie or Personal Data Department) takes care of this registration. Your school's International Office will inform you how and where to arrange this registration. You will have to bring your passport, your rental contract and a copy of your birth certificate. The registration at the municipal administration DBI is also an application for the BSN (*burgerservicenummer* = Citizen Service Number). This number is needed for working, for opening a bank account, or for visiting a doctor or receiving hospital treatment in the Netherlands.

B. Finance

No further fees or statements are required by the HvA. The WHP application fee will have to be paid directly to the IND when making the application at their office.

C. Health Insurance

Check that your health insurance is valid for all Schengen countries. If it is not, apply for a health insurance policy that is valid for the Schengen countries. If you do not have health insurance, please see: <http://www.ace-ips-nl.com/>, or www.myaon.nl/students/index.jsp. The insurance has to cover medical expenses, urgent dental treatment, third party liability, special expenses and assistance, accidents, legal assistance and loss of luggage. Be sure to arrange this on time, so that you will be insured when you travel to the Netherlands.

D. Checklist

WHP application requirements & Registration Municipality			
	Before arrival	First week of arrival	Done?
Admitted HvA	X		
Passport Photo*		X	
Copy of passport		X	
Copy of return ticket or financial proof that you can buy your return ticket		X	
Registration Municipality (for BSN)		X	
Birth Certificate	X		
Go to the IND office*		X	
Health Insurance	X		
Send a copy of your WHP sticker to Immigration@hva.nl		X	

*One important remark about the passport photo:

During the appointment at the IND Desk, a passport photo will be made. Also, the foreign national must record his signature and fingerprints are then taken.

Official steps to take for Category D

Introduction

Although all these formalities will be handled after your arrival in the Netherlands, please read the following pages carefully. This information will explain what you need to do.

This section consists of four parts:

A – Registration Municipality

B – Finance

C – Health

D – Checklist

The first three sections describe the process of obtaining the documents required to be able to study in the Netherlands. The fourth is a checklist for your convenience.

A. Registration Municipality

All students are obliged to register at the municipal administration BRP in the town where you live. In Amsterdam the DBI (Dienst Basisinformatie, or Personal Data Department) takes care of this registration. Your HvA's school's International Office will inform you how and where to arrange this registration. You will have to bring your passport, a copy of your MVV sticker, your rental contract and a copy of your birth certificate. The registration at the municipal administration DBI is also an application for the BSN (*burgerservicenummer* = Citizen Service Number). This number is needed for working, for opening a bank account, or for visiting a doctor or receiving hospital treatment in the Netherlands.

B. Finance

No further fees or statements are required.

C. Health Insurance

Check that your health insurance is valid for all Schengen countries. If it is not, apply for a health insurance policy that is valid for the Schengen countries. If you do not have health insurance, please see: <http://www.ace-ips-nl.com/>, or www.myaon.nl/students/index.jsp. The insurance has to cover medical expenses, urgent dental treatment, third party liability, special expenses and assistance, accidents, legal assistance and loss of luggage. Be sure to arrange this on time, so that you will be insured when you travel to the Netherlands.

D. Checklist

Registration Municipality			
	Before arrival	First week of arrival	Done?
Admitted HvA	X		
Registration Municipality (for BSN)		X	
Birth Certificate	X		
Health			
Health Insurance	X		

Data Sheet

Facts & figures for the academic year 2014-2015, mind that all numbers, values and fees are subject to minor changes:

Language and Preparatory course (Taal- en Schakeltraject) – July entry

Deadlines:

Deadline necessities MVV application 25 April (Category A)

Deadline necessities VVR application 25 April (Category B)

Fees:

Fee MVV and/or VVR application: €304

HvA handling fee MVV/VVR: €350

Tuition fee summer course: €775

Tuition fee August 2013-July 2013: €1.906

Proof of financial means:

Required amount: €845/month

The total required amount for the full academic year is €10.140

Summary - Language and Preparatory course:

To be paid compulsory:

Language and Preparatory course students **€304 + €350 + €775 + €1.906 + €10.140 = €13.475**

Language and Preparatory course students have no other option to proof their financial means then by transferring the required amount to the HvA. Once you have arrived in the Netherlands and have opened a Dutch bank account we will refund the proof of financial means amount. Should you fail the test after the summer course and therefore must stop with the Language and Preparatory course the remaining tuition fee will also be refunded.

Fall semester – September entry

Deadlines Spring Semester:

Deadline necessities MVV application 13 June (Category A)

Deadline necessities VVR application 13 June (Category B)

Fees:

Fee MVV and/or VVR application: €304

HvA handling fee MVV/VVR: €350

Fee WHP application: €43

Tuition fee for non-EU students: €7.790

Tuition fee for EU & Surinamese students: €1.906

Proof of financial means:

Required amount: €845/month

The total required amount for one semester is €5.915

The total required amount for the full academic year is €10.140

Summary - Fall Semester - Overview of the transfer amount, per group:

To be paid compulsory:

Exchange students: €304 + €350 = **€654**

Regular degree students: €304 + €350 + €7.790 = **€8.444**

Regular degree students from Suriname: €304 + €350 + €1.906 = **€2.560**

If you choose to prove your financial means by transferring the money to the HvA, the amount becomes:

Exchange students (1 semester): **€ 6.569** (we refund you €6.569 - €654 = €5.915)

Exchange students (full academic year): **€10.794** (we refund you €10.794 - €654 = €10.140)

Regular degree students: **€18.584** (we refund you €18.584 - €8.444 = €10.140)

Regular degree students from Suriname: **€12.700** (we refund you €12.700 - €2.560 = €10.140)

Spring semester – February entry (seven months)

Deadlines Spring Semester:

Deadline necessities MVV application 24 November (Category A)

Deadline necessities VVR application 24 November (Category B)

Fees:

Fee MVV and/or VVR application: €304

HvA handling fee MVV/VVR: €350

Fee WHP application: €43

Tuition fee for non-EU students: €4.545

Tuition fee for EU & Surinamese students: €1.112

Proof of financial means:

Required amount: €845/month

The total required amount for one semester is €5.915

Summary - Spring Semester - Overview of the transfer amount, per group:

To be paid compulsory:

Exchange students: €304 + €350 = **€ 654**

Regular degree students: €304 + €350 + €4.545 = **€5.199**

Regular degree students from Suriname: €304 + €350 + €1.112 = **€1.766**

If you choose to prove your financial means by transferring the money to the HvA, the amount becomes:

Exchange students: **€ 6.559** (we refund you € 6.569 - €654 = €5.915)

Regular degree students: **€11.114** (we refund you €11.114 - €5.199 = €5.915)

Regular degree students from Suriname: **€7.681** (we refund you €7.681 - €1.766 = €5.915)

Data Applicable for all Student Groups

Bank Details:

Stichting Hogeschool van Amsterdam

Account nr.: **42.89.25.111**

IBAN code: NL52DEUT0428925111

BIC/SWIFT code: DEUTNL2N

Bank Address: Deutsche Bank, The Netherlands

Reference: MVV/VVR + your full name (last name, first name) + your date of birth (yyyy-mm-dd)

Should there be bank costs charged, please indicate that you will pay for them!

The MVV and/or VVR application fee is non refundable once your application has been sent to the IND. The HvA handling fee is non refundable.

Definitions and abbreviations

MVV	-	Entry Visa
VVR	-	Residence Permit
WHP	-	Working Holiday Program
IND	-	Dutch Immigration Service
DBI	-	Municipality
GGD	-	Municipal Health Service

Appendix 1: Example Bank Letter for Student

(ON BANK LETTERHEAD)

Name of bank

Address

Date:

To: Hogeschool van Amsterdam
Student Affairs, International Office
Coordinator Immigration Affairs, Ms. Anne Wichers
Kohnstammhuis, Wibautstraat 2-4
1091 GM Amsterdam
The Netherlands

To Whom It May Concern:

We can confirm that

Mr/Ms _____ (**NAME STUDENT**) who is applying via your institution for an MVV/VVR,
has had a bank account, number: _____ (**NUMBER BANK ACCOUNT**)
with the _____ (**NAME BANK**) to our entire satisfaction since _____ (**YEAR**).

*CHOOSE AS APPROPRIATE:
NEEDED FOR 7 MONTHS IN 2013/2014*

On this date: _____ he/she has an amount of _____ (local currency) in his/her account which is
at least **5.915 euro** according to the exchange rate today.

*CHOOSE AS APPROPRIATE:
NEEDED FOR ONE YEAR IN 2013/2014*

On this date: _____ he/she has an amount of _____ (local currency) in his/her account which is
at least **10.140 euro** according to the exchange rate today.

This money is freely accessible and can be withdrawn at any time.

We trust this information will be treated as confidential.

No liabilities should be attached to _____ (**NAME BANK**) or any of its employees in connection with
this information.

Yours faithfully,

NAME OF BANK

NAME AND FUNCTION OF BANK EMPLOYEE

Appendix 2a: Example Bank Letter for Sponsor

(ON BANK LETTERHEAD)

Name of bank
Address

Date:

To: Hogeschool van Amsterdam
Student Affairs, International Office
Coordinator Immigration Affairs, Ms. Anne Wichers
Kohnstammhuis, Wibautstraat 2-4
1091 GM Amsterdam
The Netherlands

To Whom It May Concern:

We can confirm that

Mr/Ms _____ (**NAME OF PARENT/SPONSOR**) whose son/daughter/other relationship _____ (**NAME STUDENT**) is applying via your institution for an MVV/VVR, has had a bank account, number: _____ (**NUMBER BANK ACCOUNT**) with the _____ (**NAME BANK**) to our entire satisfaction since _____ (**YEAR**).

*CHOOSE AS APPROPRIATE:
NEEDED FOR 7 MONTHS IN 2013/2014*

On this date: _____ he/she has an amount of _____ (local currency) in his/her account which is at least **5.915 euro** according to the exchange rate today.

*CHOOSE AS APPROPRIATE:
NEEDED FOR ONE YEAR IN 2013/2014*

On this date: _____ he/she has an amount of _____ (local currency) in his/her account which is at least **10.140 euro** according to the exchange rate today.

This money is freely accessible and can be withdrawn at any time.

We trust this information will be treated as confidential.

No liabilities should be attached to _____ (**NAME BANK**) or any of its employees in connection with such information.

Yours faithfully,

NAME OF BANK

NAME AND FUNCTION OF BANK EMPLOYEE

Appendix 2b: Financial Statement

(For the financial supporter of the student)

I, the undersigned,
Family name (Surname) : _____
First name(s) : _____
Born on : ____ (Day)/____ (Month)/____ (Year) _____
Place of Birth : _____ Country: _____
Nationality : _____
Passport number or number of identity card : _____
⇒ *Please do not forget to send a copy of this passport or identity card with this statement!*

Telephone number : _____
Address : _____
Postcode : _____ City: _____
Country : _____

Hereby declare that I will financially support the following student:

Family name (Surname) : _____
First name(s) : _____
Born on : ____ (Day)/____ (Month)/____ (Year) _____
Place of Birth : _____ Country: _____
Nationality : _____
Passport number or number of identity card : _____

During his/her studies in the Netherlands, I hereby guarantee that I will transfer a minimum monthly allowance of €845

from (start date) : 31 August 2013/ 01 February 2014
until (end date) : 31 January 2014/ 31 August 2014

⇒ *I hereby enclose a recent bank statement (not older than three months) proving that I possess sufficient funds to transfer the amount in this period mentioned above.*

Date : ____ (Day)/____ (Month)/____ (Year) _____
Place : _____ Country: _____

Signature (of the financial supporter):
