**IMMIGRATION REGULATIONS**

**FOR INTERNATIONAL STUDENTS**

**IN THE NETHERLANDS 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nationality** | **Entry Visa (MVV)** | **Residence Permit (VVR)** | **Work Permit** |
| EU/EEA or Swiss | *Not required* | *Not required* | *Not required* |
| Australian, Canadian, Monaco, New Zealand, South Korean and USA | *Not required* | Required (for a stay of more than 3 months)  Procedure B. | Required  Company must apply |
| Japanese | *Not required* | Required (for a stay of more than 3 months)  Procedure B. | *Not required* |
| All other nationalities | Required (for a stay of more than 3 months)  Procedure A. | Required (for a stay of more than 3 months)  Procedure A | Required  Company must apply |

**Application procedure for Entry Visa (MVV) and/or Residence Permit (VVR)**

HAN University of Applied Sciences / Arnhem Business School must apply for the MVV and VVR on your behalf.

**Documents required for the MVV and VVR application:**

1. Copy of your valid **passport (please copy all pages that are stickered, stamped or written on)**
2. Signed and completed **Antecedents Certificate** (which will be sent to you by e-mail)
3. Proof of sufficient **financial means** (see *Appendix 1*)
4. Proof of Health Insurance (see information below, Health Insurance)
5. If you are a Chinese national, you will need to apply for a **NESO certificate** (see [www.nesochina.org](http://www.nesochina.org) for detailed information). The study programme you are applying for at Arnhem Business School is the “**ABS Exchange Course**”
6. Payment of Immigration Department’s fee: the current cost of a residence permit and entry visa is: **€ 311**
7. **Procedure for MVV application (including VVR)**:

The application for your entry visa (MVV) includes your residence permit (VVR) and is applied for on your behalf by HAN University of Applied Sciences before you travel to The Netherlands, on receipt of the above documents.

Once your initial application has been approved by the immigration department:

* you should contact the Dutch Embassy or Consulate in your home country (or country of residence) to finalise the application
* take a recent, colour passport **photograph** with you to the Embassy. Note: the passport photo should meet the requirements of Dutch passport regulations (see attached Photo matrix for specifications of the photograph) – some Embassies / Consulates may have their own facilities to take you passport photograph
* you may need to take other documents with you to the Embassy, of which they will inform you in advance
* at the Embassy you will also have your fingerprints taken
* once the procedure is finalized, the MVV will be placed in your passport in the form of a sticker

1. **Procedure for VVR application (without MVV):**

Your residence permit (VVR) will be applied for on your behalf by HAN University of Applied Sciences, before you travel to The Netherlands, once you have provided the documents mentioned above.

Once your application has been approved by the immigration department:

* after arrival in The Netherlands, you will be asked to go to the offices of the immigration department to have your fingerprints and a passport photograph taken for your residence permit
* once the residence card is ready, you will have to go the offices of the immigration department again to collect the card in person.

**Formalities on arrival in The Netherlands**

After your arrival, you will be required to [register with the local municipality](http://www.nuffic.nl/international-students/preparation-stay/staying-in-holland/residence-permits/registering-as-inhabitant-gba-inschrijving) (Gemeentelijke Basisadministratie, GBA) as an inhabitant of the municipality. Documents required for registration are:

* valid passport
* evidence that you have a suitable place to live (your housing contract, for example)
* a certified copy of a birth certificate indicating your name, date of birth and place of birth. For most countries, this should be [legalized](http://www.nuffic.nl/international-students/preparation-stay/preparing-your-stay/visa-and-permits/long/legalization-and-verification-of-documents)

**Work permit (Tewerkstellingsvergunning TWV).**

If you need a work permit (see table above) to work in The Netherlands, your employer must apply to the Centre for Work and Income (UWV) for your [work permit](http://www.nuffic.nl/international-students/preparation-stay/staying-in-holland/working-while-studying).

### Health insurance.

### According to Dutch law you are required to have health insurance, including coverage of costs due to hospitalization in or treatment at a psychiatric facility. Furthermore, it is recommended to have a liability insurance to cover you in case of damage to another person’s property. The Dutch authorities have checked the international students insurance packages of two insurance companies, IPS-Lippmann and AON. You can choose one of them, and you can easily apply on-line, please check <https://www.aonstudentinsurance.com/> or <http://www.studentsinsured.com/ips/>.

### If you wish the International Relations Office can arrange the insurance for you.

### The above information is also available on the website of the Dutch Immigration Department: [www.ind.nl](http://www.ind.nl) or on [www.nuffic.nl/immigration](http://www.nuffic.nl/immigration).

**Contact details:** HAN University of Applied Sciences

Arnhem Business School

International Relations Office

Ingrid Le Coultre (E-mail: [Ingrid.lecoultre@han.nl](mailto:Ingrid.lecoultre@han.nl))

Courier address: Ruitenberglaan 31, 6826 CC Arnhem, The Netherlands

Postal address: P.O. Box 5171, 6802 ED Arnhem, the Netherlands

*Appendix 1*

**Proof of sufficient financial means**:

In order to apply for a MVV or VVR, you must prove that you have sufficient finances to support yourself during your stay in The Netherlands. The amount of money you should have at your disposal per month is determined by the Dutch immigration service and is changed periodically (see <https://ind.nl/en/individuals/student/costs-income-requirements/Income-requirements> for current amounts). The current amount is: **€ 862,50 per month**. For purposes of the visa application, you should prove that you have the total amount available for the duration of your stay (5,5 months or 10,5 months).

You may prove sufficient financial means as follows:

**Option 1: If you are supporting yourself**:

* A ***copy*** of a recent bank statement showing:

\* your name and address

\* your bank account number

\* name and address of the bank

\* the bank balance

\* the currency

\* in English or translated into English by a certified translator

**OR**

* An ***original*** official letter from the bank stating:

\* your name

\* your account number

\* the name and address of the bank

\* the current bank balance freely available to you

\* the currency

\* written in English or translated into English by a certified translator

**Option 2: If someone is sponsoring you (e.g. one of your parents):**

* A ***copy*** of a recent bank statement showing:

\* the sponsor’s name and address

\* his/her bank account number

\* name and address of the bank

\* the bank balance

\* the currency

\* translated into English by a certified translator

**OR**

* An ***original*** official letter from the bank stating:

\* the sponsor’s name

\* his/her account number

\* the name and address of the bank

\* the current bank balance freely available to him/her

\* the currency

\* written in English or translated into English by a certified translator

\* not older than 3 months

**AND**

* a *Financial Statement* signed by the sponsor (*see Appendix 2)*;

**AND**

* a copy of the sponsor’s passport or identity card

**Option 3: Financial Guarantee**

As the "proof of sufficient finances" requirement can be difficult to meet, Arnhem Business School also offers a special arrangement of a *Financial Guarantee* for € 5,130 (for 1 semester) or €10,260 (for a full academic year) which consists of:

* + facilitated MVV/VVR processing (about 3 weeks),
  + guaranteed accommodation for the period of stay,
  + health and liability insurance and
  + residence permit costs.

***Detailed overview of costs***

***1 semester: 2 semesters:***

|  |  |  |  |
| --- | --- | --- | --- |
| Accommodation (6 months) | **€2 700** | Accommodation (1 year) | **€5 400** |
| Deposit accommodation | **500** | Deposit accommodation | **500** |
| Health & liability Insurance | **250** | Health & liability Insurance | **500** |
| Cost visa (MVV) | **311** | Cost visa (MVV) | **311** |
| Living expenses\* | **1 439** | Living expenses\* | **3 689** |
| **Total** | **€5 200** | **Total** | **€10 400** |
| \*The living expenses will be refunded to you on arrival |  | \* The living expenses will be refunded to you on arrival |  |

**Deadline for payment of Financial Guarantee is 15 June / 15 November**

**Option 4: Scholarship**

Official Scholarship letter stating the name of the nominee, the start and end date of the scholarship and the amount.

**All documents must be less than 3 months old**

*Appendix 2*

Financial statement (to be filled in by the sponsor)

**I, the undersigned,**

Name:……………………………………………………………………………………………………………

First name:………………………………………………………………………………………………………..

Born on:…Day……………………..……/ Month…………………………/ Year……………………………..

Place of Birth:………………….……………………………………………………..………………………….

Nationality:……………………………………………………………………………..………………………..

Passport number or number of identity card………………………………………………….…….…………..

***(please send copy of passport or identity card of sponsor with this statement)***

Telephone number:……………………………………………………………………………………………….

Address:…………………………………………………………………………………………………………….

Zip code:………………………………………………Place:……………………………………………………

Country:………………………………………………………………………………………………………......

**hereby declare that I will financially support the following student:**

Name:…………………………………………………………………………………………………………….

First name:…………………………………………………………………………………………………………

Born on:…Day……………………..……/ Month…………………………/ Year……….……………………..

Place of Birth:…………………….……………………………………………………………………………….

Nationality:………………………………………………………………………………………………………..

Passport number:………………………………………………………………………………………………...

**during his/her studies in the Netherlands. I hereby guarantee that I will transfer a minimum monthly allowance of € 862,50**

**from** (Start date dd/mm/yyyy): ……../…………………/…………….

**until** (End date dd/mm/yyyy): ……../…………………/…………….

***I hereby enclose a recent bank statement (not older than three months) proving that I have enough funds to transfer the amount in the period mentioned.***

Date (dd/mm/yyyy): ……../…………………/…………….

Place: ……………………………………………………..

Signature:…………………………………………………………………….