



# INFORMATION FOR THE INTERNATIONAL EXCHANGE STUDENT

STUDY VISA/ RESIDENCE PERMIT

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**UNIVERSITY**  
OF APPLIED SCIENCES

## STUDY VISA / RESIDENCE PERMIT

International students are not allowed to apply for the study visa and residence permit themselves. The Students Office of HZ University (HZ) will apply for these documents on behalf of the student after having completed the application process.

HZ will not charge you for this.

However, **the Dutch Immigration Services (IND) charges a fee of € 228.**

The IND fee has to be paid to HZ before we start the study visa and residence permit application procedure. HZ will send you through e-mail the invoice for the payment of the IND fee. On this invoice, all data necessary for an international bank transfer are mentioned. The student is required to indicate his/her full name and student number when making the transfer. Keep in mind that **eventual costs** for making an international bank transfer are **expected to be paid for by the student !**

Although HZ applies for the study visa and residence permit, we do depend on the IND and the embassy/consulate for the issuance of your visa. The average time to receive a positive decision on the request is 2 to 3 weeks after having submitted the complete file to the IND. However we can never guarantee when a study visa will be issued.

➔ **Keep in mind that 'booking a flight without yet having the visa sticker in your passport is always taking a risk!**

## FINANCIAL MEANS

Most important condition for the IND to grant the request for the visa & residence permit is to find out whether international students can prove sufficient financial resources (living expenses) for disposal during their entire study period. The monthly amount that a student should have is € 1,218. **For one academic year, this means a total of approximately € 14,616 and for one semester € 7,308.**

**Exchange students** are allowed to prove sufficient financial means by providing a bank statement.

The bank statement needs to meet the following IND requirements:

- The copy is not older than 3 months.
- The copy shows:
  - the date;
  - your personal details (at least your initials and surname);
  - the bank account number;
  - the balance which needs to indicate that the money can be withdrawn freely and the contact details of the bank (website/e-mail, bank branch including address and telephone number).

## ANTECEDENTS CERTIFICATE - TBC FORM - ADMISSION AND RESIDENCE MVV ISSUE FORM

Through e-mail, we send you an Antecedents Certificate, a TBC form\*, an Admission and Residence MVV issue form and a Photo Matrix information page.

*These first two forms must be completed by the student and returned by e-mail.*

*\*The TBC form only if applicable.*

### Antecedents Certificate (Criminal record)

Read carefully the listed text and tick the first box (we assume the 2<sup>nd</sup> one not to be applicable). Fill in place and date (at the moment of signing the form) and sign the form.

### Tuberculose / Tuberculosis Form

**Only students to which this requirement is applicable will have to fill in the form “Declaration of intent to undergo a TB test”. Please check the TBC Exemption list.**

In order to obtain a residence permit, you must be prepared to undergo a tuberculosis (TB) test and – if necessary – treatment. Read the English text carefully and fill in the form. You have to make an appointment yourself for this TB X-ray (lung photo) at the municipal health service (GGD) after your arrival. If applicable, we will send you a reminder e-mail at the beginning of your exchange period at HZ.

### Admission and Residence MVV issue form

Once your request for a study visa/residence permit has been approved of you will have to make an appointment at the Dutch embassy/consulate of your choice. You will be asked to download a form from their website which you will need to complete and bring with you to the appointment at the embassy/consulate. As example we include the form (partly filled in by us) herewith so you will be prepared for the appointment as soon as the approval is there.

Stick (with glue!) a recent photo of yourself in the box on top of the form. **Note: there are strict requirements for passport photos therefore please read carefully the Photo Matrix information attached. Take this information along to your photographer!**

**Do not send the “Admission and Residence MVV issue form” to us but bring it with you to the appointment at the Dutch embassy/consulate.** At the Dutch embassy/consulate your fingerprints as well as a digital picture will be taken. These biometrical data will be digitally forwarded to the IND. Once you have arrived at HZ you will receive an invitation to pick up your residence permit card at one of the IND offices.

## WHICH DOCUMENTS SHOULD YOU SEND TO HZ BY E-MAIL?

Visa/Residence permit information exchange students

Please send us the following documents together in one **e-mail to: [csa@hz.nl](mailto:csa@hz.nl)**

- A copy of your passport (the pages of your personal data and all pages that are stamped).
- The filled in and signed form “Antecedents Certificate” (2 pages!)
- The filled in “TBC form” (**only if applicable**)
- A correct bank statement (see ‘Financial means’)

*Once HZ has received above mentioned documents as well as the full payment of the invoice, we will start the study visa & residence permit application procedure.*