

## REGISTRATION WITH THE MUNICIPALITY

If you will stay in the Netherlands for more than four months, you will need to go to the municipality and register as a new resident of the town where you will be living. After registration, you will immediately receive your BSN (citizen service number). For residence in Vlissingen see below. For residence in Middelburg see information on [page 2](#).

### Legal residence in Vlissingen

(Address: Paul Krugerstraat 1, 4382 MA Vlissingen)

As from January 26<sup>th</sup> you can book an appointment through [this link](#).

Then select “HZ Student” and click on “Ga verder naar stap 2”.

Here you see the documents you need to bring to the appointment. Click on “Ga verder naar stap 3”. Select date (“datum”) and time (“tijd”) and click on “Ga naar stap 4”. **Please schedule an appointment on the whole or the half hour.**

Fill the fields: “achternaam” (Surname), “geboortedatum” (date of birth) and email address, click “Ga naar stap 5”. Check your appointment details and then click on “Afspraak bevestigen” to confirm the appointment.

#### **Please bring the following documents to the scheduled appointment:**

- Your valid passport or ID-card
- Your rental contract for your room
- A birth certificate (only if you are staying longer than 1 year)
- Non-EU students should bring their V-number (mentioned in the IND approval letter)

After your appointment, your registration will be processed. When fully registered, you will receive a BSN with which you can open a bank account, apply for health insurance and apply for a DigiD.

**IMPORTANT NOTE:** Don't go to the municipality without an appointment

## Legal residence in Middelburg

(Address: Kanaalweg 3, 4337 PA Middelburg)

All students who will live in Middelburg need to register at the Municipality of Middelburg, this includes exchange students.

There are 4 categories of students, please identify the category that applies to your situation and take the appropriate action.

### 1. Registered as a resident of a Dutch municipality

If you are registered as a citizen of a Dutch municipality – regardless of your nationality – you only need to inform the city of Middelburg that you will live in Middelburg from now on. You can register at the municipality by submitting a form (only in Dutch) in advance. More information can be found on the website of the municipality:

<https://www.middelburg.nl/verhuizing-doorgeven>.

### 2. EU-nationals, Swiss and Dutch nationals registered as citizens in a country other than the Netherlands

If you are an EU, Swiss or Dutch student who is not currently registered in a Dutch municipality, you will need to make an appointment with the municipality to be registered. Make an appointment via [Een afspraak maken | Gemeente Middelburg \(mijnafsprakemaken.nl\)](#).

Once you have opened the link to make an appointment at the municipality you should select “Student registration from abroad” and click on “Ga verder naar stap 2”.

Read the information on what documents to bring to the appointment and click on “ga verder naar stap 3”.

Choose date and time and click on “Ga verder naar stap 4”.

Fill out your personal data and click on “”.

Fill the mandatory fields: “achternaam” (Surname), “nationaliteit” (nationality) and “telefoonnummer” (Telephone number), click “ Ga naar stap 5” .

Check your appointment details and then click on “Afspraak bevestigen” to confirm the appointment.

The appointment will take about 15 minutes and you will need to bring the following documentation:

- Valid passport and/or EU Identity card.
- Rental agreement.
- If you were born outside the Netherlands, an original birth certificate (+ sworn translation if language is other than English, German or French).
- For students from the Dutch Antilles – a proof that you have discontinued your registration as a citizen of the Antilles.

Appointments take place at the Municipality, Kanaalweg 3, 4337 PA Middelburg (close to the train station). Make sure to be on time, plan your appointment in advance and close to your arrival date. At the appointment, the municipality will take your birth certificate, which will be returned to you at a later date, and provide you with your BSN. The BSN will allow you to open a bank account and further insurance if required.

### 3. Nationals who require a residence permit – all non-EU nationals

If you carry a non-EU passport and do not currently legally reside in a Dutch municipality, you will need to make an appointment with the municipality to be registered. Make an appointment via [Een afspraak maken | Gemeente Middelburg \(mijnafsprakemaken.nl\)](https://mijnafsprakemaken.nl).

Once you have opened the link to make an appointment at the municipality you should select “Student registration from abroad” and click on “Ga verder naar stap 2”.

Read the information on what documents to bring to the appointment and click on “ga verder naar stap 3”.

Choose date and time and click on “Ga verder naar stap 4”.

Fill out your personal data and click on “”.

Fill the mandatory fields: “achternaam” (Surname), “nationaliteit” (nationality) and “telefoonnummer” (Telephone number), click “ Ga naar stap 5” .

Check your appointment details and then click on “Afspraak bevestigen” to confirm the appointment.

Appointments take place at the Municipality, Kanaalweg 3, 4337 PA Middelburg (close to the train station). Make sure to be on time, plan your appointment in advance and close to your arrival date. At the appointment, the municipality will take your birth certificate, which will be returned to you at a later date, and provide you with your BSN. The BSN will allow you to open a bank account and further insurance if required.

The appointment will take about 15 minutes and you will need to bring the following documentation:

- Valid passport(s) (with the MVV sticker in your passport if your nationality requires you to have this).
- Rental agreement
- Legalized copy of your birth certificate also known as apostille (+ sworn translation if language is other than English, German or French)
- IND approval letter (V-number)

Make sure to be on time, plan your appointment in advance and close to your arrival date. At the appointment, the municipality will take your birth certificate, which will be returned to you at a later date, and provide you with your BSN. The BSN will allow you to open a bank account and further insurance if required.

### 4. Exchange students

You will also need to register at the municipality and can follow the instructions for EU-nationals or non-EU nationals above (you don't need to provide a birth certificate as you are not staying longer than 1 year). You will need to be registered for more than 4 months, so your registration does not count as a short stay.