

Immigration procedure step- by- step

1. You are offered a place at your study program, congratulations and welcome!
2. Your faculty will register you into the student registration system "Osiris Cases."
3. Within 10 working days we will review your registration and we will send you the immigration instructions and an invoice per email. Make sure your email address in Studielink is up-to-date and check your spam/junk folder as well if needed.
4. Make sure you read the instructions very carefully and follow all the steps.
If your documents are not correct, we must send your application back to you, which will result in a delay of the entire process.

Common reasons and mistakes for delay:

- Make sure to match your signature on every form with your passport's signature (even if you signed it when you were younger), make sure your signature is **handwritten with a pen**.
- All your signed documents must not be older than 3 months.
- When you transfer the money:
 - Make sure to bear all bank commission/transaction costs.
 - Double check all the bank information and the payment reference.
 - Take exchange rate changes into account for the total sum.

Please note: If you transferred your tuition fees manually to our bank account, you need to indicate this in Studielink for your enrolment to be processed correctly. More information visit the [link](#) or scan the QR code.



5. Once you have uploaded your documents, paid your fees and submitted your online form (case), you receive an email that we have received your documents.

6. The immigration office will try and evaluate your documents within 10 working days and let you know whether everything is correct.
The IND is extremely strict, and if documents are not correct, we will not send out your application as it will result in a rejection. Therefore, we will keep revising your application until it is sufficient for an approval.
7. Once all your documents are correct and we received your fees, your application will be forwarded to the IND, the Dutch Immigration and Naturalization. They take care of all immigration and naturalization applications of individuals who wish to live in the Netherlands or want to become a Dutch citizen. You will receive an email that your application has been forwarded and that the IND has 5 weeks for processing applications. Neither you nor the university can speed up the process by any means. Therefore, it is important to hand in your documents on time!
8. After the IND has approved your application (combined MVV + residence permit or just your residence permit), they will send us a letter by mail informing about their decision.
We will upload this letter in your Osiris and will send you an email with further instructions for your arrival.
9. What happens next?
 - For further instructions on your combined MVV and residence permit approval go to [option A](#).
 - For further instructions on your residence permit approval go to [option B](#).

Option A.
MVV and Residence permit approved

- Your chosen embassy has been informed about your MVV approval by the IND.
- You can contact (email or call) the embassy to schedule an appointment to collect your MVV (entry visa) sticker. They will ask you for your IND V-number when you contact them. To find your V-number, go to the visa/permit case Osiris. We will upload your approval letter in the ongoing case. Open the approval letter (Sorry! It is in only Dutch available) and look on the right side of the letter where you will find your 10-digit V-number. In Dutch: V-nummer.

- At your appointment, your biometrics will be taken (fingerprints and photo). The IND needs these details to issue your Dutch residence permit, which you will receive after your arrival in the Netherlands.
- Your passport will be kept at the embassy so they can issue you your MVV (approx. 10 days).
- After you have collected your passport (some embassy will send your passport, double check with your embassy) with your MVV sticker, you can travel to the Netherlands. Don't forget to bring your original birth certificate.
Validity of your MVV is: 90 days from moment of the sticker (MVV) placement in your passport.
- Make sure to travel within the validity of your MVV and keep in mind that your MVV needs to still be valid when you collect your residence permit in the Netherlands.
- Once your residence permit card is ready for pick up in the Netherlands, we will notify you per email again with further instructions.
- Upon arrival in the Netherlands, you must register at the municipality to obtain a BSN number and register your house address. Also schedule an appointment to collect your permit at the IND and take out health insurance if you do not have insurance from your home country.
- After receiving your BSN number, you can also open a bank account.

Option B Residence permit approved

- Your residence permit has been approved and you can make your travel arrangements.

After arrival

- Next step: providing the IND with your passport picture and fingerprint scans (biometrics). Schedule an appointment at [the IND](#). Do this as soon as possible, because otherwise your residence permit cannot be made.
- After the IND receives your passport picture and fingerprint scans, they need about 4 weeks to issue your residence permit card. Once your permit is ready, you will receive a message from us with detailed information and further instructions for collecting your permit.
- Upon arrival you should also register yourself at the municipality to obtain your BSN number.

- Make sure to take out health insurance if you do not have one from your home country.
- After receiving your BSN number, you can also open a bank account.

Tuberculosis check

Depending on your nationality you might have to take a tuberculosis check upon your arrival in the Netherlands. The tuberculosis check is free of charge. For more information on the tuberculosis examination, please see [our website](#).