

Osiris manual

Changes to Permit

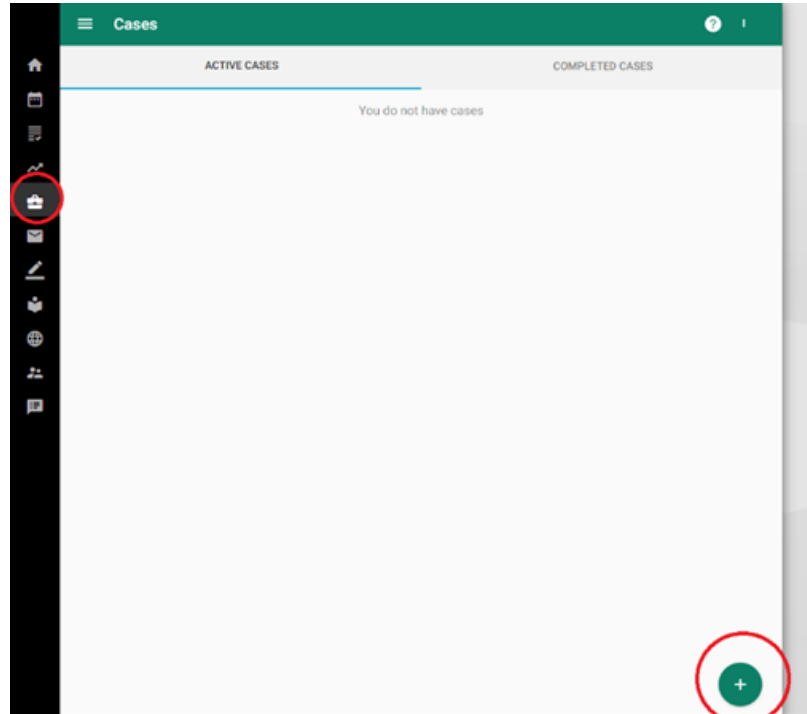
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1. Starting your Changes to Permit Case

Step 1. Go to Cases and click on the  button (bottom right corner) to start a new case.



1. Starting your Changes to Permit Case

Step 2. Select 'Immigration and permits' - Changes to permit.

The Change to Permit Case, as shown below, will be opened.

The screenshot shows a web interface for starting a new case. On the left is a sidebar with a menu icon and a list of icons representing different case types. The main area is titled 'Start a new case' and contains a form titled 'Fill in form - Changes to permit'. The form has a section 'Changes to permit' with a question 'What kind of change?'. Below this, there are three options: 'Extension residence permit', 'Change of purpose', and 'Switching institutions'. Each option has a brief description. A red note is present: '*Note: be aware of your study progress monitoring (SPM). If you receive an extension approval without being able to continue due to insufficient study results, we will deregister your extended permit. The visa fees are non-refundable.' Below the note, there is a dropdown menu for 'What kind of change do you request?' and a section for 'In combination with what program do you do this request?'. The selected option is 'ASO testopleiding IO (biv testen koppelingen)'. At the bottom, there is a 'NEXT' button.

Start a new case

Fill in form - Changes to permit

Changes to permit

1 What kind of change?

In the following cases you need to change your permit:

Extension residence permit
If you are continuing to study in the Netherlands after the expiry date of your student residence permit, then you need to extend your residence permit*.

Change of purpose
Are you registered as a full-time EUR student, and living in the Netherlands with a valid Dutch residence permit for another purpose than study (e.g. work permit or partner unification)?
Then you can apply for a change of purpose to change your permit into a student residence permit.

Switching institutions
Are you switching your studies to Erasmus University Rotterdam (EUR) from another university in the Netherlands?
If you have a residence permit for study purposes that is valid for at least 6 months* from the moment you start your studies at EUR, you do not have to apply for another residence permit immediately.

**Note: be aware of your study progress monitoring (SPM). If you receive an extension approval without being able to continue due to insufficient study results, we will deregister your extended permit. The visa fees are non-refundable.*

What kind of change do you request?*

Select

In combination with what program do you do this request?*

☒ ASO testopleiding IO (biv testen koppelingen)

* Mandatory field

NEXT

1. Starting your Changes to Permit Case

Step 3. Please read the instructions on the introduction page of the application form.

Note: If the case does not open, you need to allow pop-ups for this website in your browser settings or in the browser bar.

The screenshot shows a web application interface for 'Changes to Permit'. The top navigation bar is green with a hamburger menu icon, the text 'Cases', a close icon 'X', the title 'Application form - Changes to permit', and a 'SAVE TEMPORARILY' button. Below the navigation bar, the main content area is titled 'Changes to Permit'. On the left, there is a sidebar with a list of cases under the heading 'ACTIVE CASES'. The first case is 'Changes to permit', marked as 'Not submitted yet' and 'DRAFT'. The second case is 'Application form - Changes to permit'. The main content area displays the first step of the form, '1 What Kind of Change?'. It includes instructions on when to change a permit, followed by three sections: 'Extension residence permit', 'Change of purpose', and 'Switching institutions', each with detailed instructions. At the bottom, there is an important note about study progress monitoring (SPM) and a red note about the non-refundable immigration fee.

Changes to Permit

1 What Kind of Change?

In the following cases you need to change your permit:

Extension residence permit
If you are continuing to study in the Netherlands after the expiry date of your study residence permit, then you need to extend your residence permit*. Submit your case 2 months prior to the date of expiry of your current permit.

Change of purpose
Are you registered as a full-time EUR student, and living in the Netherlands with a valid Dutch residence permit for another purpose than study (e.g. work permit or partner unification)?
Then you can apply for a change of purpose to change your permit into a student residence permit. Submit your case at least 1 month prior to the date of expiry of your current permit.

Switching institutions
Are you switching your studies to Erasmus University Rotterdam (EUR) from another university in the Netherlands?
If you have a residence permit for study purposes that is valid for at least 6 months** from the moment you start your studies at EUR, you do not have to apply for another residence permit immediately. Submit your case starting from 1st August.

Important note: If you hold a study residence permit from another university than EUR and your permit expires on or before 1st December 2025, you need to submit an Extension case per 1st of August. The extension request will be sent to the IND on 1st of September, the start of the academic year.

**Note: be aware of your study progress monitoring (SPM). If you receive an extension approval without being able to continue due to insufficient study results, we will deregister your extended permit. The immigration fee is non-refundable.*



1. Starting Your Changes to Permit Case

Step 4. Now select the kind of change applicable to your situation

The screenshot shows a web application interface for managing cases. On the left, a sidebar contains icons for various functions. The main content area is titled 'Cases' and shows a list of 'ACTIVE CASES'. A modal window titled 'Start a new case' is open, displaying a form titled 'Changes to permit'. The form asks 'What kind of change?' and provides three options: 'Extension residence permit', 'Change of purpose', and 'Switching institution'. A dropdown menu is open, showing these options. The 'Extension residence permit' option is selected. The form also includes a 'NEXT' button at the bottom.

2. Filling Out the Form

Step 1. Fill in the fields with your information and select 'Yes' if applicable.

Cases

ACTIVE CASES

Changes to permit
ABO testopleiding IO (tbv testen kopp)
Case number: 6861830

Application form - Changes to permit SAVE TEMPORARILY

7 General Conditions

Are you registered at a Dutch municipality?*

☒ Yes

☐ No

Do you have a BSN number?*

☒ Yes

Will you have a valid health care insurance policy that covers your entire stay in the Netherlands during the upcoming academic year?*

☒ Yes, I do

☐ No, I need more information

[Click here for information on health insurance](#)

Terms and Conditions

In order to continue with your changes to permit case and for us to apply for a new or extended residence

2. Filling Out the Form

Step 2. All required forms will be available in the case itself.

× **Application form - Changes to permit** SAVE TEMPORARILY

Download Your Immigration Forms

For your Changes to permit case (application) you will be asked to upload several forms. You should print all the below downloadable forms and fill them out by hand. In the next steps of this case, you will be asked to upload them. More information about the content of the forms will be explained throughout your case.

Download: General Terms and Conditions ⓘ

Download: Antecedents Certificate ⓘ

Download: Study Progress Monitoring Declaration ⓘ

* Mandatory field

NEXT

Ezafun

2. Filling Out the Form

Step 3. Click 'NEXT' to navigate to the next page.

The screenshot shows a web application interface for managing immigration cases. The top navigation bar is green with a hamburger menu icon, the text 'Cases', a close icon 'X', the title 'Application form - Changes to permit', and a 'SAVE TEMPORARILY' button. The sidebar on the left is grey and titled 'ACTIVE CASES'. It contains a case entry with a black circle icon, the title 'Changes to permit', the text 'ABO testopleiding IO (tbv testen kopp)', and the case number '6861830'. The main content area is white and titled 'Download Your Immigration Forms'. It contains a paragraph explaining that the user will be asked to upload several forms. Below this are three download links: 'Download: General Terms and Conditions', 'Download: Antecedents Certificate', and 'Download: Study Progress Monitoring Declaration', each with an information icon. A red circle highlights the 'NEXT' button, which is labeled '* Mandatory field'. At the bottom, there is a progress indicator with two steps: '2 Passport' and '3 Residence Permit'.

Ezafun

2. Filling Out the Form

Step 4. Select 'Browse' to upload the required documents to your case.

Cases

ACTIVE CASES

Changes to permit
ABO testopleiding IO (tbv testen kopp)
Case number: 6861830

Application form - Changes to permit SAVE TEMPORARILY

2 Passport

Please upload a copy of the passport you are using to stay in the Netherlands via the button below.

Passport Requirements:

- In case you hold two nationalities, upload the passport you will be using to travel to the Netherlands.
- Passport must be a clear color copy in PDF format.
- Passport must be valid for at least 6 months after the expected arrival date in the Netherlands.
- Include a copy of the page with your signature. In case you do not have a signature in your passport, you can write a statement explaining why. Make sure to sign this statement with your full name, signature, and current date and upload it together with your passport.

Upload here a copy of your passport*

BROWSE...

.PDF, Maximum 10MB

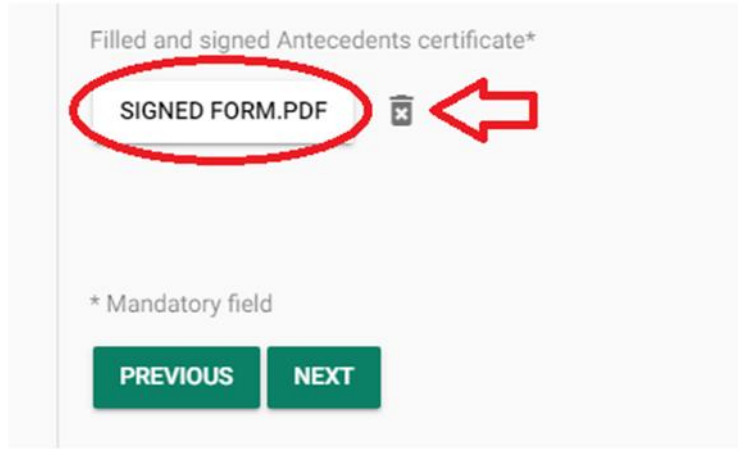
Mandatory field

* Mandatory field


PREVIOUS **NEXT**

3. Adjusting a Document

In the case you uploaded the wrong form or submitted an incorrect form, you have to use the bin icon to remove your file and upload the correct document. The browse button will no longer be seen.



Filled and signed Antecedents certificate*

SIGNED FORM.PDF 

* Mandatory field

PREVIOUS NEXT

The screenshot shows a web form interface. At the top, it says "Filled and signed Antecedents certificate*". Below this, there is a file upload area showing "SIGNED FORM.PDF". A red oval highlights the file name, and a red arrow points to a small bin icon next to it, indicating the option to delete the file. Below the file area, there is a note "* Mandatory field". At the bottom, there are two green buttons labeled "PREVIOUS" and "NEXT".

4. Submitting Your Case

Once you uploaded all your documents, click on 'Submit'. You will receive a confirmation email that we received your documents.

Cases

ACTIVE CASES

Changes to permit
ABO testopleiding IO (tbv testen kopp)
Case number: 6861830

Application form - Changes to permit SAVE TEMPORARILY

1. I have read and understood the content of each declaration form.
2. I have filled out each form truthfully.
3. I have filled out each form correctly matching the personal information of my identification document (including signature).
4. I have printed all forms and signed them with a physical pen (not a digital or tablet pen).

I declare, I complied with the above-mentioned requirements:* ⓘ

☒ Yes ☐ No

Submit Your Application

Click on the **SUBMIT** button below once you made sure your application is complete. After you submitted your immigration case, you automatically receive an email that we have received your documents.

Important:
Team Immigration (EUR) will only be able to review your case after you manually clicked on the **SUBMIT** button. Saving your immigration case temporarily means that the action is still on your side, and Team Immigration (EUR) will NOT be able to review anything or continue with your immigration process.

Thank you for finalising your application.

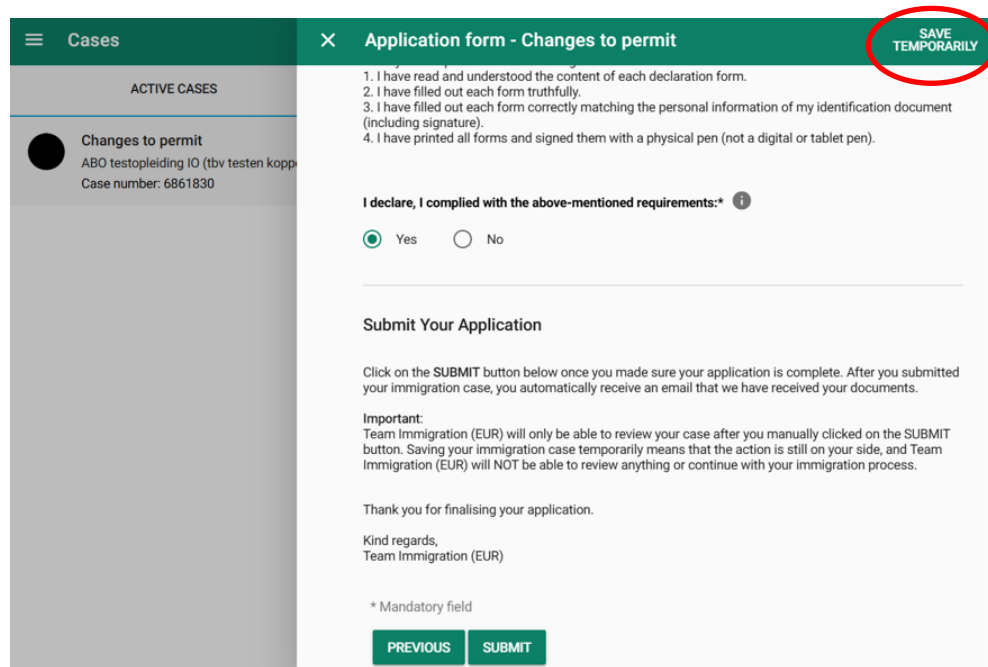
Kind regards,
Team Immigration (EUR)

* Mandatory field

PREVIOUS **SUBMIT**

4. Submitting Your Case

If you do not want to submit your case yet, but want to save it, you can click on the right corner button in your form 'save temporarily'.



The screenshot shows a web application interface for submitting a case. On the left, a sidebar titled 'Cases' contains a section 'ACTIVE CASES' with a card for 'Changes to permit' (ABO testopleiding IO (tbv testen kopp), Case number: 6861830). The main area is titled 'Application form - Changes to permit'. It contains a list of four requirements, a declaration section with 'Yes' selected, and a 'Submit Your Application' section with instructions and an 'Important' note. At the bottom, there are 'PREVIOUS' and 'SUBMIT' buttons. The 'SAVE TEMPORARILY' button in the top right corner is circled in red.

ACTIVE CASES

- Changes to permit**
ABO testopleiding IO (tbv testen kopp)
Case number: 6861830

Application form - Changes to permit

1. I have read and understood the content of each declaration form.
2. I have filled out each form truthfully.
3. I have filled out each form correctly matching the personal information of my identification document (including signature).
4. I have printed all forms and signed them with a physical pen (not a digital or tablet pen).

I declare, I complied with the above-mentioned requirements:*

☒ Yes ☐ No

Submit Your Application

Click on the **SUBMIT** button below once you made sure your application is complete. After you submitted your immigration case, you automatically receive an email that we have received your documents.

Important:
Team Immigration (EUR) will only be able to review your case after you manually clicked on the **SUBMIT** button. Saving your immigration case temporarily means that the action is still on your side, and Team Immigration (EUR) will NOT be able to review anything or continue with your immigration process.

Thank you for finalising your application.

Kind regards,
Team Immigration (EUR)

* Mandatory field

PREVIOUS **SUBMIT**

SAVE TEMPORARILY

5. Downloading the IND Approval Letter

Go to your 'Cases' and select the 'Changes to Permit' case. Click on 'Documents & Forms' and download your official approval letter under 'Letter positive decision IND'.

The screenshot displays the 'Cases' dashboard. On the left, under 'ACTIVE CASES', a case titled 'Changes to permit' (ABO testopleiding IO (tbv testen koppelingen), Case number: 6861830) is listed. The right panel shows the 'Cases' details for this case, including the case number and start date. The 'DOCUMENTS & FORMS' tab is selected and circled in red. Under this tab, the 'Application form - Changes to permit' section lists several 'M.V.V.PDF' documents. Below this, the 'Additional information ST IND' section is visible. Underneath, the 'Letter positive decision IND' section is highlighted with a red circle, showing the 'APPROVAL LETTER IND.PDF' document, which was generated on 7 August 2025 at 13:46.