

Fact sheet

Residence permit application (REF)

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1. Introduction and general points of advice

This fact sheet aims to inform you about the procedure and the documents needed for applying for a residence permit for studying at Erasmus University Rotterdam. We advise you to read the following information carefully. If you have any questions after reading this fact sheet, please feel free to contact us: osc-visa@ese.eur.nl

Start your residence permit application well in time

It is essential to start your application for a Dutch residence permit well before you intend to travel to the Netherlands. By applying in time, you ensure that your residence permit will be ready shortly after your arrival in the Netherlands. This will substantially simplify matters such as registering at the city hall, opening a bank account and travelling to other countries within the Schengen area.

Be aware of extra costs related to (international) bank transfers

Both your bank and our bank may charge extra costs for international bank transactions. It is your own responsibility to cover all of these costs, so you need to make sure to inform your bank accordingly when wiring the amount. If the actual amount received in our account is less than required, we will not be able to start your residence permit application procedure until the remaining amount has been received. We therefore strongly recommend all students to pay an extra 20 euros to cover any fees.

2. Do you need a residence permit for studying in the Netherlands?

We are sending you this fact sheet because according to our information your nationality and length of stay in the Netherlands require that you apply for a residence permit. In case of doubt, please contact us or check the online [student visa wizard](#).

A Dutch residence permit allows you to (temporarily) reside in the Netherlands. A residence permit is always issued for a specific purpose of stay, in your case: study. After your arrival in the Netherlands, you will receive a residence permit card. This is an official document that demonstrates that you are living and studying in the Netherlands legally. It also allows you to travel freely to other Schengen countries for short periods of time. The residence permit will be issued for your official study period plus three months. In case you are continuing your studies in the Netherlands after your permit expires, you need to make arrangements for extending your permit well in time.

Students from Canada, Australia and New Zealand also have the option to apply for the Working Holiday Scheme or Working Holiday Program. See our website for more information on the [WHS/WHP](#).

3. What is the role of the university in the residence permit application process?

Residence permits are issued by the Dutch Immigration and Naturalisation Services (IND). Students coming to the Netherlands for the purpose of study can only apply for a student residence permit through their education institute. The university acts as your legal sponsor with regards to the immigration procedures. We are responsible for providing you with the correct information about the immigration procedures, for forwarding your complete file to IND and for keeping you informed about the process. However, it is important to bear in mind that the university is not responsible for the assessment and the final outcome of your application and we are not in a position to influence the speed of the procedures at IND.

4. What are the conditions for a residence permit for the purpose of study?

The requirements for applying for a Dutch residence permit for the purpose of study are:

1. You must be unconditionally accepted at Erasmus University Rotterdam, *unless* the condition is graduation from your current studies before start of the programme.
2. You need to submit all of the required documents before the deadline (see paragraph 4)
3. All documents that are not in Dutch, English, French or German must be translated by a certified translator.
4. The immigration fee must be paid to the university **in advance**.
5. You must prove that you have sufficient financial means to fund your studies (for the first application) and provide Erasmus University Rotterdam with a statement of sufficient financial means on a yearly basis (in case your study period at EUR exceeds one year)
6. If required, you must participate in a tuberculosis test upon arrival in the Netherlands and cooperate with receiving treatment if necessary
7. You have no criminal record

The requirements for staying eligible for a student residence permit are:

1. You are and remain officially registered as a full-time time student at all times.
2. You must meet the criterion of sufficient study progress set by the IND (at least 50% of the nominal study workload for (the part) of the academic year. In the event of insufficient study progress, Erasmus University Rotterdam must report this to the IND and your residence permit may be withdrawn. Please see our website for more information on the [study progress monitoring](#).

5. What is the deadline for submitting my documents needed for the application?

The total residence permit application procedure may take from 6-8 weeks; therefore it is essential to submit all required documentation well in time. We expect you to pay the immigration fees, proof of financial means and deliver the required documents to our office **before the deadline of 15th of June**.

6. How to apply for a residence permit?

In order to apply for a residence permit for studying at Erasmus University Rotterdam, you need to complete the following steps (in the right order!). Please follow up on these instructions very carefully in order to ensure that that we can process your application as quickly as possible.

Step 1. Pay the immigration fees before the deadline

The fee for the residence permit procedure is currently €307.

Exception: for students who are in the possession of a long term EU/EER permit and exempt from having to apply for a residence permit, the fee is €154. Please contact us for a check if you think you are eligible for the reduced fee.

The IND requires proof that you are able to finance your studies at our university and support yourself during your stay in the Netherlands. The minimum amount you must demonstrate to have available for each month of study is €875, excluding tuition fees and immigration fees.

The only way to pay the fee and proof your financial means is by bank transfer. Please take into consideration that the payment of the fees is the starting point of your application procedure. We only start the application process for your residence permit after we receive the entire amount, because we must transfer the fees to the IND when we submit the application on your behalf. Please note that both your own and our bank may charge costs for international transactions. You must cover all costs associated with the bank transfer. *We therefore strongly recommend students to transfer an extra 20 euros which could cover any additional bank charges.*

Information for the bank transfer

* Amount to be received by EUR:	€ 10807.- (€875*12 + €307 immigration fee) <i>(This is an example, other amounts may apply depending on your study period)</i>
* Account holder:	ABN-AMRO
* Bank address details:	Coolsingel 119 Postbus 949 3000 DD Rotterdam
* Account number:	47.31.36.260
B.I.C.	ABNANL2A
IBAN	NL02ABNA0473136260
Attn.	Erasmus Universiteit Rotterdam Address Postbus 1738 3000 DR Rotterdam

* Payment reference: **yourfullname/dateofbirth (ddmmyyy)/studentnumber/REF** (example: *GeorgeJohnson/03051985/000000/TEV*)

Step 2. Complete the Erasmus University Rotterdam Residence permit statement (appendix 1)

Download the EUR Residence Permit Statement (appendix 1) and print it one-sided. Complete and sign the statement in clear hand writing. This form provides us with essential information needed to apply a residence permit on your behalf. Without the signed statement we cannot take your application into consideration. The signature can not be a digital signature, your original manual signature is required.

Step 3. Complete the IND Antecedent's Certificate (appendix 2)

Download the IND Antecedent's Certificate (appendix 2) from our website and print this one-sided, double-sided documents are not accepted. Complete and sign the IND antecedent's certificate in clear handwriting. This form contains a number of statements you need to sign for in order to be eligible for a student residence permit. The signature can not be a digital signature, your original manual signature is required.

Step 4. If applicable: complete the IND Declaration of intent to undergo a Tuberculosis test (appendix 3)

Upon arrival in the Netherlands, you may have to undergo a tuberculosis check. This check is a formal part of the immigration procedures. See our website for [more information on the tuberculosis check](#).

If your nationality requires that you take the test, you need to complete and sign the IND Declaration of Intent to undergo a TB test (appendix 3).

Step 5. Make a copy of your passport

The final document you need to submit is a copy of your passport. Please make sure the copy includes:

- All of your personal data
- Your signature
- The passport number
- Date of issue and expiration
- Any other pages containing information such as stamps, visas, renewals, etc.

Step 6. Submit your documents by registered postal services

The documents you need to send us are:

- Completed and signed EUR Residence permit statement (appendix 1)
- Completed and signed IND Antecedents Certificate (appendix 2)
- If applicable: completed and signed IND Declaration of intent to undergo a TB test (appendix 3)
- Passport copy
- Documents demonstrating that you have sufficient financial means

In case the university has any doubts about the quality or validity of your documents, you will be requested to submit the documents once more. This may lead to serious delays in the application procedures, we therefore ask you to take the time for completing your documents and to make sure no mistakes occur in your answers.

After all your documents have been checked and approved, your faculty will forward your file to the International Office EUR for a final check.

Step 7. Make arrangements for travelling to the Netherlands and wait for news about the outcome of your application

The International Office EUR will forward your application to IND and maintain all communication with IND regarding your application. The total application procedure may take up to 6-8 weeks. As soon as we are informed by IND that your application has been approved, you will receive a notification by email.

Step 8. Report to the IND desk for picture and biometrical details

Upon arrival in the Netherlands you must report to the IND front office in Rotterdam. The IND staff will take your picture and fingerprints. The IND needs these biometrical details for issuing your residence permit, which will take another 2-3 weeks.

Step 9. Pick up your residence permit

Once your residence permit is ready you will receive a notification from the International Office EUR.

Please note you need to wait with [registering at the city hall](#) until you received your residence permit.

7. Arranging insurance

You are by Dutch law obliged to be properly insured during your time in the Netherlands. Above all things, you should make sure that you are sufficiently insured for medical expenses. In addition, third-party liability insurance is absolutely essential, and if you will be living in student accommodation it is also a good idea to have fire and furnishings insurance. Erasmus University Rotterdam strongly recommends an AON or IPS Insurance. Both companies have a long and outstanding history in the field of medical insurances for foreign students.

As being sufficiently insured is absolutely essential, we advise you to carefully read the information on [insurance matters for international students](#) on our website.

8. Further information and contact

If after reading this fact sheet you have any questions about the visa and residence permit application process, please contact us: osc-visa@ese.eur.nl

For information on other matters you might have to arrange as a new international student, the orientation programs and other activities for international students, we recommend visiting the [welcome pages](#) for new international students on the EUR website and following the activities of the International Office Erasmus University Rotterdam on Facebook.

