

# Fact sheet

## Entry visa & residence permit application (TEV)

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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 an entry visa and residence permit for studying at Erasmus University Rotterdam through a combined application procedure. We advise you to read the following information carefully. If you have any questions after reading the fact sheet, please feel free to contact us at [osc-visa@ese.eur.nl](mailto:osc-visa@ese.eur.nl)

#### Chinese students only: obtain a Nuffic Certificate

**All** Chinese students (with the exception of Hong Kong and Taiwanese citizens) must register with EP-Nuffic for a 'Nuffic Certificate' before their visa and residence permit application can be submitted. The certificate is a document providing an assessment of your English language proficiency and of the authenticity of your educational degrees and diplomas. For more information, see the [Nuffic website](#).

#### Start your visa and residence permit application well in time

It is essential to start your visa and residence application well before you intend to travel to the Netherlands, in order to make sure that you receive your entry visa in time for the start of the introduction activities and your study programme. By applying in time, you will also ensure that your residence permit is ready to be collected upon or shortly after your arrival in the Netherlands. This will substantially simplify matters like registering at the city hall, opening a bank account and travelling to other countries within the Schengen area.

#### Do not book your flight before your application has been approved!

Although in most cases we are informed about the outcome of visa and residence permit applications within 6 to 8 weeks after we forward the files to IND, we cannot give you any indication of the date the application will be approved. You need to keep in mind that:

- It might take some time before you can actually collect your visa, because you will need to make an appointment at the Netherlands embassy or consulate well in advance.
- Due to the fact that a number of Dutch embassies and consulates have been closed, students in some cases need to travel to another country for collecting their visas.
- Erasmus University Rotterdam cannot do anything to speed up the procedures at IND or at the Dutch embassy or consulate.

For these reasons, **we strongly discourage** booking your flight before you received the confirmation that your application has been approved. If you do decide to book your ticket earlier, the risk of missing your flight because the immigration procedures take longer than expected is fully yours.

### 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 students to transfer an extra 20 euros which could cover any additional bank charges.*

### Get a passport photo that meets the criteria

When you go to the embassy in order to pick up your visa, you need to bring a passport picture. This picture will be used for your residence permit card. Please consult the [IND photo matrix](#) for the exact criteria regarding size, colour, composition etc.

- \* ALWAYS go to professional photographer and ALWAYS take the IND photo matrix with you;
- \* NEVER use a picture that you made or printed out yourself.

Erasmus School of Economics does not require a passport picture for processing your TEV application. The picture will only be required when you pick up your visa at the embassy.

## 2. Do you need an entry visa and residence permit for studying in the Netherlands?

### Entry visa

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 both an entry visa (MVV) and residence permit. In case of doubt, please contact us or check the online [student visa wizard](#). An MVV is a visa to enter the country, consisting of a sticker in your passport issued by the Dutch embassy or consulate. After your initial arrival in the Netherlands, your entry visa will only be valid for 90 days. Entry visas cannot be extended.

### Residence permit

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.

### 3. What is the role of the university in this process?

Visa and 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 an entry visa and 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 an entry visa and 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 (e.g. a notary).
4. The immigration fee must be paid to the university **in advance**.
5. You must prove 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 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?

The total visa and 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 and deliver the required documents to our office **before the deadline of 15<sup>th</sup> of June**.

### 6. How to apply for an entry visa and residence permit

In order to apply for an entry visa and 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 fee and proof of financial means before the deadline

The fee for the visa and 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 an entry visa, 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 visa and 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:	<b>€ 10807.-</b> (€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:	<b>yourfullname/dateofbirth (ddmmyyy)/studentnumber/TEV</b> <i>(example: GeorgeJohnson/03051985/000000/TEV)</i>

### Step 2. Complete the Erasmus University Rotterdam visa and residence permit statement (appendix 1)

Download the EUR visa and residence permit statement (appendix 1) from our website and print this one-sided, double-sided documents are not accepted. Complete and sign the statement in clear

handwriting. This form provides us with essential information we need to apply for a visa and 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.

For an overview of Dutch embassies and consulates, please see the [IND website](#). Please note that only embassies and consulates with a front office (FO) are authorised to issue visas.

If you are in the possession of a valid residence permit for another European country, you also have the option to collect your visa at the Dutch embassy in that country.

### 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. The tuberculosis test 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 download the IND Declaration of intent to undergo a TB test, print it one-sided, complete and sign the document in clear handwriting.

### Step 5. Make a copy of your passport

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

- All 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 Visa and 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
- If you are currently staying in another European country: a copy of your residence permit for that country

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, Erasmus School of Economics will forward your application to the International Office EUR for a final check.

#### **Step 7. Wait until you receive news about the approval 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. Again: do not book your flight until you receive the notification about the approval of your application.

#### **Step 8. Collect your entry visa at the Netherlands embassy or consulate**

Once you have been informed that your visa and residence permit application has been approved, you can contact the Netherlands embassy or consulate about formally applying for your entry visa and make arrangements for collecting your visa. It is necessary to make an appointment in advance and you need to take into consideration it may take some time before you will receive your visa. In some cases, students have to travel to other countries to collect their visas, so it is very important to plan ahead.

In the visa and residence permit approval notification, we will inform you about your IND v-number. The embassy or consulate will ask for this number when you contact them about picking up your visa.

The IND needs an **official picture** and **biometrical details** for your residence permit card. The card is an official government document, and it is therefore very important that the passport photo you submit meets all conditions set by the Dutch government. These criteria are observed very strictly by IND. Please check the [IND Photo Matrix](#) for a full overview of the criteria.

The embassy or consulate staff will take your biometrical details (fingerprints) on the spot.

#### **Step 9. Book your flight and travel to the Netherlands**

After you collected the visa sticker at the embassy or consulate, you are finally set for travelling to the Netherlands. You can proceed with making travel arrangements and start preparing your stay.

#### **Step 10. Wait for our notification that your residence permit is ready to be collected**

After picking up your visa and submitting the passport picture and fingerprint scans at the Dutch embassy or consulate, it will take a number of weeks before your residence permit is ready to be collected at the IND front office in Rotterdam. You will receive a notification from the International Office EUR when your residence permit can be picked up.

Occasionally, the Dutch embassies and consulates experience technical difficulties with forwarding the pictures and biometrical details to IND. Unfortunately the university is not always informed. Therefore, we advise you to contact the International Office EUR at [visa@eur.nl](mailto:visa@eur.nl) if you do not receive the notification about picking up your permit within 8 weeks after you delivered your picture and biometrical details to the Dutch embassy. In some cases, students have to visit the IND front office in Rotterdam and submit these details directly, in order to provide the IND with the information needed for issuing their residence permits.

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](mailto:osc-visa@ese.eur.nl)

For information on other matters you might have to arrange as a new international student, the orientation programmes 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.

