

# HAS

IMMIGRATION PROCEDURE

2023/2024



## How to arrange your student visa?

a guide to a successful  
visa application

# What do I need to legally enter The Netherlands?

If you are intending to stay in The Netherlands for longer than three months, you may need a long-stay entry visa (MVV) and/or a residence permit (VVR). In the table below you can find which documents you need.

COUNTRY GROUP	Do I need an entry visa (MVV)?	Do I need a residence permit (VVR)?	Access to the labor market
<b>GROUP 1</b> Austria Belgium Bulgaria Croatia Cyprus (Greek part) Czech Republic Denmark Estonia Finland France Germany Greece Hungary Iceland Ireland Italy Croatia Latvia Liechtenstein Lithuania Luxembourg Malta Northern Ireland Norway Poland Portugal Romania Slovakia Slovenia Spain Sweden Switzerland	NO	NO	Free access
<b>GROUP 2</b> Australia Canada Japan Monaco New Zealand South Korea United States Vatican City United Kingdom	NO	YES	Work permit
<b>GROUP 3</b> All other countries	YES	YES	Work permit

The application for the entry visa and the residence permit is combined. The International Office of HAS green academy will apply for these documents on your behalf. This procedure takes several weeks after we have received the required documents from you.

**Please note:** you cannot do the application yourself.

The International Office cannot complete the application without your help. In this factsheet you can read which steps you need to take to eventually get your entry visa and/or residence permit. Please carefully follow the steps described in this document.

# Which steps do I need to take?

Please read this list carefully and follow the instructions.

## 1. Pay the invoice

Please make sure to pay the invoice in time, meaning before the ultimate deadline mentioned on the invoice. However, the sooner you have paid, the sooner we can start with the visa procedure. Please send a copy of your payment of the invoice to [international@has.nl](mailto:international@has.nl).

## 2. Make a copy of your passport, and European document (if applicable)

Make a copy of the ID pages and all the pages with stamps. The copies need to be clear, a black and white copy is sufficient. Make sure your passport is valid until the end of your study period. If you already have a residence permit from another European country then please send it along with your passport.

## 3. Fill out the Antecedents Certificate

You need to fill out and sign the [Antecedents Certificate](#). The signature must be original.

## 4. Collect your proof of financial means

The Dutch Immigration Service (IND) asks you to prove that you can support yourself financially during the first year of your study or your complete exchange period. The IND has set a minimum amount (2024) in order to meet their requirements.

4 year Bachelor students		Exchange students**	
Standard amount per year	€ 11.500	Standard amount one semester	€5.748
Tuition fee HAS per year*	€ 10.080	Tuition fee HAS	none
<b>Total amount per year</b>	<b>€ 20.700</b>	<b>Total amount per semester</b>	<b>€5.748</b>

*\*You are already paying your tuition fee by paying the invoice. The amount you have already paid can be deducted from the total amount you still need to prove.*

Please read **Appendix A** carefully to find out which financial documents you have to submit in your situation.

## 5. Fill out the declaration of intent to undergo a TB test (if applicable)

Please note: students who find their nationality in this [list](#) do **NOT** have to undergo a TB test. They do not have to sign this form and can therefore skip this step.

If you have to undergo a TB test upon arrival in The Netherlands, the IND asks you to sign the '[Declaration of intent to undergo a TB test](#)'. This is a requirement for your visa and residence permit.

## 6. Inform the International Office from which Dutch Embassy/Consulate you would like to collect your entry visa (if applicable)

Keep in mind that not all Dutch Embassies and Consulates provide long-stay entry visas (MVV's), so search for the closest office that actually provides these [here](#) and make an appointment [here](#). Please note you may have to travel to another country.

## Where do I send my documents?

1. Once you have collected all your documents, please make a clear scanned copy of the entire package and send it to [international@has.nl](mailto:international@has.nl). We will check if the documents meet the requirements of the IND. Please make sure all the documents are signed.

Your package consists of:

- Copy of your passport including the ID page **and** the pages with stamps
- Proof of financial means
- Antecedents certificate
- If applicable, declaration of intent to undergo a TB test
- If applicable, residence permit from another European country

Once we have received and approved your documents, we will inform you by email. We will then submit your visa application to the immigration service. This process will take about 4 weeks from here. Once we receive an approval from the immigration service (IND) we will inform you by email. You will then be able to collect your MVV at the embassy/consulate (if necessary), or your residence permit once you are in the Netherlands.

### Important to know!

- You cannot stay in The Netherlands during the visa application process nor can you collect your entry visa (MVV) in The Netherlands.
- The Dutch Immigration Service is very strict when it comes to the documents, so keep in mind your documents might not be approved right away.

### Checklist

- ✓ I have paid the invoice
- ✓ I have checked whether I need a MVV and/or VVR
- ✓ I have filled out and signed the Antecedents Certificate
- ✓ I have attached a copy of my passport (and European document when applicable)
- ✓ I have attached my proof of financial means
- ✓ I have filled out and signed the Declaration TB-test (if applicable)
- ✓ I have attached my NUFFIC Certificate (only for Chinese students)
- ✓ I have informed the International Office from which Dutch Embassy/Consulate I would like to collect my MVV (if applicable)
- ✓ I have send the above mentioned documents to the International Office by email and they have been approved

## APPENDIX A

In this Appendix you can find the details about the proof of financial means. There are several options:

### A) Preferred choice: You transfer the standard amount of money and tuition fee into the University's bank account.

There is always a possibility to transfer the money into the University's bank account. This way, you can prove you have sufficient financial means, without a lot of paperwork. Once you have opened a Dutch bank account after your arrival, the money will be transferred back to you (minus the tuition fee, visa fee and insurance costs). Please inform the International Office before the 1<sup>th</sup> of June if you would like to make use of this option.

### B) You are paying your studies yourself

You can prove your financial means by submitting one of the documents below:

1. A copy of an account statement of your bank held in your name (in English or Dutch)
2. An original statement from your bank confirming the total amount in your account (in English or Dutch)
3. An internet print of the account held in your name\* (in English or Dutch)

All the above mentioned documents must meet the following requirements:

- Issued within the last three months
- Marked with a date
- Shows the personal details of the student (at least the initials and lastname)
- Shows the account number
- Shows the available balance (including currency)
- Shows that the available balance is accessible to the student at any time (in case of a current or savings account this is not needed)
- Shows the contact details of the bank (name, address, telephone number, email, website)

\*In case you are using an internet print, there are some extra requirements:

- Shows your full address details
- Has an original signature and stamp from your bank

### C) Somebody else is financing your studies

Your sponsor needs to fill out a financial statement in which he/she declares to support you financially. The statement can be found on the last page of this document.

Your sponsor also needs to provide a bank statement that shows sufficient financial means to support you. The requirements for this statement are the same as mentioned above in option B. A copy of your sponsors' passport is also required.

### D) You are receiving a student grant

If you are receiving a student grant, the grant statement needs to include:

- Who is providing the grant, and if applicable, the scholarship program
- That the grant is specifically provided to you
- The period of the scholarship (begin and end date)
- The scholarship amount
- The grant statement is marked with a date

**Please note:** a combination of the above mentioned options is possible!



**Financial Statement Sponsor for Visa or Residence Permit application**

**I, the undersigned,**

Family Name: ..... First

Name(s): ..... Date of

Birth: .....

Place of Birth: .....

Nationality: .....

Passport/ ID card number\*: .....

Telephone Number: .....

Address: .....

Postal Code: .....

City: .....

Country: .....

**hereby declare that I will financially support the student,**

Family Name: .....

First Name(s): .....

Date of Birth: .....

Place of Birth: .....

Nationality: .....

Passport/ ID card number\*: .....

**during his/her studies at HAS green academy. I hereby guarantee that I will transfer a minimum monthly allowance of €958 in the period 1 September 2023 until 31 August 2024**

I hereby enclose a recent bank statement proving that I have enough funds to transfer the amount in the period mentioned above. \*\*

Date: ..... Place:.....

Signature: .....

**\* Please enclose a copy of the sponsor’s passport or identity card with this statement.**

**\*\*The bank statement must be in English and may not be older than three months.**