

Immigration Procedure for students with a NON–European Union nationality, already living in the Netherlands with a valid residence permit for the purpose of study (at another Dutch university) or as an Au Pair.

As a new student Saxion University of Applied Sciences has the obligation to inform the Dutch Immigration Service (IND) about your study at Saxion. If applicable we will also apply for the extension of your residence permit.

Please submit the following:

1. **Payment of the total package fee**
2. **Proof of Financial Means** (Appendix 1)
3. **A clear copy of your valid passport** (the personal data page + all stamped pages)
4. **A clear copy of your residence permit** (both sides)
5. **Antecedents Certificate** (Appendix 2)

Please note that if you have a privileged card provided by the Ministry of Foreign Affairs you also need to provide a Statement from the Ministry of Foreign Affairs which proves that you are/were enrolled into their administration system (PROBAS and that you have/had a privileged card till (end date)

You need to upload these documents to our application portal <http://sis.saxion.nl>

Proof of financial means

In the procedure for notifying the Immigration Service (IND) that you will become a Saxion student, Saxion will send all paperwork to the IND. For this procedure we need proof that you have sufficient financial means to pay for the relevant costs and support yourself during your entire period of study in The Netherlands. *The payment of tuition fee is not sufficient to prove your financial means*

Your proof of sufficient financial means must at least be equal to the minimum monthly amounts set by the IND.

How much do you need to prove?

To calculate the sufficient financial means, you should multiply the monthly amount (set by the IND) by the number of months you will stay in the Netherlands. You may deduct the housing (excl. deposit) and insurance fees if you will pay the full package fee as stated in your invoice.

You can find the exact amount you need to prove here: [Exact amount financial means](#)

To prove your financial means, you can use one of the following four options:

1. Transfer the required amount to Saxion

And receive the refund after starting your study programme.

Proof : money transfer

Conditions : transfer the sufficient amount (together with the package fee) to:

Bank account number IBAN: NL35-Rabo-0377-7114-11

Swift code of the bank: RABONL2U

Name of the account holder: Saxion University

Name of the bank: Rabobank

Address of the bank: Hengelosestraat 86-88, Enschede, the Netherlands

Payment reference: [your Saxion student number, date of birth and programme]

- Please be aware of additional bank transfer fees and take them into account when transferring the funds to Saxion's account.
- Make sure you always mention your Saxion student number and name as a payment reference, otherwise we will not be able to trace the payment to you.
- It will take approximately 2-3 weeks to have the amount of the financial means transferred to your Dutch bank account, so please make sure you have sufficient funds in the meantime to pay for food, supplies etc.

2. A sufficient amount in your personal bank account / Self-supporting student *

Proof : an original recent bank statement (uploaded in the Saxion portal)

Conditions : the statement has to be in English (official certified translation) or Dutch, be no older than 3 months when we apply for your visa, and should include:

- name and contact details of the bank
- your own name (at least your initials and surname)
- account number
- signed and stamped by the bank
- a sufficient amount (an exact balance), freely available at any given time

- From the bank statement, it must be clear that the student has free and full access to the balance. Current (checking) accounts or regular savings accounts are sufficient. In all other cases (such as certificates of deposit, credit accounts, investments, deposits, bonds, etc.), the bank statement must specifically state that the balance is freely available.
- In the event of a joint account holder/custodian, this joint account holder/custodian must provide a signed statement, proving that the student has complete access to the said amount.

3. A monthly contribution via a financier/sponsor abroad (e.g. one of your parents) *

In this option, someone abroad funds your study and stay. The full amount of the financier's support is available upon submitting the application. Your financier has this amount available for the duration of the financial support (at least the first year).

Proof : a signed Financial Means of support form including supporting documents

Conditions : a copy of the sponsor's passport and an original bank statement of the sponsor (uploaded in the Saxion portal). The bank statement must be in English (official translation) or in Dutch, and must be no older than 3 months when we apply for your visa/permit, and contain the following information:

- name and contact details of the bank
- your financier's name (at least initials and surname)
- account number
- date
- signed and stamped by the bank
- a sufficient amount (an exact balance), freely available at any given time

– From the bank statement, it must be clear that the sponsor has free and full access to the balance. Current (checking) accounts or regular savings accounts are sufficient.

In all other cases (such as certificates of deposit, credit accounts, investments, deposits, bonds, etc.), the bank statement must specifically state that the balance is freely available, during the student's period of study in the Netherlands.

– In the event of a joint account holder/custodian, this joint account holder/custodian must provide a signed statement, proving that the student has complete access to the said amount.

4. A student grant or scholarship awarded to you

Proof : an original statement of grant or scholarship (loans are not accepted)

Conditions : the statement has to be in English or Dutch (or English translated by an official translator) and should include:

- date
- your full name and date of birth
- The institution granting and paying the scholarship
- The start and end date of your scholarship
- The monthly amount that will be awarded to you in Euro's
- Optional: the name of the scholarship programme.

***If you will prove your financial means by bank statement (see Proof of financial means, option 2 and 3) you have to upload the bank statement in the Saxion portal**

<http://sis.saxion.nl> under "proof of finances".

Please note that you need to keep the original bank statement until your visa application has been approved. Saxion might request that you send the original bank statement by postal mail.

FINANCIAL STATEMENT OF SUPPORT

Filled out by the financier/sponsor, including a copy of his/her valid passport

I, the undersigned,

Sur name (as stated in the passport): _____

First name: _____

Born on: Day _____ / Month _____ / Year _____

Place of Birth: _____

Nationality: _____

Passport number or number of identity card _____

(please send copy of passport or identity card with this statement)

Telephone number: _____

Address: _____

Zip code: _____ Place: _____

Country: _____

hereby declare that I will financially support the following student:

Sur name (as stated in the passport) _____

First name: _____

Born on: Day _____ / Month _____ / Year _____

Place of Birth: _____

Nationality: _____

Passport number: _____

during his/her studies in the Netherlands.

I hereby guarantee that I will transfer a minimum monthly allowance of € _____

from (Start date): Day _____ / Month _____ / Year _____

until (End date): Day _____ / Month _____ / Year _____

I hereby enclose a recent bank statement (that meets the requirements) proving that I have enough funds to transfer the amount in the period mentioned.

Date: _____ / _____ / _____ Place: _____

Signature: _____

IMMIGRATION APPLICATIONFORM

PLEASE TYPE OR USE CAPITALS:

Family name (*surname*) _____
 First name(s) _____
 Date of birth (dd-mm-yyyy) _____ Place of birth _____
 Nationality _____ Marital status: Single/Married _____
 Passport number _____ Valid from _____ until _____

Address in the Netherlands

Street _____
 Postal code and City _____
 Country _____
 E-mail address _____
 Mobile phone nr _____

Current Residence Permit

Purpose of stay: _____
 Applied by (name university): _____
 If applicable; last study date at this university: _____
 Valid from: _____ until _____
 V-number: _____

By signing this form I authorize Saxion University of Applied Sciences:

- to obtain information about my (educational) background in the Netherlands at the Immigration Authorities
- to be my contact person for applying for my residence permit at the Immigration Authorities and to act on my behalf.

All correspondence concerning my stay in the Netherlands should be sent to

Saxion University of Applied Sciences
International Office
 Postbus 70000
 7500 KB Enschede, The Netherlands

- to withdraw my registration with the Immigration Authorities if I do not start the study programme, if I cancel/quit my studies or in case I do not pass at least 50% of the nominal study workload for (the part) of the academic period.

Date: _____

Signature student



This certificate only needs to be completed if the foreign national is 12 years of age or older. Please note! Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.

Appendix Antecedents Certificate

1 Certificate

> Please tick the applicable situation

- I certify that:
- I have never been sentenced to imprisonment or a custodial measure for committing a crime;
 - I have never been sentenced to perform community service for committing a crime;
 - I have never been imposed an unconditional fine for committing a crime;
 - I have never accepted an out-of-court settlement for committing a crime;
 - I have never been imposed a penalty order by a public prosecutor for committing a crime;
 - I am currently not subject to prosecution for committing a crime;
 - I have never been responsible for one of the following categories of acts as referred to in Article 1 F of the 1951 Refugee Convention: a crime against peace, a war crime, a crime against humanity, a serious non-political crime (for example murder or terrorism), or acts contrary to the purposes and principles of the United Nations (for example terrorist acts); and
 - I am aware of the fact that a sentence for committing a crime may result in a refusal or termination of the right of residence.
 - I have not submitted any incorrect data during earlier residence procedures;
 - I did not reside in the Netherlands illegally in the past;
 - I am not subject to any entry ban.
- I am unable to certify the above for the following reasons:

2 Signing (by the foreign national)

I have completed this form truthfully.

2.1	Name	<hr/>								
2.2	Date of birth and V-number	<table border="0"> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">Year</td> <td style="text-align: center;">V-number</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Month	Year	V-number				
Day	Month	Year	V-number							
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Place	Day	Month	Year							
2.4	Signature	<hr/>								

Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data have been passed on. On www.ind.nl you can read how the IND processes your data and which rights you have. You can also read how to use your rights.