

## Immigration Procedure for Non-EU students

*Only for students from Bangladesh, Nepal, Pakistan, Sri Lanka, Iran, Sudan, North Korea, Cuba and Syria.*

You need an entry visa (MVV) and a residence permit (VVR) for the purpose of study. Saxion will process your visa application after receiving payment of your total package fee and the required visa documents.

In order for Saxion to apply for your visa, you must submit the following documents as soon as possible:

1. **Payment of the total package fee including housing** (if applicable) visa and insurance.
2. **Proof of Financial Means** (Appendix 1)
3. **Immigration Application Form** (Appendix 2)
4. **Antecedents Certificate** (Appendix 3)
5. **A clear copy of your valid passport** (the personal data page + all stamped pages)

**Important Notice:** without the above documents and payment, Saxion cannot apply for your entry visa, nor your residence permit.

Please read the forms carefully, print them on separate pages, then complete and sign them yourself with a black pen.

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

*Note: Saxion International Office acts as an intermediary and has no influence whatsoever on the outcome or duration. In case the submitted documents do not meet the requirements you may be asked to prove your financial means in a different manner.*

*We strongly recommend no travel plans are made or costs incurred until a decision regarding the application for the visa is approved and the visa has been provided by the Dutch embassy*

## Proof of sufficient financial means

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

### 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 need to transfer the required amount to Saxion.

### **1. Transfer the required amount to Saxion**

*The refund will be transferred after arrival in the Netherlands.*

Proof : money transfer

Conditions : transfer the sufficient amount (together with the package fee) to Saxion's bankaccount (as mentioned in your invoice).

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

- Please be aware of bank transfer fees and take them into account when transferring the money to Saxion's account.
- Make sure you always mention your Saxion student number and name as a payment reference, otherwise we are not 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 after arrival in the Netherlands, so please make sure you have sufficient funds in the meantime to pay for food, supplies etc.

### **2. 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

## 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 \_\_\_\_\_

**Permanent residence** (*your address outside the Netherlands*):

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

**Location or place of the Dutch Embassy/Consulate where you want to pick up your MVV** (*closest to your residence*).

**Place:** \_\_\_\_\_ **Country:** \_\_\_\_\_

*(Please note that if you want to pick up your MVV in another country you must have a valid residence permit for that country)*

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

- 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

