

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.

You need to submit –before the deadline– the following:

- **Payment of the total package fee** (including proof of financial means)
- **A clear copy of your valid passport** (the personal data page + all stamped pages)
- **A clear copy of your residence permit** (both sides)
- **Antecedents Certificate**

Please note: 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) .

Payment total package fee

See payment details in the invoice you receive from Saxion after you did receive your admission (under condition).

Upload required documents

You need to upload the above mentioned documents into <https://sis.saxion.nl>

Important notes

- Without the above documents and payment, Saxion cannot fulfill the obligation at the IND.
- Saxion International Office acts as an intermediary and has no influence whatsoever about outcome or duration of the process.
- If the submitted documents do not meet the requirements, you may be asked to prove your situation in a different manner.

Information 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 to pay and how much do you need to prove?

- See the invoice you receive from Saxion.
- You may also find the exact amount you need to prove here:
Exact amount financial means

Important notes

- You will receive a refund after your registration at Saxion and after you have a Dutch bank account. 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

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 and the university who is/was the sponsor of my current Residence Permit.
- 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



Appendix Antecedents Certificate

Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph 18 of the Aliens Decree, every foreign national aged 12 years or older must complete this appendix.

Please note! This statement consists of 2 pages. You must complete **both** pages.

1 Declaration of the foreign national

On this form you fill in whether you have ever committed a crime or a criminal offence. These are crimes committed in the Netherlands and criminal offences committed outside the Netherlands. You must answer the questions with *Yes* or *No*. Not completing the form truthfully or failing to report is a criminal offence. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

> *Please tick the applicable situation*

Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offence abroad? Yes No

Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure or imprisonment or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offence abroad? Yes No

Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like a murder, war crime, genocide, terrorist crime or crimes against humanity? Yes No

Have you received an entry ban from one of the countries of the EU/EEA or Switzerland?* Yes No
Or a measure similar to an entry ban?

* *This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*

Have you submitted incorrect data during earlier residence procedures in the Netherlands? Yes No

Have you ever stayed illegally in the Netherlands? Yes No

> *Have you ticked Yes for one or more questions? Then explain why.*

2 Signature of the foreign national

- ✓ I have completed this form truthfully.
- ✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
- ✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change in my situation.

2.1 V-number (if known)

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2.2 Name

2.3 Date of birth

<i>Day</i>	<i>Month</i>	<i>Year</i>

2.4 **Place and date** *Place*

<i>Day</i>	<i>Month</i>	<i>Year</i>

2.5 **Signature**

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.