

## Immigration Procedure for Non-EU students from:

*The United Kingdom, Australia, Canada, Japan, Moaco, New Zealand, South Korea, the USA and Vatican City (except for Exchange students)*

To be able to study in the Netherlands for a period over three (3) months, you need a residence permit (VVR) for the purpose of study. Saxion will process your application after receiving payment of your total package fee and the required documents.

In order for Saxion to apply for your visa you need to submit –before the deadline– the following:

- Payment of the total package fee including:  
housing (if applicable), visa, insurance and proof of financial means.
- Immigration Application Form
- Appendix Antecedents Certificate
- A clear copy of your valid passport (the personal data page + all stamped pages)

### **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 these in our application portal <https://sis.saxion.nl>:

- Immigration Application Form
- Appendix Antecedents Certificate
- A clear copy of your valid passport

### **Important notes**

- Without the above documents and payment, Saxion cannot apply for your residence permit.
- Saxion International Office acts as an intermediary and has no influence whatsoever on the outcome or duration of the application process. If 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 are incurred until a decision regarding your visa application is approved and the visa has been issued by the Dutch embassy.

## Information Proof of 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 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 arrival in the Netherlands 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 after arrival in the Netherlands, 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 \_\_\_\_\_

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

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

**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





## 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 

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2.3 Date of birth 

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

2.4 **Place and date** *Place* 

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

2.5 **Signature** 

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### 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](http://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.