

## Procedure for non-degree seeking students under EU directive 2016/801

You receive this information because you fall under the EU directive on the conditions of entry and residence of third-country nationals for research, studies, training, voluntary service, pupil exchange schemes or educational projects, and au pairing, also known as [EU directive 2016/801 \(link\)](#). This directive stipulates that holders of a residence permit for study from one country that is a party in the directive do not need an additional residence permit to study in another country that is a party in the directive under the following conditions:

- the designed registration period does not exceed 360 days
- the validity of your current residence permit must cover the registration period at Maastricht University
- you are taking part in an acknowledged mobility programme.

As Maastricht University is obliged to report this status to Dutch Immigration, you will have to comply with the following procedure.

### What has to happen?

UM may not register you without having met its obligation to Dutch Immigration. Therefore, you must upload the necessary documents (paragraph A) to <https://myum.unimaas.nl/irj/portal>

#### Deadline for file completion:

- 1 July when starting in September
- 1 December when starting in February

If you are unable to meet all legal residence requirements before the deadline, we cannot establish legal residence for you in time and you cannot complete your registration. In that case, you have to withdraw your application. You may decide to re-apply for the next possible entry date.

### Paragraph A. Upload the necessary documents

You have to upload documents for the visa procedure in a different portal than the admission documents. Upload documents meant for applying for legal residence in the folder “VISA” **ONLY** on:

<https://myum.unimaas.nl/irj/portal>.

Use the correct document type (a copy of your passport under “passport student”, a copy of the proof of transfer of the legal fees under “proof of money transfers”, etc.).

#### The general requirements for the documents are:

- Only upload high-quality PDF files in at least 200 dpi, full-page scans in color
- If the language on the document is not Dutch, English, German, or French, a translation into English or Dutch by a professional, certified translator must be included
- Financial documents should always mention a univocal currency of the amounts stated, preferably in Euro (€). Other currencies are also acceptable (keep the conversion rate in mind)
- You can complete forms by hand or digitally. Your signature on the forms must match the signature on your passport
- Address details must be the same on every form

**You have to upload the following documents:**

1. [Acceptable proof of sufficient financial means](#)
2. [A copy of your valid passport](#)
3. [A copy of the front and back of your residence permit](#)
4. [A completed and signed form “Information for application of EU directive 2016/801”](#)
5. [A completed Antecedents Certificate](#)
6. [A completed and signed form “Appendix Authorization of the higher education institution to notify inbound mobility student”](#)

**1. Acceptable proof of sufficient financial means**

You are going to be registered for a certain period. During this period you are required to have a monthly amount of €1,250 at your disposal, which is about €41.10 per day (please refer to [enclosure 6](#) for a cost breakdown of this amount. This means that for registration of 5 months, you will have to prove €6,250 (5 x €1,250). For 5.5 months it is €6,875 (5.5 x €1,250) etc.

You have the following (combinable) options (A, B, C, and D) to prove financial means:

**Documents that do not meet all requirements or are filled in incorrectly are not accepted.  
If you cannot meet all requirements for an option, then you need to choose a different option.**

**Option A.** Transfer of a deposit

You transfer the amount required to cover your registration period (*amount of months x €1,250*). To know your registration period, contact the UM International Relations Office (IRO).

Your deposit will always be refunded, but not before your first registration day. The instruction on how to request a refund of your deposit is provided in the pre-arrival information. We will send you this information after approval of the residence permit.

For payment instructions, refer to [paragraph B](#).

**Required document:**

A proof of transfer showing the amount transferred. The transfer reference must show your **student ID number, full name, and living allowance** as a reference, regardless of whose account the amount is transferred from. If the transaction does not mention the word “**living allowance**” it will be rejected by Dutch Immigration.

➤ **Option B.** Proof of a scholarship

This is only acceptable from a governmental or an educational institute and only after confirmation of authenticity. **If we cannot objectively verify the scholarship, you will have to choose an alternative option (A, C, or D).**

**Required document:**

A copy of proof of award of the scholarship. This document must state:

- the date of issue
- your name, first name initials, and date of birth
- the period of the scholarship (from...until...); this should at least cover the full registration period as mentioned in the accompanying email
- the entire amount of the monthly allowance of the scholarship-awarding institute and its univocal currency
- the name, address, and contract data of the scholarship awarding institute
- specifically the word “scholarship” or “grant”, and **not** e.g. “sponsorship” or “financial support” nor the words “average”, “approximately”, “at least”, “estimated” or “expected”, as these expressions are too vague

➤ **Option C.** Proof of sufficient personal resources

Choose **one** of the below options:

- **C.1.** A bank statement
- **C.2.** A copy of a statement of account

**Extra requirement joint account holders**

Bank statements or statements of account with joint account holders are only accepted if an additional letter is submitted in which the account holders state that both persons have free access to the account. This letter must be signed by the joint account holder and accompanied by a clear and legible copy of the joint account holder’s passport or identity card, containing his/her photograph and signature.

**Option C.1. Required documents:**

A bank statement is an official document or letter prepared by your bank upon your request. This document must:

- be printed on letterhead paper, be originally signed, and be recent (not older than 2 months)
- state the date of issue
- state your name and first name initials
- state the full and exact account balance and its univocal currency
- state the contact data of the bank, including country and telephone number
- state that the balance is at free disposal
- The words “average”, “approximately”, “at least”, “estimated”, or “expected” are not allowed, as these expressions are too vague

(Refer to [enclosure 1](#) for an example of a bank statement)

**Option C.2. Required documents:**

A copy of a statement is an overview of your recent account activity and may be downloadable via the online banking platform for your bank. This copy of a statement of account must:

- state your name as the account holder
- meet the same requirements as the bank statement (option C.1.), except for the statement on free disposal
- show **multiple** withdrawals and deposits over at least one month

➤ **Option D.** Proof of financial support by a person residing abroad (e.g. parent or other relative).

Choose **one** of the below options:

- **Option D.1.** Provide the following 3 documents of your sponsor:
  1. A financial statement ([enclosure 2](#))
  2. A copy of the passport
  3. A bank statement
- **Option D.2.** Provide the following 3 documents of your sponsor:
  1. A financial statement ([enclosure 2](#))
  2. A copy of the passport
  3. A copy of a statement of account

**Extra requirement joint account holders**

Bank statements or statements of account with joint account holders are only accepted if an additional letter is submitted in which the account holders state that both persons have free access to the account. This letter must be signed by the joint account holder and accompanied by a clear and legible copy of the joint account holder’s passport or identity card, containing his/her photograph and signature.

**Option D.1. Required documents:**

- 1. A financial statement ([enclosure 2](#)), completed by the sponsor. Make sure that:**
  - the period between the start and end date covers the registration period. Contact the UM IRO (International Relations Office) for your registration period.
  - the balance of the bank account covers the required amount for the period from start to end date
  - in the case of a joint account, make sure both account holders sign the financial statement
- 2. A clear and legible copy of the sponsor’s passport or identity card, containing the sponsor’s photograph and signature**
- 3. A bank statement is an official document or letter prepared by your bank upon your request. This document must:**
  - be printed on letterhead paper, be originally signed, and be recent (not older than 2 months)
  - state the date of issue
  - state your name and first name initials
  - state the full and exact account balance and its univocal currency
  - state the contact data of the bank, including country and telephone number
  - state that the balance is at free disposal
  - The words “average”, “approximately”, “at least”, “estimated”, or “expected” are not allowed, as these expressions are too vague

(Refer to [enclosure 1](#) for an example of a bank statement)

**Option D.2. Required documents:**

- 1. A financial statement (enclosure 2), completed by the sponsor. Make sure that:**
  - the period between the start and end date covers the registration period. Contact the UM IRO (International Relations Office) for your registration period.
  - the balance of the bank account covers the required amount for the period from start to end date
  - in the case of a joint account, make sure both account holders sign the financial statement
- 2. A clear and legible copy of the sponsor's passport or identity card, containing the sponsor's photograph and signature**
- 3. A copy of a statement is an overview of your recent account activity and may be downloadable via the online banking platform for your bank. This copy of a statement of account must:**
  - state your name as the account holder
  - meet the same requirements as the bank statement (option D.1.), except for the statement on free disposal
  - show **multiple** withdrawals and deposits over at least one month

## 2. A copy of your valid passport

This must be a clear and legible copy of your national passport, including all pages containing personal and validity data (dates of issue and expiration), signatures, stamps, and visas. National identity cards are not acceptable, as they often lack the required details.

The passport should bear your signature and be valid until at least 6 months after your program starts.

If you have visited the Netherlands in the past 3 years, all pages of your passport are required. In that case, make sure that the page with the most recent exit stamp from The Netherlands or another Schengen country is legible.

**Required document:**

A copy of all your passport pages containing data. Make sure to include the passport page with your signature (holder's or bearer's signature).

## 3. A copy of your valid residence permit

This must be a clear and legible copy of your current residence permit

**Required document:**

A copy of the front and back of your current residence permit.

#### 4. A completed and signed information form ([enclosure 3](#))

The form serves several purposes:

1. To collect necessary information we do not yet have
2. To obtain sufficient permission to act on your behalf as stipulated by European privacy legislation

**CAREFULLY CHECK THE CONTENTS OF THE FORM BEFORE SIGNING**

**Required document:**

A completed and signed information form "Information form for application of EU-directive 2016/801" ([enclosure 3](#)).

#### 5. A completed Antecedents Certificate ([enclosure 4](#))

You must complete sections 1 and 2. When in doubt, contact the Visa Office.

**Required document:**

A completed and signed Antecedents Certificate ([enclosure 4](#)).

#### 6. A completed and signed authorization form ([enclosure 5](#))

The form authorizes Maastricht University to do the EU directive notification to Dutch Immigration.

**Required document:**

A completed and signed authorization form ([enclosure 5](#)).

## Paragraph B. What payments do you have to make?

1. The appropriate amount in case you choose to deposit (option A) as an option to prove sufficient financial means. In this case, you have to mention the words “**living allowance**” in the transfer. Otherwise, Dutch Immigration will refuse your application.

**The deposit is always refundable**, but not before the first registration day. The instruction on how to request a refund of your deposit is provided in the pre-arrival information. We will send you this information after approval of the residence permit.

### Bank transfer details:

International Bank Account Number (IBAN)	NL10 INGB 0677623798
Bank branch details	ING Bank, P.O. Box 1800, 1000 BV Amsterdam, The Netherlands
Beneficiary or payee	Maastricht University, Minderbroedersberg 4-6, 6211 LK, Maastricht, The Netherlands
BIC- or SWIFT-code	INGBNL2A
Reference	<b>Your student ID number, full name, and the words “living allowance”</b>

### Bank charges for international transfers

Bank charges for international transfers will be deducted from the amount transferred unless you indicate otherwise. To prevent delays and extra expenses for multiple transfers, please make sure that you indicate that you will pay for the transfer charges or transfer an excess amount of at least €20 to ensure that UM receives the required amount.

Some countries or banks do not allow a bank transfer abroad above a certain amount per transaction. In that case, make multiple smaller transfers up to the required amount and inform the Visa Office of your situation to prevent reminders.

## What happens next?

When all submitted documents meet the requirements, we will send the notification to Dutch Immigration. As soon as this has been processed, we will inform you and enable your registration.

**Enclosure 1: Example of a bank statement**

- In the case of multiple accounts, a separate original document is required for each account
- In the case of a joint account, the second account holder must include a statement that the first one may freely access the balance of the account

**Example: Bank declaration**

This letter must be printed on official and original bank paper mentioning at least the name, full address, email, and phone number of the bank.

Date of issue (dd/mm/yyyy)

To whom it may concern,

I, the undersigned, an employee of <name of bank, full address of bank>, hereby inform you that:

Name: <full name of the account holder>

Account number: <full account number including international bank codes like IBAN, BIC, and SWIFT>

is a customer at our bank.

Our customer has a <type of account> account with this bank since <date (dd/mm/yyyy) of opening account>.

The balance on this account on <date (dd/mm/yyyy)> is: <currency> <amount>

I confirm that the customer has direct access to these funds and can withdraw the full balance without notice / the balance of the account is at free disposal.

Yours faithfully,

<Signature>

<Name of the person who signed the letter>

<Date of signature (dd/mm/yyyy)>

<Location of signing>

<Bank stamp in blue ink>



Enclosure 2: Financial statement sponsor

Financial Statement

1. Personal Details

I, the sponsor,

1.1	Name sponsor (as stated in the passport)	<i>Surname</i> _____
		<i>First name(s)</i> _____
1.2	Date of birth sponsor	<i>(dd/mm/yyyy)</i> _____
1.3	Place of birth sponsor	_____
1.4	Nationality sponsor	_____
1.5	Home Address sponsor (current living address)	<i>Street</i> _____
		<i>Number</i> _____
		<i>Postcode</i> _____
		<i>Town</i> _____
		<i>Country</i> _____
1.6	Telephone sponsor	_____
1.7	Email address sponsor	_____
1.8	Passport or identity card number sponsor *send a copy with this statement	_____

hereby, declare that I, the sponsor, will financially support the following student:

1.9	Name student (as stated in the passport)	<i>Surname</i> _____
		<i>First name(s)</i> _____
1.10	Date of birth student	<i>(dd/mm/yyyy)</i> _____

**(1/2): This financial statement continues on the next page**



Enclosure 3: Information form ([refer to item 4 in paragraph A.](#))

**Information form for application of EU directive 2016/801**

**1. Personal details**

1.1	UM Student ID number	<table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <tr> <td style="width: 12.5%;">I</td> <td style="width: 12.5%;">6</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>	I	6						
I	6									
1.2	Name (as stated in the passport)	<p><i>Surname</i></p> <hr/> <p><i>First name(s)</i></p> <hr/>								
1.3	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female								
1.4	Date of birth	<i>(dd/mm/yyyy)</i>								
1.5	Place of birth	<hr/>								
1.6	Country of birth	<hr/>								
1.7	Nationality	<hr/>								
1.8	Civil status	<input type="checkbox"/> unmarried (single or living together) <input type="checkbox"/> married								
1.9	Home Address (current living address in home country)	<p><i>Street</i></p> <hr/> <p><i>Number</i></p> <hr/> <p><i>Postcode</i></p> <hr/> <p><i>Town</i></p> <hr/> <p><i>Country</i></p> <hr/>								
1.10	Telephone	<hr/>								
1.11	Email address	<hr/>								
1.12	Mobility programme (ERASMUS, double degree, etc.)	<hr/>								
1.13	Programme you will be registered for as an exchange student	<hr/>								

**(1/2): This information form continues on the next page**

## 2. Emergency contact information

- 2.1 Relation to emergency contact  
(parent, family member, employer, etc.) \_\_\_\_\_
- 2.2 Telephone emergency contact \_\_\_\_\_
- 2.3 Email address emergency contact \_\_\_\_\_

## 3. Previous University or other higher education registrations

From (dd-mm-yy)	Until (dd-mm-yy)	Institute	Country	Programme

## 4. Signing

With my signature, I declare that:

- ✓ All information and documents provided are correct and true
- ✓ I am aware that completing this procedure is my responsibility and Maastricht University does not accept any liability for my inability to meet any of the other registration requirements
- ✓ I authorize the UM Visa Office to legally act on my behalf for the application, extension, change, or termination of my visa and residence permit for study and to exchange information with Dutch Immigration (IND) on my residence status

- 4.1 Name of foreign national \_\_\_\_\_
- 4.2 Place and date *Place* \_\_\_\_\_  
*Date (dd/mm/yyyy)* \_\_\_\_\_
- 4.3 Signature of foreign national \_\_\_\_\_

**(2/2): End of information form**

Enclosure 4: Appendix Antecedents Certificate ([refer to item 5 in paragraph A.](#))

## Appendix Antecedents Certificate

### Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph of the Aliens Decree, every foreign national aged 12 years or older must complete the 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 offense. These are crimes committed in the Netherlands and criminal offenses 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 offense. 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*

- |     |  |   |
|-----|--|---|
| 1.1 | Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offense abroad?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 1.2 | 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 offense abroad? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 1.3 | 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 murder, war crime, genocide, terrorist crime, or crimes against humanity?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 1.4 | Have you received an entry ban from one of the countries of the EU/EEA or Switzerland?*  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|     | <i>*This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.</i>   |   |
| 1.5 | Have you submitted incorrect data during earlier residence procedures in the Netherlands?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 1.6 | Have you stayed illegally in the Netherlands?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

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

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**(1/2): This Appendix Antecedents Certificate continues on the next page**

## 2. Signing

- ✓ 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 of my situation.

2.1	Name of foreign national	_____
2.2	Date of birth	<i>(dd/mm/yyyy)</i> _____
2.3	Place and date of signing	<i>Place</i> _____ <i>Date (dd/mm/yyyy)</i> _____
2.4	Signature of foreign national	_____

### **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 and other organizations or persons. The IND also uses and stores data and shares them with other organizations. 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 has 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.

**(2/2): End of Appendix Antecedents Certificate**

**Enclosure 5: Authorization form (refer to item 6 in paragraph A.)**

**Immigration and Naturalisation  
Service**  
*Ministry of Justice and Security*

With this form the foreign national authorises the higher education institution to submit the notification of inbound mobility student on behalf of the foreign national. The higher education institution submits the notification in its role as authorised representative.  
Please note! Not completing this certificate truthfully is an offense of which in all cases a report will be made.

## Appendix

### Authorisation of the higher educational institution to notify inbound mobility student

**1** Details of foreign national

Surname as stated in the passport  
 1.1 Name \_\_\_\_\_

First names  
 \_\_\_\_\_

> Please tick the applicable situation  
 1.2 Sex and Date of birth  Male  Female

Day | | | | | | | | | | | | | | | |  
 Month | | | | | | | | | | | | | | | |  
 Year | | | | | | | | | | | | | | | |

1.3 Place of birth \_\_\_\_\_

1.4 Country of birth \_\_\_\_\_

> Please tick and fill in  
 To submit the notification of inbound mobility for study on my behalf I hereby authorise:  
 Name of company(educational) institution  
 \_\_\_\_\_

**2** Signing

Place  
 2.1 Place and date \_\_\_\_\_

Day | | | | | | | | | | | | | | | |  
 Month | | | | | | | | | | | | | | | |  
 Year | | | | | | | | | | | | | | | |

Signature  
 \_\_\_\_\_

2.2 Signature foreign national \_\_\_\_\_

**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.

Enclosure 6: Cost breakdown

**Cost breakdown for non-EU students applying to Maastricht University**

Although this information is rather accurate, it can only be an estimate. Costs may vary per programme, per annum, and per the individual pattern of spending.

Legally required funds per month are €1,250. These funds are legally required for the issue of a residence permit. They are meant to cover the following (estimated) expenses:

- Housing	€ 650
- Insurances	€ 80
- Telephone	€ 50
- Meals, beverages, and personal hygiene	€ 150
- Travel	€ 80
- Books and study materials	€ 50
- Clothing, hobbies, going out	€ 140
- Miscellaneous	€ 50
	===== +
<b>Total</b>	<b>€ 1,250</b>