

## The residence permit extension procedure for continuous study at UM

You are currently studying at Maastricht University (UM) and your residence permit for study is about to expire. You wish to continue to study without interruption at UM in the same or another study program beyond the expiration date of your residence permit.

The UM Visa Office has to apply for an individual extension of your residence permit

### What has to happen?

Only educational institutes can apply for study visas and residence permits. Therefore, you must:

- Upload the necessary documents ([paragraph A](#)) to <https://myum.unimaas.nl/irj/portal>
- Make the necessary payment(s) ([paragraph B](#))

### 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. [A proof of transfer of the legal fees \(€228\)](#)
2. [A copy of your valid passport](#)
3. [A completed and signed form “Residence permit extension application for continuous study within UM”](#)
4. [A completed Antecedents Certificate](#)

## 1. A proof of transfer of the legal fees (€228)

The €228 for legal fees for the residence permit are non-refundable. This amount is automatically collected from the UM Visa Office bank account by Dutch Immigration. Therefore, you have to transfer the amount to our account in advance.

For payment instructions and possible exemptions or exceptions, refer to [paragraph B](#).

### Required document:

A proof of transfer showing the €228 transferred. The transfer reference must show your **student ID number, full name, and date of birth** as a reference, regardless of whose account the legal fees are transferred from.

## 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 completed and signed form “Residence permit extension application for continuous study within UM” ([enclosure 1](#))

You must complete sections 1,2 and 3. When in doubt, contact the Visa Office.

### Required document:

A completed and signed Antecedents Certificate ([enclosure 1](#)).

## 4. A completed Antecedents Certificate ([enclosure 2](#))

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

### Required document:

A completed and signed Antecedents Certificate ([enclosure 2](#)).

## Paragraph B. Which payment do you have to make?

1. **€228** for legal fees, except in the following situations:
  - If you have an award letter of a scholarship from Maastricht University, a Stuned scholarship from the Netherlands Support Office (NESO) in Indonesia, a Fulbright scholarship, or a Civil Society Leaderships Award, the legal fees will be charged to your scholarship
  - If you are a citizen of San Marino or Israel, you are exempt from paying legal fees

### 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>

### Incomplete applications cannot be handled

After your complete application has been sent to Dutch Immigration (IND) it takes up to 12 weeks until your new residence card is ready.

**Enclosure 1: Residence permit extension application for continuous study within UM****Residence permit extension application for continuous study within UM****1. Personal details**

1.1	UM Student ID number	<table border="1"><tr><td>I</td><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	I	6								
I	6											
1.2	Name (as stated in the passport)	<i>Surname</i> _____ <i>First name(s)</i> _____										
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	_____										
1.6	Country of birth	_____										
1.7	Nationality	_____										
1.8	Civil status	<input type="checkbox"/> unmarried (single or living together) <input type="checkbox"/> married										
1.9	Home Address (Current Dutch living address as Register at City Hall)	<i>Street</i> _____ <i>Number</i> _____ <i>Postcode</i> _____ <i>Town</i> _____ <i>Country</i> _____										
1.10	Telephone	_____										
1.11	Email address	_____										
1.12	Programme you are registered for as a student	_____										

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

## 2. Statement of financial means

I hereby state that I have sufficient financial means of € 1,250 per month to cover my living expenses for the next (academic) year.

I have an income through (please check the appropriate box(es):

A bank account in my name. Please state the name, account number and contact details of the bank:

---

An institutional scholarship or loan award letter. Please state the name of the awarding institute and the contact details:

---

A sponsor (company or person) that financially supports me. Please state the name and contact details of the sponsor:

---

Other, namely

---

## 3. 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 shall produce evidence of the stated facts upon request of the Immigration and Naturalization Service (IND)
- ✓ 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
- ✓ I authorize the UM Visa Office to act and exchange information on my municipal registration
- ✓ I am aware that my residence permit for study will be revoked when terminating or interrupting my student registration or not achieving 50% study progress under the [Study Progress Requirement \(link\)](#)
- ✓ I am aware that each academic year I will have to prove to the Visa office that I have sufficient financial resources for living expenses

3.1 Name of foreign national

---

3.2 Current place and date of signing

*Place*

---

*Date (dd/mm/yyyy)*

---

3.3 Signature of foreign national

---

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

Enclosure 2: Antecedents Certificate

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?  Yes  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?  Yes  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?  Yes  No
- 1.4 Have you received an entry ban from one of the countries of the EU/EEA or Switzerland? \* Or a measure similar to an entry ban?  Yes  No  
  
*\*This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*
- 1.5 Have you submitted incorrect data during earlier residence procedures in the Netherlands?  Yes  No
- 1.6 Have you stayed illegally in the Netherlands?  Yes  No

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

---

---

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

## 2. Signing

With my signature, I declare that:

- ✓ 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	The current 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.