

You stated that:

- you are going to be registered for a full-time program contract student
- you wish to live in the Netherlands during your studies
- you do not have a Dutch residence permit
- you have a residence permit for Austria, Belgium, Bulgaria, Croatia, the Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland that is still valid on your first day of registration
- you do not have the **nationality** and a valid passport of one of the following countries:

Austria	Denmark	Hungary	Luxemburg	Slovenia
Belgium	Estonia	Iceland	Malta	Slovakia
Bulgaria	Finland	Ireland	Norway	Spain
Croatia	France	Italy	Poland	Sweden
Cyprus	Germany	Latvia	Portugal	Switzerland
Czech Republic	Greece	Lithuania	Romania	The Netherlands

If this is incorrect, you must go through the [Legal Residence Flowchart \(link\)](#) again.

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](#))

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. [A proof of transfer of the legal fees \(€228\)](#)
2. [Acceptable proof of sufficient financial means \(€15,000\)](#)
3. [A copy of your valid passport](#)
4. [A completed and signed consent form](#)
5. [A completed Antecedents Certificate](#)
6. [A completed Declaration of intent to undergo a TB test](#)
7. [Proof of payment of your tuition/registration fee](#)
8. [A copy of your valid residence permit](#)

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. Acceptable proof of sufficient financial means (€15,000)

Degree students must demonstrate enough financial resources for at least one year. This requires having a minimum of €15,000 available, based on 12 months x €1,250 (see [enclosure 4](#) for a cost breakdown). You have the following two (combinable) options to prove this:

➤ **Option A.** Transfer of a deposit

You transfer €15,000 to the Visa Office bank account (12 months x €1,250). Your deposit will always be refunded, but not before your first day of registration. 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 €15,000 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, option A is the only alternative.**

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

3. 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).

4. A completed and signed consent form ([enclosure 1](#))

The form serves several purposes:

- To collect necessary information we do not yet have
- To obtain sufficient permission to act on your behalf as stipulated by European privacy legislation
- To make sure you have taken note of all conditions for receiving the residence permit

CAREFULLY CHECK THE CONTENTS OF THE FORM BEFORE SIGNING

Required document:

A completed and signed consent form ([enclosure 1](#)).

5. 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](#)).

6. A completed Declaration of intent to undergo a TB test ([enclosure 3](#))

- Citizens of [these countries \(link\)](#) and holders of a valid special EU residence permit from [this list \(link\)](#) are exempt from the test and therefore **do not have to fill in nor upload the form.**
- If your nationality is **not** on that list or if you do **not** have a valid special EU residence permit, **you must fill in and upload the form.** You can find more information below.

To obtain a residence permit, you have to undergo a tuberculosis (TB) test and – if necessary – treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and meet all other conditions), the IND will grant you a residence permit as soon as possible. You are granted this permit on the condition that you will undergo a TB test within three months. Signing the declaration of intent and not taking the test within three months will jeopardize your residence permit.

The cost of the test is €55.30.

Required document:

A completed Declaration of intent to undergo a TB test ([enclosure 3](#)).

7. Proof of payment of tuition/registration fee

Do not pay the tuition/registration fee to the account of the Visa Office, but follow the instructions of the programme you applied for, e.g. the instructions in Studielink for regular degree programs or the instructions given by the programme itself.

Required document:

Proof of transfer showing the date, transferred amount fee, and student ID number.

When applying for a visa/residence permit for study, your tuition/registration fee payment options are very limited. You are required to pay a full-year tuition fee or the full registration fee for the preparatory or contract program before we submit your application to Dutch Immigration. This is in addition to the financial means that are required for the visa/residence permit procedure. You are not allowed to make use of the (Studielink) options to pay by authorization or in installments.

We consider the fee paid in these cases:

- After receipt of a copy of an acceptable scholarship letter from an educational or governmental institute that specifically states the amount and the period that is covered and of which the payment is handled by the UM Scholarship Office
- After confirmation of our Finance Department or the desired program, that the full payment of the tuition/registration fee was received. Do NOT transfer the tuition payment to the visa office bank account!

The applicable tuition fees for degree programs are listed [here \(link\)](#). You will almost always have to pay the institutional tuition fees. Only holders of a valid specific residence permit from another EU country from [this list \(link\)](#) are eligible for the statutory tuition fees after their Dutch residence permit for study is approved. For the instructions on how to pay, please refer to the information on [the single lump sum transfer \(link\)](#).

For other programs, the program concerned provides information on the fee and its payment.

8. A copy of your valid residence permit

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

Required document:

A copy of your valid residence permit. Please upload a copy of the front and back of the residence permit

Paragraph B. What payments 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
2. **€15,000** as a deposit if you do not have a scholarship. 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.

You can combine both sums in one bank transfer to avoid additional bank charges.

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	Your student ID number, full name, and the words “living allowance”

3. You must transfer a full year’s tuition/registration fee **separately to another account** as specified in the instructions in your admission/registration process.

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 and payments meet the requirements, we will send your application to Dutch Immigration. In general, the approval will take approximately 6 weeks. As soon as Dutch Immigration approves your residence permit, we will inform you further. We strongly recommend that you do **not** purchase plane or train tickets until you have received the official approval letter from Dutch Immigration. You will receive a copy of the formal approval letter in order to facilitate your travel.

Deadline

You should be in the Netherlands no later than 2 weeks before your program starts to be settled, take care of several formalities, and take part in the (compulsory) introduction. As the procedure with Dutch Immigration takes 6 weeks, the deadline for completion of the visa requirements is 1 July for the September intake and 1 December for the February intake.

Housing

Your priority is getting a private and personal Dutch address. As this is an absolute necessity to register in the municipality, open a bank account, and meet other obligations, we strongly recommend arranging this as soon as possible from abroad. Postponing this until you have arrived in the Netherlands jeopardizes your financial mobility, legal residence, the timely start of the programme, etc. Finding suitable accommodation after you have arrived is extremely difficult and the address of a hotel, a friend, or the university is not acceptable. Therefore, a good place to start is [the Maastricht Housing website \(link\)](#).

Note: holders of a Dutch residence permit are not allowed to live outside The Netherlands. Also not near the border in Belgium or Germany.

Maastricht University

Housing in Maastricht

House Hunting: Start early!

Starting your house hunt early is essential. Housing options in Maastricht are severely limited, especially at the start of the academic year. Therefore, we strongly advise you not to come to Maastricht if you have not found housing in or around the city before the academic year begins.

If you arrive without housing arrangements, please be aware that UM doesn't provide student housing and online education isn't available due to housing constraints.

Maastricht University

Housing in Maastricht

House Hunting: Start early!

Consider using official housing resources like www.maastrichthousing.com or www.mymaastricht.nl/housing.

Exercise caution with Facebook housing offers and always inspect rooms in person. Non-EU students should note that their Dutch student visa requires residency in the Netherlands, so living in a nearby country on this visa is not an option.

mymaastricht.nl
make maastricht yours

Maastrichthousing.com
The portal for student housing in Maastricht.

And when I arrive in the Netherlands?

- **Submit your biometric data and collect your residence permit**

After arrival, you must have a passport picture and fingerprints taken by an official of Dutch Immigration. More information on this requirement will follow when your residence permit is approved. A few weeks later your residence permit can be issued and we will let you know where and when you can pick up your residence permit.
- **The registration in the Municipal Records Database (BRP)**

The registration in the municipal database of the city where you are going to live in the Netherlands is compulsory. If you are going to live in Maastricht (ZIP-codes 6200 AA to 6229 ZZ), you need to bring a valid passport and a legalized birth certificate. For more information on legalization, please consult the [Dutch government's legalization page \(link\)](#). If you are going to live in another Dutch municipality, please consult the City Hall of that Dutch municipality on the requirements. We wish to stress that a Dutch residence permit allows you to live in The Netherlands only. You cannot register in Belgium or Germany even though Maastricht University is close to the border and accommodation may be easier to find.
- **The TB test**

One of the residence permit requirements is that you will have to subject yourself to an x-ray of your chest to rule out tuberculosis. The test has to be taken within three months upon arrival. The costs of the test are € 55.30 Citizens of [these countries \(link\)](#) and holders of a valid special EU residence permit from [this list \(link\)](#) are exempt from the test. In all other cases, you will have to take the test, even if you recently had a similar test in another country. More information on the test will follow after you have arrived in the Netherlands. Please note that non-compliance may result in the suspension of your residence permit.
- **Health insurance**

Health insurance is a statutory obligation in The Netherlands. If you already have health insurance in your home country, please check whether this also covers your entire stay in the Netherlands and to what extent. If you do not have health insurance yet, or if your current insurance policy does not (sufficiently) cover your stay in The Netherlands, you have to take out health insurance in the Netherlands. We strongly advise you to take care of this before you leave for the Netherlands to ensure proper coverage. For more information and suggestions, please refer to [this insurance page \(link\)](#).

Enclosure 1: Consent form [\(refer to item 3 in paragraph A.\)](#)

Consent form for the residence permit procedure for contract student

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 living address)	<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 will be registered for as a contract student	_____										

(1/2): This consent 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. 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
- ✓ 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 will contact the UM Visa Office myself to arrange the extension of my residence permit if needed, before my current permit expires.
- ✓ Each academic year I will prove to the UM Visa Office that I have sufficient financial resources for living allowance.
- ✓ I will transfer the tuition or registration fee for a full year in one lump sum or provide a verifiable Dutch educational or governmental scholarship letter scholarship to that amount before my application can be submitted to Dutch Immigration.
- ✓ I am aware that I cannot pay my tuition fee by authorization (at once or in instalments) and non-compliance will result in the annulment of my registration and residence permit.

- 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 consent form

Enclosure 2: 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? 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	<u> (dd/mm/yyyy) </u>
2.3	The current place and date of signing	<u> Place </u>
		<u> Date (dd/mm/yyyy) </u>
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 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 3: Appendix Declaration of intent to undergo a TB test [\(refer to item 4 in paragraph A.\)](#)

Appendix Declaration of intent to undergo a TB test

To obtain a residence permit, you (or the person, you represent must be prepared to undergo a tuberculosis (TB) test and – if necessary – treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will undergo a TB test within three months of having received your residence permit. Should it become clear after the issue of a residence permit that – despite signing the declaration of intent – you failed to undergo a TB test within three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test' ([link](#)). Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1. Details of foreign national to be tested (the applicant)

Write in block letters

1.1	Application for a permit for the purpose of work, wealthy foreign national, learning while working, or study?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.2	V-number (if known)	_____
1.3	Name (as stated in the passport)	_____ <i>Surname</i> _____ <i>First name(s)</i>
1.4	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
1.5	Date of birth	_____
1.6	Place of birth	_____
1.7	Country of birth (as stated in the passport)	_____

[\(1/3\): This Declaration of intent to undergo a TB test continues on the next page](#)

1.8	Nationality	_____
1.9	Civil status	<input type="checkbox"/> unmarried (single or living together) <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower
1.10	Home Address	<i>Street</i> _____ <i>Number</i> _____ <i>Postcode</i> _____ <i>Town</i> _____
1.11	Details Passport	<i>Number</i> _____ <i>Country</i> _____ <i>Valid from (dd/mm/yyyy)</i> _____ <i>Valid to (dd/mm/yyyy)</i> _____
1.12.1	Do you have a spouse or (registered) partner?	<input type="checkbox"/> No > Go to 2 'Signing' <input type="checkbox"/> Spouse > Please complete the requested details below <input type="checkbox"/> (Registered) partner > Please complete the requested details below
1.12.2	Name spouse or (registered) Partner (as stated in the passport)	<i>Surname</i> _____ <i>First name(s)</i> _____
1.12.3	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
1.12.4	Nationality	_____

(2/3): This Declaration of intent to undergo a TB test continues on the next page

1.12.5 Home address

Street

Number

Postcode

Town

2. Signing

With my signature, I declare that:

- ✓ I am prepared to cooperate in a tuberculosis test and any treatment.
- ✓ I am aware of the fact that I must undergo a TB test within three months after the residence permit has been received. If I fail to do so, this might have consequences for my right of residence in the Netherlands.

2.1 Name of foreign national

2.2 The current place and date of signing

Place

Date (dd/mm/yyyy)

2.3 Signature of foreign national

(3/3) End of Declaration of intent to undergo a TB test

Enclosure 4: 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
	===== +
Total	€ 1,250