

You stated that:

- you are going to be registered as a **full-time** contract student
- you wish to live in the Netherlands during your studies
- you do **not** have a Dutch residence permit
- you **do** have the **nationality** and a valid passport of one of the following countries:

Australia	Monaco	USA
Canada	New Zealand	Vatican City
Japan	South Korea	United Kingdom

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

- When starting in September: **30 June 2025 at 23:59:59CET**
- When starting in February: **30 November 2025 at 23:59:59CET**

Start uploading your documents in time! Evaluating your documents may take up to 10 working days.

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 transaction statement showing the legal fees \(€243\) transferred](#)
2. [Acceptable proof of sufficient financial means](#)
3. [A copy of your valid passport](#)
4. [A completed and signed consent form](#)
5. [A completed Antecedents Certificate](#)
6. [Proof of payment of your registration fee](#)

NOTE; We strongly recommend uploading ALL required documents at once. Your uploads will only be assessed when including financial documents. Merely uploading forms or other non-financial document will halt your assessment until financial documents are added.

1. A transaction statement showing the legal fees (€243) transferred

The €243 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.

You can, for instance, upload a transaction overview and/or transaction receipt from your bank showing the full amount for legal fees that have been transferred to the UM VISA bank account, including **ALL** necessary details mentioned in the transaction information. In addition, make sure that the account holder's information from whom the amount is being transferred is visible as well (full name and bank account number).

Only (a copy of) a transfer order does not suffice because this does not prove the actual transfer nor the reference details the bank included.

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

Required document:

A transaction statement from the bank showing the €243 transferred to the VISA bank account. The transfer reference must show your **student ID number, full name, date of birth, and the words "legal fees"** as a reference, regardless of whose account the legal fees are transferred from. **For instance: "I6XXXXXX, FULL NAME, DD/MM/YYYY, LEGAL FEES"**.

2. 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 (see [enclosure 4](#) for a cost breakdown). 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 two (combinable) options to prove this.

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). This amount will be held until your **first day of registration** of your program.

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

Instructions on how to request the refund will be provided in the **pre-arrival information**, which will be sent to you after your residence permit is approved. In the case of rejection or withdrawal. There might be a delay in the refund process.

Since the deposit will not be refunded before the first day of registration, you must ensure you have enough financial resources to cover the period before receiving your deposit back. You will need to manage this time without access to your deposit once you arrive in the Netherlands, using cash, credit card, or a foreign debit card.

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. **For instance: "I6XXXXXX, FULL NAME, DD/MM/YYYY, LIVING ALLOWANCE"**. If the transaction does not mention the word **"living allowance"** it will be rejected by Dutch Immigration.

➤ **Option B.** A recent scholarship awarding letter

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

If your scholarship awarding letter does not meet the above-mentioned requirements, we cannot accept the letter! Then choose one of the other options provided.

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. Proof of payment of the registration fee

Do not pay the registration fee to the account of the Visa Office, but follow the instructions of the programme you applied for.

Required document:

Proof of transfer showing the date, transferred amount fee, and student ID number.
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When applying for a visa/residence permit for study, your registration fee payment options are very limited. You are required to pay the full registration fee for the 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 registration fee was received. **Again:** do NOT transfer the registration fee to the visa office bank account!

The program concerned provides information on the fee and its payment.

Paragraph B. What payments do you have to make?

1. **€243** 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. **The 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, date of birth, and the words “living allowance” and/or “legal fees”. For instance: “I6XXXXXX, FULL NAME, DD/MM/YYYY, LIVING ALLOWANCE/LEGAL FEES”.

Deadline receipt of transfer(s) in our bank

- When starting in September: **30 June 2025 at 23:59:59CET**
- When starting in February: **30 November 2025 at 23:59:59CET**

3. You must transfer the 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. The address of a hotel, a friend, or the university for registration is not acceptable.

Holders of a Dutch residence permit are not allowed to live outside The Netherlands. You cannot live in Belgium or Germany even though Maastricht University is close to the border and accommodation may be easier to find.

Housing availability

Housing options in Maastricht are severely limited, especially at the start of the academic year.

Finding suitable accommodation after you have arrived is extremely difficult.

Therefore, we strongly advise you not to come to Maastricht if you have not found housing in or around Maastricht before the academic year begins.

Consider using official housing resources like:

- www.maastrichthousing.com
- www.mymaastricht.nl/housing



 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](http://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)

It is mandatory to register in the Municipal Records Database (BRP) at the city where you will be residing in the Netherlands. For those planning to live in Maastricht (ZIP codes 6200 AA to 6229 ZZ), you must present a valid passport and a legalized birth certificate. For information on the legalization process, please refer to [the Dutch government's legalization page](#) or contact Maastricht Municipality directly at post@maastricht.nl.

If you plan to reside in any other Dutch municipality, it is essential to contact the City Hall of that specific municipality to inquire about their registration requirements.

Reminder: Holders of a Dutch residence permit are not allowed to live outside The Netherlands. You cannot live in Belgium or Germany even though Maastricht University is close to the border and accommodation may be easier to find.

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 [\(refer to item 4 in paragraph A.\)](#)

Consent form for the residence permit procedure for contract students

1. Personal details

1.1	UM Student ID number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	1	6						
1	6									
1.2	Name (as stated in the passport)	<p><i>Surname</i> _____</p> <p><i>First name(s)</i> _____</p>								
1.3	Sex	<p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>								
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	<p><input type="checkbox"/> unmarried (single or living together)</p> <p><input type="checkbox"/> married</p>								
1.9	Home Address (current living address in home country)	<p><i>Street</i> _____</p> <p><i>Number</i> _____</p> <p><i>Postcode</i> _____</p> <p><i>Town</i> _____</p> <p><i>Country</i> _____</p>								
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 will transfer the registration fee 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 registration 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? | <input type="checkbox"/> Yes
<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
<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
<input type="checkbox"/> 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? | <input type="checkbox"/> Yes
<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
<input type="checkbox"/> No |
| 1.6 | Have you stayed illegally in the Netherlands? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

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

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 you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

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