

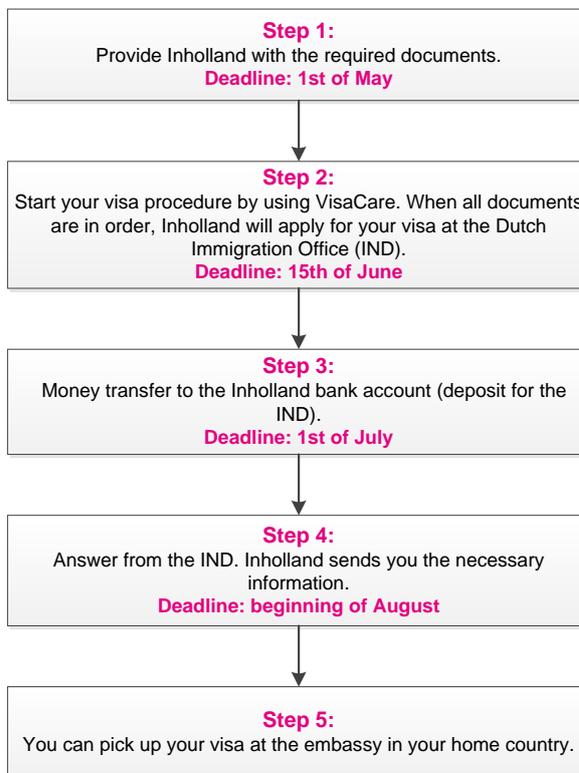
## Important information on entry visa and residence permit

### **Exchange students (starting in September 2019 academic year)**

This document contains important information for international exchange students from all countries except the European Union/European Economic Area, US, Canada, Australia, New Zealand, Japan, and South Korea.

Students from the mentioned countries and degree seeking students should refer to other information sheets also available through our website ([www.Inholland.com](http://www.Inholland.com)).

Please read this information-sheet carefully.



### **Visa (MVV – Machtiging tot Voorlopig Verblijf)**

To enter the Netherlands, you need to hold a valid entry visa, a so called “*Machtiging tot Voorlopig Verblijf*”, or simply “MVV”. In addition, following your arrival in the Netherlands with this entry visa, you will need to obtain a residence permit for the duration of your exchange programme (no extension possible). Due to applicable regulations, students cannot directly apply for a Dutch study visa, but must do so through the Dutch host university. If you enroll in the international programmes of Inholland, the central student administration of Inholland will take care of the visa application on your behalf. Inholland charges an administration fee for this. After you submitted the necessary documents and transferred all fees and deposits to Inholland, we will submit a visa request to the Dutch Immigration Office on your behalf. If the request is approved, your entry visa may be issued at the embassy in your home country within 2-6 weeks after submission. With this visa you can travel to the Netherlands. Within three days after arrival in the Netherlands you will have to make an appointment with the Inholland International Office of the location where you will do your exchange. They will inform you about the formalities around your stay in the Netherlands and obtaining your resident permit.

**Note:** it is not permitted under any circumstances to enroll in a programme in the Netherlands when holding a tourist visa. Moreover, during the visa application procedure you are not allowed to be in the Netherlands.

### **Preconditions**

Before Inholland can start the MVV application on your behalf, you first must make sure that you satisfy all the exchange programme application requirements of Inholland. We can only proceed with your visa application if you fulfil all the requirements, you have been accepted and registered by Inholland as an exchange student and have transferred all the relevant fees and deposits.

Detailed information **for exchange students** can be found here:

<https://www.inholland.nl/inhollandcom/exchange/>

### **Necessary documents for visa**

For the MVV application you will need to submit several documents to Inholland. After you've been accepted to Inholland and received an email with instructions to apply for your MVV by using Visa Care, you will be informed about which documents you need to send us.

As it may take you some time to gather all the necessary documents, we strongly advise you to start collecting these following documents:

1. A copy of your passport including all the pages that contain stamps and old stickers. Please note that the passport should still be valid for at least 18 months after arrival in the Netherlands, preferably valid for the entire period of the study
2. An original bank statement in your name or in name of your sponsor (proof of financial means for the Dutch Immigration Office by students other than Chinese students. Chinese student please see page 3)
3. The original grant statement, for example if you hold an Erasmus grant. (if applicable)
4. Especially for students with the Chinese nationality: a “Nuffic Certificate” (see: <https://ncas.nuffic.nl/>);
5. A criminal conduct statement (if applicable)
6. In case you wish to collect your visa (MVV) in another country than your home country: a copy of your residence permit of that country valid for at least three months after collecting the visa (MVV).
7. A portrait photo for your residence permit. The photo must comply with certain detailed and strict legal requirements (see <http://www.government.nl/issues/identification-documents/passports-identity-cards-and-dutch-nationality-certificates>)

During your Visa Care process you will also be informed about other documents you need to send us.

**Note:** All the above mentioned documents need to be stated in English, German, French or Dutch and may not be older than 3 months. If you are submitting documents in another language, they must be original documents and must be accompanied by a certified translation.

### Deadlines

The MVV application deadlines for the **September semester** of the academic year 2019-2020 are as follows:

Programme application:	<b>1 May</b>	<b>2019</b> (recommended)
MVV application in Visa Care:	<b>15 June</b>	<b>2019</b>
Payment:	<b>1 July</b>	<b>2019</b> (at latest)

### Fees and payment

#### Visa and residence permit fees

The IND administration fee currently stands at €192. Inholland will assist you with this procedure for an administration fee of € 35. You need to transfer the IND and Inholland administration fees of €227,- into the Inholland bank account. Inholland will transfer the €227,- fee on your behalf to IND.

#### Health Insurance

Having a sufficient health and liability insurance for the time of your stay in the Netherlands is a prerequisite for the MVV application. Inholland will take out a compulsory health and liability insurance on your behalf ([Aon insurance](#)). The insurance fees are approximately € 200,- for one semester and €472,- for two semesters. Inholland will pay these fees on your behalf, if you have made a timely and sufficient deposit.

**Note:** Cancelling your existing health insurance in your home country may result in acceptance problems on your return, so it may be wise not to cancel this insurance. Please also remember to take out sufficient travel insurance, if desired.

#### Proof of financial means

Due to Dutch laws and regulations, international exchange students must demonstrate that they have sufficient financial means to cover all the study and living expenses during their studies in the Netherlands. Based on these regulations, you will need to demonstrate that you have a net amount of at least € 882,47 (or the equivalent in the currency of your home country) at your disposal for each month of your studies at Inholland to cover the living expenses during your stay in the Netherlands.

Example:

One-semester exchange 01-09-19/31-01-20:	€4.412 (5 months x monthly €882,47)
Two-Semester exchange 01-09-19/15-07-20:	€9.708 (11 months x monthly €882,47)

**Note:** The above amounts are set forth by the Dutch Student Finance Act and are subject to regular change. The amounts can be adjusted every six months.

## Methods of Payment

International students may choose one of the following methods to demonstrate sufficient financial means. For each of the below methods, the financial statements may not be older than 3 months.

### Method 1

Evidence of the relevant amount can be provided by sending us an **original** bank *statement* demonstrating that the amount is freely available at your disposal in your bank account. (*Make sure the name, address and telephone number of the bank is visible on the statement!*)

### Method 2

Evidence of the relevant amount can also be provided by sending us each of the following documents:

- an **original** bank statement on the name of your sponsor demonstrating that your sponsor (for instance one of your parents) has the relevant amount freely available at his/her disposal in his/her bank account. (*Make sure the name, address and telephone number of the bank is visible on the statement!*)
- a signed statement from your sponsor that he/she will transfer € 882,47 per month into your bank account during the time of your exchange stay in the Netherlands
- an original statement from the bank that they have a payment order to transfer the relevant amount in to your account during your period of exchange in the Netherlands.
- a copy of the sponsor's passport.

### Method 3

Holders of certain grants (i.e. Erasmus grant) can provide evidence of the relevant amount by sending us each of the following documents:

- an original statement indicating the awarding of the, for example, Erasmus grant and the amount of the grant;
- and (if the grant is not sufficient to cover the full amount needed:) any of the above methods to demonstrate that you have sufficient means to provide for the remaining amount not covered by the grant.

**Note!** Please make sure that the bank statement contains your full name, account number and the balance available. You should have full and unrestricted access to this balance (free withdrawal).

## Payment details

One-semester exchange: € 227 (IND and Inholland administration fees) + € 200 (insurance) = **€ 427**

Two-semester exchange: € 227 (IND and Inholland administration fees) + € 472 (insurance) = **€ 699**

## **Students with a Chinese, African, Indian, Nepalese, Pakistani and Bangladeshi nationality**

Due to technical difficulties with obtaining correct bank statements from these countries, Chinese, African, Indian, Nepalese, Pakistani and Bangladeshi students only have the option to transfer the total amount of € 4.839,- (one-semester deposit, IND and Inholland administration fees and insurance fees) or € 10.407,- (two-semester deposit, IND and Inholland administration fees and insurance fees) into the Inholland bank account. Inholland will deduct the related expenses from this deposited amount, and the final balance will be returned to you in your Dutch bank account after you have arrived in the Netherlands.

Please transfer the applicable amount to Inholland on the following bank account, mind that no transfer costs are deducted:

Account details

Account holders name: Hogeschool Inholland  
IBAN number: NL 87 RABO 0160 9305 10  
BIC: RABONL2U

Bank details

Name: Rabobank  
Address: Blaak 333  
Postal code: 3011 GB  
City: Rotterdam  
Country: The Netherlands

**Note:** When transferring the amount to Inholland, you must **specify on the transfer** your **first name + surname** and the code **13751T042**. Without these details Inholland will not be able to locate the transfer, and this will delay or obstruct the application of your MVV.

**Additional information**

**Birth certificate**

Although there is no need to submit a copy of your birth certificate during the visa (MVV) application, you will need to have an original, legalized birth certificate and an authorized translation in English, German, French or Dutch of this certificate before you come to the Netherlands. The reason for this is that the Dutch Embassy may ask for it when you collect your Dutch visa (MVV) in your home country. In addition, the Dutch municipal government of the municipality where you will reside will require this certificate for registration in the municipal registry. You will need to inquire in your home country where to obtain your birth certificate. Please note that it may take several weeks to obtain your birth certificate, have it legalized and have it translated.

**Legalization**

Legalization of a document means that this has been given an official stamp and has been signed by the competent authorities. In many countries this is done by the Ministry of Foreign Affairs. This signature and stamp will need to be validated by a signature and stamp from the Dutch embassy in your home country. The cost at the Dutch embassy may vary in different countries (usually around € 50).

### Extra services

Apart from the visa (MVV) application on your behalf, we can provide you with the extra services of the "Welcome to Inholland Programme", including the following services:

- Pick-up service from the train station or airport upon arrival in the Netherlands
- Assistance with the application of the residence permit and registration at the City Council;
- Assistance with opening a bank account in The Netherlands;

For more information about the Welcome to Inholland Programme, please contact the International Office at the location where you will follow your exchange programme:

Inholland Amsterdam/Diemen: [Intooffice.diemen@Inholland.nl](mailto:Intooffice.diemen@Inholland.nl)

Inholland Haarlem/Alkmaar: [Intooffice.haarlem@Inholland.nl](mailto:Intooffice.haarlem@Inholland.nl)

Inholland Rotterdam: [Intooffice@Inholland.nl](mailto:Intooffice@Inholland.nl)

Inholland The Hague: [Intooffice@Inholland.nl](mailto:Intooffice@Inholland.nl)

Inholland Delft: [Intooffice@Inholland.nl](mailto:Intooffice@Inholland.nl)

### Further information

For more general information about the Dutch immigration procedures you may also want to check: <http://www.newtoholland.nl> or <http://www.nuffic.nl/international-students> or [www.from2.com](http://www.from2.com)