



**Amsterdam University  
of Applied Sciences**

# AUAS IMMIGRATION GUIDE

EXCHANGE STUDENTS 2019-2020 (TEV)



CREATING TOMORROW

# INTRODUCTION

Thank you for choosing Hogeschool van Amsterdam/ Amsterdam University of Applied Sciences (hereafter AUAS). We are looking forward to welcome you!

## IN THIS GUIDE

The *AUAS Immigration Guide* will explain all the steps you need to take in order to study and reside legally in the Netherlands. This guide will outline the immigration procedure for you and will start with an overview followed by parts that describes actions that you need to take before and upon arrival. There is also a checklist attached which you can use to keep track of all the steps you need to fulfil.

## START TODAY

It is important that you send AUAS Immigration Affairs all the immigration requirements as soon as possible! Some requirements can take several weeks to obtain and we want you to start your study in time.

Good luck with all the preparations and if you have any questions please do not hesitate to contact AUAS Immigration Affairs since we are more than happy to assist you!

## PATHFINDER

The Dutch government has created the application named Pathfinder. This tool will provide general information for all phases of studying in the Netherlands (before arrival, upon arrival, during your study and after your studies).

Please go to the following site and click on Pathfinder:

[amsterdamuas.com/immigration](https://amsterdamuas.com/immigration)

# CONTENT

IMMIGRATION PROCEDURE OVERVIEW .....	3
BEFORE ARRIVAL – NECESSITIES .....	4
BEFORE ARRIVAL – FINANCES .....	5
UPON ARRIVAL.....	6
AUAS ARRIVAL DAY.....	7
CHECKLIST .....	8
CONTACT DETAILS.....	9



**DISCLAIMER** Although this guide has been written with great care, no rights can be derived from the information it contains. All information, numbers, values and fees are subject to minor changes.

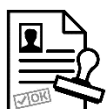
# IMMIGRATION PROCEDURE OVERVIEW

All students from outside the European Union, Schengen Area and the European Economic Area need a residence permit to study in the Netherlands. Your residence permit application must be handled by AUAS Immigration Affairs; you cannot apply for it yourself. This section will provide a simplistic overview of the specific immigration procedure applicable to you.



## 1. SEND DOCUMENTS AND PAYMENTS TO AUAS IMMIGRATION AFFAIRS

AUAS Immigration Affairs sends out an immigration procedure e-mail with the required steps that you need to take. After you have sent in the necessary documents and transferred the payment(s), your file will be sent to the Dutch Immigration and Naturalization Service (IND).



## 2. IND PROCESS

The IND will process and evaluate your file and this can take several weeks. Unfortunately AUAS Immigration Affairs does not have any influence on their processing time. After the IND made a decision about your application you will be informed accordingly by AUAS Immigration Affairs. Take note that we advise you to not purchase your flight ticket before you receive a notification from us that your application has been approved by the Dutch immigration services.



## 3. COLLECT YOUR ENTRY VISA AT THE DUTCH EMBASSY OR CONSULATE

In order for you to travel to the Netherlands you will need an entry visa. After you receive the 'IND approval e-mail' from AUAS Immigration Affairs you can contact the Dutch embassy or consulate in your country to make an appointment. You always need to visit the Dutch embassy or consulate in your home country, unless you have a residence permit for another country. Not all embassies and consulates can process entry visas and in some countries there is no Dutch embassy or consulate. Use this website to check which embassy or consulate you need to go to: <https://www.netherlandsandyou.nl/travel-and-residence/visas-for-the-netherlands/applying-for-a-long-stay-visa-mvw>.



## 4. TRAVEL TO THE NETHERLANDS

After you received your entry visa you can travel to the Netherlands. Make sure your passport is valid for at least 6 months after you enter the Netherlands. AUAS is looking forward to welcome you at the AUAS Arrival Day(s)!



## 5. UNDERGO TUBERCULOSIS TEST (IF NECESSARY)

Students from some nationalities need to undergo the tuberculosis shortly after their arrival in the Netherlands. For more information see the "TB Test Document" which is included in the immigration procedure e-mail.



## 6. COLLECT YOUR RESIDENCE PERMIT & SEND A COPY TO AUAS

AUAS Immigration Affairs will inform you when and where you can collect your residence permit card. Send a copy to AUAS Immigration Affairs.



## 7. STUDYING AND RESIDING LEGALLY IN THE NETHERLANDS

After you completed all steps outlined above you are residing and studying legally in the Netherlands for the duration of your stay plus an additional 3 months. Your residence permit card will also act as a Dutch ID card.

# BEFORE ARRIVAL – NECESSITIES

This section shows the necessities that you need to complete before your trip to the Netherlands.

## 1. IMMIGRATION DOCUMENTS

You have received an immigration procedure e-mail with all the steps that needs to be taken in order for AUAS Immigration Affairs to send in your application to the IND. Please arrange everything as soon as possible and keep the deadlines in mind. The sooner we can send in your application, the better, since arranging your entry visa will also take time. Only after AUAS Immigration Affairs has received all requirements your file can be send in to the IND.

## 2. BIRTH CERTIFICATE (IF NEEDED)

Whether you need to arrange a birth certificate depends on the location where you will live. See below for more information:



### LIVING IN AMSTERDAM OR DIEMEN?

If you know for sure that you will be living within Amsterdam or Diemen city limits, you do not need a birth certificate to register with the municipality. All accommodation provided by AUAS are in Amsterdam or Diemen.



### LIVING IN ANOTHER CITY?

If you will live outside Amsterdam or Diemen you most likely need to arrange an original (legalised) birth certificate in order to register with the municipality. Please check with the municipality where you will live whether you need one and which languages are accepted.



### NOT SURE WHERE YOU ARE GOING TO LIVE?

We strongly advise to arrange an original (legalised) birth certificate in order to register with the municipality. Usually birth certificates in the languages English, French, German, Spanish and Dutch will be accepted. It is mandatory to register at the municipality and it is your own responsibility if you do not have a birth certificate with you and need it after all.

## 3. INSURANCE

It is obligatory by law to be properly insured for the duration of your stay in the Netherlands. Please check whether your (health) insurance is valid for all Schengen countries. The insurance has to cover:

- Medical expenses;
- Urgent dental treatment;
- Third party liability;
- Special expenses and assistance;
- Accidents;
- Legal assistance;
- Travel insurance;
- Home contents insurance.

If you are not insured properly, apply for a health insurance policy that is valid for the Schengen area. If you do not have (health) insurance, you can check this insurance company approved by the IND:

- Aon Student Insurance: [www.aonstudentinsurance.com/students/en/](http://www.aonstudentinsurance.com/students/en/)

## BEFORE ARRIVAL – FINANCES

Before AUAS Immigration Affairs can send in your application to the IND all financial requirements must be met. There are several different costs and financial requirements involved.

### 1. IND FEE

The IND fee needs to be paid by all students and covers the costs of the IND processing and evaluating your file. The IND deducts this fee from the AUAS bank account so you need to transfer it to directly to AUAS. The IND fee is non-refundable once your application has been sent to the IND!

- The IND fee for all students: € 180

### 2. PROOF OF FINANCIAL MEANS AND HOW TO PROVIDE IT

The IND requires that you have sufficient financial means to cover your stay in the Netherlands. This not a payment or fee, this is only to show the IND that you have enough money to support yourself. Each year the IND sets a monthly required amount; this year the amount is set at € 900 a month. Students who come to AUAS for one semester need to show that they have sufficient financial resources for a period of seven months.

- The proof of financial means for one semester: € 6.300
- The proof of financial means for two semesters: € 10.800

The proof of financial means is according to students the most difficult part of the immigration procedure, please read this information carefully and act soon! You can provide your proof of financial means through four different options. See the following link for more information and requirements: [www.amsterdamuas.com/financialmeans](http://www.amsterdamuas.com/financialmeans).

### 3. AUAS BANK DETAILS

See below for our bank details. **Note that AUAS will not pay for any transfer costs; you have to pay for them. If you fail to do so, we cannot send in your file to the IND and we are obligated to wait until you transfer the remaining amount as well.**



<b>Account Name</b>	Stichting Hogeschool van Amsterdam
<b>Account Number</b>	42.89.25.111
<b>IBAN Code</b>	NL52DEUT0428925111
<b>BIC/Swift Code</b>	DEUTNL2N
<b>Name Bank</b>	DEUTSCHE BANK
<b>Address Bank</b>	De Entree, Amsterdam, The Netherlands

Use the following reference for all payments: **“AUAS VVR + your full name (last name, first name) + your date of birth (dd-mm-yyyy).”** This is the only way we can locate your payment(s). We strongly advise you to obtain or print a transfer receipt of your transfer receipt. This can help us to locate your payment.

# UPON ARRIVAL

This section shows the necessities that you need to complete shortly after your arrival to the Netherlands.

## 1. REGISTRATION MUNICIPALITY

All students are obliged to register at the municipality in the town where they will live. The registration at the municipal administration is also an application for the BSN (burgerservicenummer = Citizen Service Number). This number is needed for working, opening a Dutch bank account, for visiting a doctor or receiving hospital treatment in the Netherlands.

You will have to bring:

- Your passport;
- Copy of the identity details pages of your passport;
- Your rental contract;
- Your birth certificate (you might need this for municipalities other than Amsterdam and Diemen).

## 2. TUBERCULOSIS TEST (IF APPLICABLE)

Students from several nationalities will need to undergo a tuberculosis (TB) shortly after their arrival in the Netherlands at the Municipal Health Service (GGD). Please see the "TB Test Document" that was attached to the immigration procedure e-mail to check whether you need to this. This document also contains more information and contact information of the GGD. The test is free of charge.

## 3. RESIDENCE PERMIT CARD

It is important to pick up your residence permit card and only after this step you will be residing and studying legally in the Netherlands. AUAS Immigration Affairs will inform you when and where to pick up this card. The last step is to send a copy to AUAS Immigration Affairs.



# AUAS ARRIVAL DAY

AUAS organises Arrival Day(s) where students are able to arrange several practical matters at the same time. We strongly advise students to arrive before or on this day in order to get a good start here in Amsterdam. Some steps are mandatory to arrange and if you do it yourself it will take much more time.

## 1. REGISTER FOR THE AUAS ARRIVAL DAY

For more information and to register, please go to: [www.amsterdamuas.com/arrivalday](http://www.amsterdamuas.com/arrivalday). See below some of the services that are offered during this day, for more information please check the website. On this website you can also get more information about the free Schiphol Airport Pick-up Service for students that arrive during the Arrival Day.

## 2. COLLECT YOUR KEY IF YOU ARRANGED HOUSING THROUGH AUAS

If you arranged housing through AUAS you are able to collect your room key during the arrival day(s). There will be shuttle buses that will bring you directly to your accommodation.

## 3. REGISTRATION MUNICIPALITY

During the AUAS Arrival Day you can register for the municipality of Amsterdam and Diemen. If you cannot make it on the Arrival Day you need to make an appointment on your own. This can take a lot of time before you can register, so it is highly recommended to register on this day. If you do not have a place yet or live in another municipality you cannot register on this day unfortunately and you need to organize it yourself.

## 4. VISIT AUAS DESK

Please visit the AUAS Desk for the following:



### COLLECT YOUR STUDENT CARD

If you uploaded your picture in time you can collect your student card at the AUAS desk. Upload your picture before the deadline mentioned on the Arrival Day website via the following link: [www.mijnhvapas.nl](http://www.mijnhvapas.nl)



### COLLECT A GOODIE BAG

AUAS will hand out a goodie bag with useful items such as a free Dutch sim card, information about the University Sport Center and much more. You can collect yours at the AUAS Desk.



### ASK YOUR QUESTIONS

You can ask questions about living in Amsterdam, about AUAS or about the immigration procedure to the AUAS staff! The AUAS staff will be more than happy to assist you.

## 5. MAKE AN APPOINTMENT TO OPEN A DUTCH BANK ACCOUNT

The ING Bank is present where you can make an appointment to open a Dutch bank account. You can ask them questions about opening a bank account as well. You can also open a bank account with another bank yourself if you prefer this, the procedure could be harder.

# CHECKLIST

## BEFORE ARRIVAL - NECESSITIES

- Have read the AUAS Immigration Guide carefully
- Your passport is at least 6 months valid after you enter the Netherlands
- Have sent all required documents to AUAS Immigration Affairs
- Arranged a birth certificate (if needed)
- Insurance that covers Europe/Schengen
- Collected entry visa at the Dutch embassy or consulate

## BEFORE ARRIVAL - FINANCES

- Paid the IND fee
- Provided proof of financial means

## UPON ARRIVAL

- Visit AUAS Arrival Day
- Register at the municipality
- If required: undergo a TB Test
- Pick-up residence permit card
- Send copy residence permit card to AUAS Immigration Affairs



## CONTACT DETAILS

For questions concerning the immigration procedure you can contact AUAS Immigration Affairs, see contact details below. For information concerning your study programme and housing please contact the [International Office of your AUAS Faculty](#).



ADDRESS

Hogeschool van Amsterdam/AUAS  
AUAS Immigration Affairs  
Coordinator Rachel Armbrister  
Postbus 511, 1000 AM  
Amsterdam, The Netherlands



[immigration@hva.nl](mailto:immigration@hva.nl)



+31621156816



[www.amsterdamuas.com/immigration](http://www.amsterdamuas.com/immigration)



