



# Visa application procedure

## Entrance visa (MVV) & Study residence permit (VVR)

### IMPORTANT

Please provide us with all required payments and documents before the deadline of 19th of June 2020 to avoid any delay in your visa application process.

We strongly advise you not to book a flight until the MVV sticker has been placed in your passport.

### I. Which permits are required?

Students from outside the EU/EEA and Switzerland (Europe) who wish to attend a study programme at Rotterdam University of Applied Sciences for more than 3 months are obliged to obtain a study residence permit.

Depending on your situation, you will need one or both of the following permits:

- **MVV** = Entrance visa to enter the Netherlands. The MVV is only valid for 3 months and will be collected in your home country.
- **VVR** = Study Residence Permit. The VVR will be valid for your entire study period and will be collected in the Netherlands.

<b>MVV and VVR</b>	<b>VVR only (no MVV required)</b>
Students from countries outside the EU/EEA and Switzerland (Europe)	Students from Australia, Canada, Japan, Monaco, New Zealand, South Korea, USA and Vatican City State  Students with a valid residence permit from a <a href="#">Schengen country</a>

### II. Before arrival

As your recognised sponsor the Centre of International Affairs (CoIA) applies for a MVV and/or VVR on your behalf at the Dutch immigration office (IND). This process is done **before** you arrive in the Netherlands. As your recognised sponsor we require that you provide us with proof of sufficient funds to cover your living expenses while studying in the Netherlands.

A MVV and/or VVR costs €174,00. This fee is specified on your invoice and is non-refundable. Students with the Sanmarinese and Israeli nationality are exempt from paying the MVV and/or VVR costs.



**General overview of the visa procedure:**

Step 1	Receive visa instructions by e-mail from Student Support.
Step 2	Provide necessary documents by e-mail to <a href="mailto:coia-studentsupport@hr.nl">coia-studentsupport@hr.nl</a> for approval. Pay the invoice on time (please keep in mind that international bank transfers take time. Also take into account the bank transfer fees. The amount transferred <b>must</b> include the amount requested on the invoice plus any bank transfer fees incurred).
Step 3	Please respect <b>the deadline of the 19<sup>th</sup> of June</b> to hand in all documents/payments.
Step 4	Student Support will then apply for your visa (MVV/VVR or VVR only) at the IND.
Step 5	Your application will be processed by the IND. This takes about 2 to 3 weeks.
Step 6	We notify you when we receive the outcome of your application.
Step 7	After approval of your application by the IND, MVV/VVR students need to make an appointment at the Dutch embassy/consulate*. You may be requested to leave your passport at the Dutch Embassy for a couple of days/weeks. <b>VVR only</b> students do not need to go the Dutch embassy/consulate.
Step 8	MVV/VVR students: We recommend not to book your flight until you have received the actual MVV visa sticker in your passport. <b>VVR only</b> students need to visit the IND office after their arrival in The Netherlands to provide their biometrics (fingerprints, photo and signature).
Step 9	After arrival in The Netherlands you will need to pick up your VVR.
*Dutch embassy/consulate abroad. Please download the document <a href="#">Countries and cities for MVV application</a> . Select your country or the nearest country from the first column and then choose the closest city from the last column.	

We will guide you through these steps, to make the process as smooth as possible.

**Required documents:**

**Documents all students need to submit:**

- [Antecedents certificate](#) completed in pen (you can leave the V-number blank).
- Copy of your passport (personal page and stamped pages). Please send all pages in 1 PDF file.

**Additional documents to submit (if applicable):**

- Copy of your current residence permit from another Schengen country.
- [TB declaration](#). If your nationality is not on this [Tuberculosis exemption list](#), then you need to take a Tuberculosis test in the Netherlands.
- Scholarship award letter.
- Nuffic certificate (**Chinese nationals only**). Chinese nationals can apply for the [Nuffic certificate](#) online.



### **III. Proof of Sufficient Funds**

In order to obtain a study residence permit, the Dutch immigration office (IND) requires proof of sufficient funds. Exchange students need to show €898,00 for every month that they will be studying at Rotterdam University of Applied Sciences. The proof of sufficient funds can be shown in these 2 ways:

1. Bank transfer to the school's bank account
2. Scholarship award letter

#### **1. Bank transfer to the school's bank account**

This means you will deposit the amount in our account to prove you have sufficient funds.

You will receive an invoice with a total of ~~€98~~ €898 x the number of months that you will be studying at Rotterdam University of Applied Sciences.

##### **Refund of the proof of sufficient funds:**

After the start of your study programme at the Rotterdam University of Applied Sciences, we will inform you how the proof of sufficient funds will be refunded to you. Please be aware that the refund process takes about 4-6 weeks. You will not have access to the amount before that.

Please note that you will need to open a Dutch bank account as the money can only be refunded to your Dutch bank account. More information about opening a Dutch bank account after arrival in the Netherlands will be provided during the introduction week and can be read [online](#).

**Make sure you will have sufficient extra funds for the first 4-6 weeks in The Netherlands.**

#### **2. Scholarship award letter**

The scholarship award letter must meet the following requirements:

- the date;
- the institution granting the scholarship;
- your personal details (initials, surname and date of birth)
- the start and finish of the scholarship (start and end date);
- the amount you receive;
- Optional: the name of the scholarship programme.
- Does the educational institution grant you a scholarship on behalf of a different institution? For example, an organisation or company? Please then show the agreement between your educational institution and the institution in question.

The scholarship letter must be drawn up in Dutch, English, German or French. If it is not in these languages then the document needs to be translated by a sworn translator to English. Please make sure all the information is correct. You need to show the original documents as well as the translation.



## **IV. After arrival**

After your arrival in the Netherlands you will need to collect your VVR (residence permit card). We will inform you on where and when you need to do this. The VVR card will be valid for your entire study period and allows you to live and study in the Netherlands for the duration of your studies. Take good care of this card, because if you lose it you need to apply for a replacement at your own cost.

Please note that from the moment you stop studying at the university, we also stop being your recognised sponsor and we inform the Dutch immigration office (IND) of this change in status. Your study residence permit will then be revoked.

If you have any questions about the visa application procedure, please do not hesitate to contact the Centre of International Affairs by sending an e-mail to [coia-studentsupport@hr.nl](mailto:coia-studentsupport@hr.nl) or call us at +31-10-7946363.