



Visa/Residence Permit Application Instructions - Degree Students

Contents

Do I need a student visa and/or residence permit?	2
What conditions must I meet first?.....	2
When and how can I apply?	2
Deadline.....	3
How long does it take?	3
How to use the visa/residence permit portal (uSis).....	3
Accessing the visa/residence permit portal.....	3
General screen.....	3
Antecedents certificate screen.....	4
Proof of sufficient funds screen.....	4
• How much is sufficient?.....	4
• Living expenses	4
• Tuition fee	5
• Criteria for bank statements and scholarship letters.....	5
Other documents screen	5
Fee payment screen.....	6
What happens after I submit my application?	6
How and when can I collect my visa/residence permit?.....	6
Other steps to take after arrival.....	7
Town hall registration	7
Tuberculosis examination	7
Dutch Bank account.....	7
Return of funds for living expenses.....	7
Any questions?	7
Appendix I: Bank transfers to Leiden University.....	8



Do I need a student visa and/or residence permit?

Nationality	Staying less than 90 days	Staying more than 90 days
EU/EEA / Switzerland	No visa or residence permit	No visa or residence permit
Australia, Canada, Japan, Monaco, New Zealand, South Korea, USA, UK or Vatican City	No visa or residence permit	Residence permit needed
All other nationalities	Short stay visa may be needed*	Visa and residence permit needed

* Short stay visas are only required by nationals of certain countries. Check on the [immigration department website \(IND\)](#) whether this applies to you. If you need a short-stay visa, you must request this yourself from your local Dutch consulate.

Residence permit from another Schengen country?

If you already have a residence permit from another [Schengen country](#), you will still need a Dutch student residence permit but in most cases not an entry visa. The visa team will tell you more after you submit your visa/residence permit request.

What conditions must I meet first?

You can only submit a student visa/residence permit application once you have:

- Familiarised yourself with the [obligations for student residence permit holders](#)
- Met your conditions of admission (including any English requirements)*
- Submitted certified copies of your academic records*
- For study programmes with limited places - *mentioned on your decision statement if applicable*: been allocated a place on the programme
- For bachelor's programmes with compulsory matching - *mentioned on your decision statement if applicable*: completed the matching module

*Are you admitted on condition of submitting a diploma that has not yet been issued? Instead, submit proof of (imminent) graduation, for example a certified recent transcript or official school statement.

When and how can I apply?

You will receive an email inviting you to start your visa/residence permit request via the online application system (uSis) as follows:

- **Starting your study programme in September?** You will receive your invitation email within 24 hours of being (conditionally) admitted - but not earlier than 1 April.
- **Starting your study programme in February?** You will receive your invitation email within 24 hours of being (conditionally) admitted.



Deadline

The deadline for submitting your visa/residence permit application via uSis is:

- **1 June:** programmes starting in September *
- **1 December:** programmes starting in February *

* *Need a family visa? Notify the visa team via [the contact form](#) by 15 Apr (Sep start) or 15 Sep (Feb start), then apply by the earlier deadline of 1 May (Sep start) or 1 Oct (Feb start).*

How long does it take?

- After you submit your application, Leiden University will check it is complete. This may take approx. **4 weeks** at busy times of year, i.e. close to visa/residence permit deadlines. Be aware that incomplete applications can significantly delay the processing time!
- Once your application is complete, Leiden University will forward it to the Dutch Immigration Department (IND). The IND will take approximately **2 to 4 weeks** to approve your application.
- If you require an entry visa, allow an **additional 2 weeks** for arranging your visa appointment at the embassy or consulate.

How to use the visa/residence permit portal (uSis)

Accessing the visa/residence permit portal

After you receive the email inviting you to start your visa/residence permit:

- Log into the uSis application portal, go to your application and click on 'Visa/residence permit'.

General screen

- Upload a copy of your valid passport (all pages with personal data, visas or entry/exit stamps).
 - *If you have dual nationality, enter/upload the passport with which you intend to enter the Netherlands. Then upload a copy of your second passport (if you have one) by clicking on the '+' button.*
- Indicate where you wish to collect your entry visa (if applicable). Note that:
 - *You cannot change your choice of embassy after submitting your request.*
 - *You can **only** collect your entry visa in a country where you have legal residency, i.e. you are a national or have a residence permit for that country.*
 - *Is your home country is not included in the dropdown list of embassy locations. This means the Dutch embassy that officially serves your country may be located in a neighbouring country. Visit the [Netherlands and you website](#) for information on the locations of Dutch embassies.*



Antecedents certificate screen

Complete, sign, then upload the [Antecedents Certificate](#). Note that:

- *A hand-written signature is required – no digital signatures!*
- *Under 2.2, leave the 'V-number' section blank.*
- *If any of the situations described apply to you, indicate which one(s) and provide further explanation at the bottom of the first page. Then notify the visa team via the [contact form](#) so we can prioritise your request. The IND will likely request additional information which will result in a much longer processing time. This may also have a negative impact on the IND's decision on your application*

Proof of sufficient funds screen

When applying for your student visa/residence permit in uSis, you will be asked to upload proof that you have sufficient funds for your living expenses and tuition fee.

How much is sufficient?

Living expenses

- You must have sufficient funds for the upcoming 12 months of studies (or for the duration of your studies if less than 12 months).
- The amounts required are:
 - Student: €1250 per month / €15,000 for one year (2024)*
 - Student plus partner and/or children: €1900 per month (2024)*

**amounts subject to annual change*

Tuition fees

- You must have sufficient funds for your tuition fees for the upcoming 12 months of studies (or for the duration of your studies if less than 12 months).
- You can find your tuition fee amount on the [website of your study programme](#).

Living expenses

There are three methods of demonstrating that you have sufficient funds for living expenses. Select your preferred method(s) and upload the documents specified:

- **Proof of bank transfer (preferred/quickest method)**
Transfer sufficient funds to Leiden University, see [Appendix I: Bank transfers](#), then upload a copy of the bank transfer slip.
- **A bank statement in your name (not advised – can lead to delays)**
The account must be in your own name (**not** the name of a sponsor/relative) and must meet **all** the [criteria listed on page 5](#). Otherwise we will ask to upload a new one or transfer the funds, which will significantly delay your application.
- **Scholarship letter**
Your letter must meet **all** the [criteria listed on page 5](#).

You can use more than one method. Click on '+' to add another method and documents.



Tuition fee

The documents required depend on who will be paying your tuition fee. Select one of the following options and upload the documents specified:

- If you will pay your own tuition fee:
 - **A bank statement in your name** (*not* the name of a sponsor/relative)
*Your statement must meet **all** the [criteria listed below](#)!*
- If someone else will pay your tuition fee, the following two items:
 - **A bank statement in their name** that meets **all** the [criteria listed below](#), AND
 - **A written statement** issued by that person confirming they will pay your tuition fee, preferably using [this template](#).
- If a scholarship organisation will pay your tuition fee:
 - **A scholarship letter**
*Your letter must meet **all** the [criteria listed below](#).*

You can use more than one method. Click on '+' to add another method and documents.

Criteria for bank statements and scholarship letters

Bank statement criteria:	Scholarship letter criteria
<ul style="list-style-type: none"> • On letterhead paper with an official stamp or signature placed by the bank. • In English, Dutch, French or German. • Less than three months old - date of issue clearly shown. • States the account number, holder, balance and currency type (no crypto currency). • Savings or current account only. The funds must be readily available. Investments, time deposits, trust funds etc. are not accepted. • Shows bank address, phone number and contact person (preferably one who speaks English). • Chinese 'certificates of deposit' cannot be accepted. 	<ul style="list-style-type: none"> • States your full name and date of birth. • Issued by a government ministry or organisation, or an accredited scholarship provider. • On letterhead paper with the name, address and telephone number of the scholarship provider. • In English, Dutch, French or German. • States the amount of money you will receive per month, or the total amount of the scholarship - plus currency type. • States the exact start and end date of the scholarship (day/month/year).

Other documents screen

Here you can upload any documents you could not submit on other screens, for example:

- If you have another EU residence permit: a copy of both sides
- Documents for family visa/residence permits if applicable.



Fee payment screen

On this screen you will be asked to pay the visa/residence permit fee of **€228** (2024–subject to annual change).

You can make payment via:

- Online payment within uSis, or
- Bank transfer - see [Appendix I: Bank transfers](#)

What happens after I submit my application?

- Leiden University will check your application is complete. This may take approx. 4 weeks at busy times of year, i.e. close to visa/residence permit deadlines.
- If any items are missing or incorrect we will ask you re-upload them. Check your emails regularly for notifications and take action right away!
- Once your application is complete, Leiden University will forward it to the IND.
- We will let you know by email once your visa/residence permit has been approved by the IND. Keep a copy of your visa/residence permit approval email, as you will need this for your town hall registration
- Do not enter the Netherlands on a tourist or short-stay visa whilst awaiting approval of your visa, as this can have negative consequences on your application.

How and when can I collect my visa/residence permit?

If you require a student visa and residence permit:

1. After receiving notification of visa approval by email, make a biometric data appointment at the Dutch consulate/embassy as follows:
 - Go to the [Netherlands and you - Long-stay visa page](#)
 - Enter your country or region
 - Scroll down to 'Long-stay visa for residents of this country or region'
 - Click on the link to 'make an appointment' via the online system
 - The consulate/embassy will let you know exactly which documents you must bring to your appointment.
2. Approximately two weeks after your biometric data appointment, you will be invited to collect your visa at the Dutch consulate/embassy.
3. Shortly before or after arrival in the Netherlands, you will receive an email inviting you to collect your residence permit.

If you require a student residence permit only:

1. Shortly before or after your arrival, you will receive an email inviting you to sign up for a [biometric data appointment](#) in the Netherlands. Your residence permit cannot be issued until you have attended this appointment.
2. Two to four weeks after attending your [biometric data appointment](#) in the Netherlands, you will be invited to collect your residence permit.



Other steps to take after arrival

Town hall registration

As a residence permit holder, you must register at a Dutch address with your local town hall soon as soon as possible after arrival and at least within one month. If you fail to do so, the Dutch immigration department will cancel your residence permit. **You are responsible for scheduling your own town hall appointment!**

- Make an appointment as soon as you can via our [town hall registration webpage](#).
- Carefully read the section on ‘what to bring to your appointment’ well *before* you leave for the Netherlands.
- You will need official proof of your Dutch address for your appointment, so it is essential that you [arrange housing](#) well in advance.

Tuberculosis examination

Nationals of some non-EU countries must undergo a tuberculosis (TB) examination after arrival in the Netherlands. This consists of a chest X-ray. Refer to this [list of nationalities](#) to check if this applies to you. You will receive details of your appointment by email shortly before or after arrival in the Netherlands.

Dutch Bank account

You are highly advised to open a Dutch bank account after arrival. This is particularly important if you have transferred funds to Leiden University for your visa/residence permit application, or have been awarded a scholarship by Leiden University. These funds will be transferred to your Dutch bank account. See the [Dutch bank account page](#) for further information.

Return of funds for living expenses

Did you transfer funds for living expenses to Leiden University as part of your visa/residence permit application? After you have opened a Dutch bank account, submit this [refund form](#) to request that the funds be returned to you.

Any questions?

- If you have any questions about your student visa and/or residence permit, please contact the visa team using the [visa contact form](#).
- After arrival, you can find extensive information for student residence permit holders on the [student website](#). For example, working with your student permit, what to do if you lose your permit, your continuing obligations and extending your permit.



Appendix I: Bank transfers to Leiden University

When transferring funds to Leiden University, always state the nature of the transfer, followed by your seven digit student number and full name, as follows:

- When paying the visa/residence permit fee:
 - **Visa/residence permit fee, 000000, First name Family name**
- When transferring living expenses:
 - **Living Expenses, 000000, First name Family name**

Bank account details:

Account holder: Leiden University
Account number: 1606.32.285
Bank name: Rabobank
Address: Schipholweg 105, 2316 XC Leiden, Netherlands
Account holder: Leiden University
BIC/SWIFT: RABONL2U
IBAN: NL95RABO0160632285

Be aware that you are liable for any bank charges incurred.

Disclaimer

Leiden University retains the right to refuse to apply for a student visa/residence permit if there are significant concerns about the applicant's intended purpose of stay in the Netherlands. The Dutch immigration authority may impose additional requirements for visa/residence permit applications, which may result in a longer processing time. Leiden University cannot be held responsible for delays of this nature.