



Visa/Residence Permit Application Instructions - Degree Students

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Do I need a visa or residence permit?

Take a look at the table below to find out whether you need a visa and/or residence permit to study at Leiden University.

Nationality	Staying less than 90 days	Staying more than 90 days
EU/EEA	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.

Am I eligible to apply for a student visa/residence permit?

Dutch student visas/residence permits must be requested by the host university. Students may not apply directly to the immigration department. You can ask Leiden University to apply for your student visa/residence permit once you have:

- been admitted to a full-time study programme
- met your conditions of admission (including English requirements if applicable) *
- submitted certified copies of your academic records*
- Chinese students: been granted a [Nuffic certificate](#)
- [Numerus fixus bachelor's programmes](#): been allocated a place on the programme
- [Bachelor's programmes with compulsory matching](#): completed your compulsory matching module

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

What is the deadline and how long does it take?

The deadline for submitting your visa and/or residence permit application to Leiden University is:

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

Upon receipt, the university will check all documents are in order then forward your application to the Dutch immigration department (IND). You will then have to wait



approximately 2 to 4 weeks for the IND to approve your request. If you require a visa, allow an additional 2 weeks for arranging your visa appointment at the consulate.

How do I apply for a visa/residence permit?

Follow the steps below to apply for your visa/residence permit:

1. Carefully read [Appendix I: Obligations for residence permit holders](#) before starting your visa/residence permit application.
2. Start preparing the required items for your visa/residence permit application well in advance.
3. After admission, you will receive an email instructing you to start your visa/residence permit application in the online application system (uSis).
 - Students starting in September: you will receive your visa mail after admission, but not earlier than March.
 - Students starting in February: you will receive your visa mail shortly after admission.
4. Log into uSis and provide/upload the [required information and documents](#).
5. Pay the visa/residence permit fee of €192 (2021)*
 - online within uSis
 - or by bank transfer - see [Appendix II: Bank transfers](#)
6. After receiving your application and fee, Leiden University will request a visa/residence permit for you from the [Dutch immigration department \(IND\)](#).

**Fee set by the Dutch immigration department (IND) and subject to annual change. Nationals of Israel and San Marino are exempted from the visa/residence permit fee in accordance with the Benelux agreement.*

Required information and documents

Provide the following in uSis:

- Copy of your valid passport (all pages with personal data, visas or entry/exit stamps)
- Information on where you wish to collect your entry visa (if applicable)
You may only collect your visa in a country where you legally reside. If there isn't a Dutch embassy that can issue visas in your country, you may have to collect it elsewhere. See www.netherlandsandyou.nl. You may not change your collection location after submitting your visa request.
- Signed [Antecedents Certificate](#) (under 2.2, leave the 'V-number' section blank)
- Copy of other EU residence permits (if applicable)
- Proof of sufficient funds for tuition fee and living expenses (see next section)



Proof of sufficient funds for tuition fee and living expenses

For tuition fee

Upload the following *two* items in uSis:

1. A statement issued by the person/organisation paying your tuition fee, e.g. you, a parent, a scholarship provider or an employer. This statement must confirm that you, or the third party in question, is willing and able to pay.
2. Proof that you, or the third party in question, has the means to pay the tuition fee, i.e. a bank statement or scholarship letter. Your statement or letter must meet all the requirements listed under '[Criteria for bank statements/scholarship letters](#)'.

For living expenses

How much is sufficient?

You must demonstrate that you have sufficient funds for the upcoming 12 months of studies (or for the duration of your studies if less than 12 months).

The official amount, as determined by the Dutch Ministry of Justice, is:

- Student: €950 per month / €11,400 for one year (2021)*
- Student plus partner and/or children: €1,786 per month (2020)*

**Subject to annual change*

There are three ways of demonstrating that you have sufficient funds for living expenses. Select one of the following methods:

a. Transfer of funds to Leiden University (*quickest/preferred method*)

Transfer sufficient funds for your living expenses to Leiden University. See instructions in [Appendix II: Bank transfers](#). After you have done so:

- Upload a copy of the bank transfer receipt in uSis
- After arrival, [request a refund](#) of funds into your Dutch bank account

b. Bank statement in your own name

Upload a copy of a bank statement in your own name in uSis. Your statement must show sufficient funds and meet all the requirements listed under '[Criteria for bank statements/scholarship letters](#)'. Note that if someone else is sponsoring you, they must transfer the funds into your account.

c. Scholarship letter

Upload a copy of a scholarship letter in uSis. Your letter must show sufficient funds and meet all the requirements listed under '[Criteria for bank statements/scholarship letters](#)'.



Criteria for bank statements/scholarship letters

Your bank statement must meet all the following criteria:

- On letterhead paper and bearing an official stamp or the signature of a bank representative
- In English, Dutch, French or German
- States the account holder, number, balance and currency type
- Funds are readily available, i.e. not shares, investments or trust funds
- Less than three months old, with the date of issue clearly stated
- States the bank's address, phone number and a contact person (preferably one who speaks English)
- Chinese 'certificates of deposit' cannot be accepted

Your scholarship letter must meet all the following criteria:

- Issued by a government ministry or organisation, or an accredited scholarship provider
- On letterhead paper
- States the name, address and telephone number of the scholarship provider
- In English, Dutch, French or German
- States your full name and date of birth
- 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)
- If the scholarship amount is not sufficient: demonstrate you have sufficient funds to make up the shortfall, either by transferring funds to Leiden University's bank account and submitting a copy of the bank transfer receipt (see [Appendix II Bank transfers to Leiden University](#)), or by submitting an additional bank statement (see criteria for bank statements above)

If your bank statement or scholarship letter does not meet all requirements, you will be asked to submit a new one. As this can be very time consuming, we advise students to demonstrate sufficient funds by way of bank transfer if at all possible. Note that in certain circumstances, you may be asked to send a hardcopy of your bank statement or scholarship letter by post at a later date.



What happens after I submit my application?

Leiden University will let you know by email once your visa/residence permit has been approved. Keep a copy of your visa/residence permit approval email, as you will need this for your town hall registration appointment after arrival.

Important note: 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.

Next steps: students requiring a visa

After your request has been approved, make an appointment to collect your visa 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.

Next steps: student requiring a residence permit only

After your request has been approved, you must sign up for a *post-arrival* biometric data appointment. During this appointment, the Dutch immigrations department (IND) will record your photo and fingerprints. Your residence permit cannot be issued until your biometric data has been recorded, so make an appointment as soon as you can via the [biometric data appointment page](#).

Formalities after arrival

After arrival, make sure to take care of the following formalities:

Collecting your residence permit

Students with a visa

Shortly after arrival in the Netherlands you will receive an email inviting you to collect your residence permit.

Students not requiring a visa

Two to four weeks after attending your [biometric data appointment](#) in the Netherlands, you will be invited to collect your residence permit.



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](#).

The documents needed for your appointment vary depending on the municipality in which you will live. Make sure to read the section on ‘what to bring to your appointment’ on the [town hall registration webpage](#) well *before* you leave for the Netherlands. Note that you will be asked to show official proof of your Dutch address, therefore it is essential that you [arrange housing](#) well in advance.

TB test

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

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. You can request a Dutch bank account by following the instructions on our [Dutch bank account page](#).

Return of funds for living expenses

If you transferred funds for living expenses to Leiden University as part of your visa/residence permit application, submit this [refund form](#) after arrival to notify us of your Dutch bank account details and request that the funds be returned to you.

Further information

Before arrival

- 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

- On the [student website](#) you can find extensive information for student residence permit holders. For example, working with your student permit, what to do if you lose your permit, your continuing obligations and extending your stay.
- You are also welcome to contact the visa team via their [contact form](#), or by dropping by during their weekly consultation hours. See the visa team’s contact information on the [student website](#).



Appendix I: Obligations for residence permit holders

As a student residence permit holder you must meet a number of obligations during your stay. Familiarise yourself with these obligations *before* submitting your visa/residence permit application:

- **Town hall registration**
You must [register at a Dutch address with your local town hall](#) soon after arrival, and notify the municipal authorities of any address changes during your stay.
- **Insurance**
You are obliged to have sufficient health insurance coverage during your entire stay. The type of policy you need depends on the coverage you require and whether you will work or do a paid internship alongside your studies. Read more on the [health insurance page](#).
- **TB test**
Nationals of some non-EU countries are obliged to undergo a TB test after arrival. Refer to this [list of nationalities](#) to check if this applies to you. You will receive details of your appointment by email shortly after arrival.
- **Valid residence permit at all times**
Your student residence permit will be issued for the duration of your study programme plus 3 months. You are obliged to leave the country before your permit expires, unless you have arranged residency on other grounds. If you start a new programme or need more time to complete your studies, you must extend your residence permit in good time.
- **Academic obligations**
You must remain registered as a full-time student of Leiden University and obtain at least 50% of the required study credits per academic year. Exceptions can only be made in cases of proven exceptional personal circumstances. If you are following a standard pre-master programme, you must complete it within 1 year. If you are following a short pre-master programme, you must complete it within 1 semester.
- **Sufficient funds**
You must have sufficient funds at your disposal at all times. You will be asked to [demonstrate sufficient funds](#) both for your initial visa/residence permit application, and before each subsequent year of study.

Leiden University is obliged to notify the IND if you make insufficient academic progress or have insufficient funds, which may result in the cancellation of your permit. This is in accordance with the [Code of Conduct governing International Students in Higher Education](#).



Appendix II: 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 name, as follows:

- When paying the visa/residence permit fee: **VVR fee S000000 First name Family name**
- When transferring living expenses: **Living Expenses S000000 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.