



Visa/Residence Permit Application Instructions – Exchange/Study Abroad Students

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Do I need a visa or residence permit?

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 or New Zealand	No visa or residence permit	Working holiday permit (WHP)* OR Student residence permit needed
Japan, Monaco, South Korea, USA, UK or Vatican City	No visa or residence permit	Student residence permit needed
Non EU/EEA with a valid residence permit for study in another EU/EEA country	No additional residency documents required	EU mobility permit (EMP)** needed
All other nationalities and categories	Short stay visa may be needed***	Student visa and residence permit needed

Additional criteria

* WHP - you may only request a WHP if you:

- are aged 18 to 30 at the time of applying for your WHP;
- are not accompanied by dependent children;
- have not previously had a student exchange residence permit for The Netherlands;
- are joining us via an exchange agreement between your home university and Leiden University.

** EMP - you may only request an EMP if you:

- are joining us via an exchange agreement between your current EU/EEA university and Leiden University.

*** Short stay visa – 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.



When can I apply for my visa and/or permit?

You can request a student visa/residence permit, WHP or EMP via Leiden University once you have:

- been admitted to courses amounting to at least 15 ECs per semester;
- met your conditions of admission;
- Chinese students only: been granted a [Nuffic certificate](#)

What is the deadline for submitting my visa and/or permit application?

The deadline for submitting your student visa/residence permit, WHP or EMP application to Leiden University is:

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

**Are you requesting a visa/permit for yourself plus your partner or children (not available to WHP or EMP applicants)? Due to longer processing times, earlier deadlines apply i.e. 1 May and 1 October respectively.*

How do I apply for my visa and/or permit?

Follow the steps below to request a student visa/residence permit, WHP or EMP. Note that Leiden University will assist you with your request. Please do *not* submit your application directly to the immigration department:

1. Carefully read [Appendix II: Obligations for residence permit holders](#) before starting your visa/residence permit application.
2. Check and prepare the required documents for the type of visa or permit you are going to request:
 - [Student visa and/or residence permit](#)
 - [Working holiday permit](#) (WHP)
 - [EU mobility permit](#) (EMP)
3. After admission, you will receive an email instructing you to start your visa or 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. Only for student visa/residence permit requests (not WHP or EMP): pay the visa/residence permit fee of €192 (2021)*
 - Online within uSis
 - or by bank transfer - see [Appendix III: Bank transfers](#)

6. Read about the [Other formalities upon arrival](#) and make the necessary arrangements.

**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.*



Student visa/residence permit

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 [Appendix 1: Proof of sufficient funds for living expenses](#).

What happens after I submit my application?

- Leiden University will check that your documents are in order then submit your application to the IND.
- We 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 Dutch town hall registration appointment after arrival.

Important: 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 long does it take?

Once your application has been sent to the IND, you will have to wait 2 to 4 weeks for it to be approved. If you require a visa, allow an additional 2 weeks for arranging your visa appointment at the embassy/consulate.

After being notified of approval

If you have requested a visa

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.
- Make sure to indicate that your appointment is for a student visa (student MVV).
- The consulate/embassy will let you know exactly which documents you must bring to your appointment.



If you have requested a residence permit only

After your request has been approved, 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](#).

Collecting your residence permit

If you also have a student visa

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

If you did not need a student visa

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



Working Holiday Permit (WHP)

Required documents

Upload the following in uSis:

- Copy of your valid passport (all pages with personal data, visas or entry/exit stamps).
- Completed and signed [WHP application form](#).
 - At section 1, select option 1 (*when you visit the IND this situation will apply*)
 - At section 6.1 leave the 'V-number' blank
 - At section 8 tick the box for Den Haag
- Signed [Antecedents Certificate](#) (*under 2.2, leave the 'V-number' section blank*).
- Copy of your return ticket, or proof that you have purchased a return ticket.
- Copy of your health insurance policy valid for your entire period of stay in the Netherlands. See our [information on health insurance](#).
- Proof of sufficient funds for living expenses - see [Appendix 1: Proof of sufficient funds for living expenses](#).

What happens after I submit my application?

- Leiden University will check that your application documents are in order.
- We will then make an appointment for you at the IND office in The Hague. Your appointment will take place in the first week of your stay.
- You will receive an email with the time and date of your appointment and information on how to reach the IND office.

Attending your WHP appointment

After arrival, attend your WHP appointment. Be on time and take the following with you:

- Your passport
- Sufficient money (in cash) to pay the €64 WHP fee

During the appointment, the IND will:

- Check your WHP application documents and passport;
- Receive payment of your WHP fee;
- Record your biometric data (fingerprints and digital photo);
- Place a sticker in your passport, granting you legal residency.

After your appointment, the IND will process your application. You may have to wait several weeks for official notification of approval. However, the sticker in your passport serves as proof that you may reside in the Netherlands until the process is complete.



EU Mobility Permit (EMP)

Required documents

Upload the following in uSis:

- Copy of your valid passport (all pages with personal data, visas or entry/exit stamps).
- Copy of both sides of your EU residence permit for study, valid for the duration of your studies in the Netherlands.
- If your EU residence permit does not clearly state that it is for study purposes, submit additional proof that your permit is for the purpose of study.
- Signed [Antecedents Certificate](#) (under 2.2, leave the 'V-number' section blank).
- Completed and signed and signed [Authorisation of the higher educational institution to notify inbound mobility](#) (last two pages of this document only).
- Copy of your health insurance policy valid for your entire period of stay in The Netherlands - see our [information on health insurance](#).
- Proof of sufficient funds for living expenses - see [Appendix 1: Proof of sufficient funds for living expenses](#).

What happens after I submit my application?

- Leiden University will check that your application documents are in order and submit your request to the IND.
- The IND will make a decision on your application within 30 days. We will notify you as soon as we receive the decision.
- You do not require and will not automatically receive a new residence permit card or sticker. However, if you specifically want a 'residence endorsement sticker' in your passport, you can request one directly from the IND. To arrange this, [make an appointment](#) at the IND office in The Hague.



Other formalities upon arrival

Town hall registration

You must register at a Dutch address with your local town hall as soon as possible after arrival and at least within one month. If you fail to do so, the Dutch immigration department may cancel your 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.

Dutch Bank account

You are highly advised to open a Dutch bank account after arrival. This is particularly important if you have transferred funds for living expenses 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.

Any questions?

If you have any questions about your visa or permit application, please contact Leiden University using the [Visa contact form](#).

After arrival, you are welcome to drop by during the visa team’s weekly consultation hours with any questions you might have. For times and locations, see the visa team’s contact information on the [visa and residence permit page](#).



Appendix I: Proof of sufficient funds for tuition fee and living expenses

For tuition fee (if applicable – only for non-exchange students)

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*.

* *EMP applicants must always demonstrate sufficient funds for 12 months, regardless of their length of stay.*

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

- €950 per month / €11,400 for one year (2021)**
- Student plus partner and/or children: €1,860 per month (2021)**

** *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

If your bank statement or scholarship letter does not meet all criteria, 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.

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).

Note: in certain circumstances, you may be asked to send a hardcopy of your bank statement or scholarship letter by post at a later date.



Appendix II: Obligations for residence permit holders

As a WHP or 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.
- **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 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 III: Bank transfers to Leiden University

When transferring funds to Leiden University, always state the nature of the transfer, followed by your 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.