



# 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 / Switzerland	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.



## What conditions must I meet first?

You can only submit a student visa/residence permit, WHP or EMP application once you have:

- familiarised yourself with the [obligations for student residence permit holders](#);
- been admitted to courses/projects amounting to at least 15 ECs per semester;
- met your conditions of admission.

## When and how can I apply?

You will receive an email inviting you to apply for a visa and/or residence permit via the online application system (uSis) as follows:

- **Starting your study programme in September?** You will receive your invitation email shortly after admission - but not earlier than 1 April.
- **Starting your study programme in February?** You will receive your invitation email shortly after admission.

## Which type should I apply for?

In uSis you can see which type of visa or permit you are invited to apply for, i.e. a student visa/residence permit, a WHP or an EMP. You can find the documents and procedures for each type on the following pages of these instructions:

- Student visa/residence permit: [page 4](#)
- Working Holiday Permit (WHP): [page 5](#)
- European Mobility Permit (EMP): [page 6](#)

## Deadline

The deadline for submitting your student visa/residence permit, WHP or EMP application via uSis is:

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

## 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'.



## Student visa/residence permit

### Steps and required documents in uSis

#### 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:

- *Your signature must be hand-written (**not** digital) and resemble the signature in your passport.*
- *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 (for non-exchange students) your tuition fee.

- **Read the instructions and criteria in [Appendix I: Proof of sufficient funds](#) before completing this step!**

#### 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 in one single pdf file.
- 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 II: 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.



## Working Holiday Permit (WHP)

### Steps and required documents in uSis

#### 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.*

#### Antecedents certificate screen

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

- *Your signature must be hand-written (**not** digital) and resemble the signature in your passport.*
- *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 (for non-exchange students) your tuition fee.

- **Read the instructions and criteria in [Appendix I: Proof of sufficient funds](#) before completing this step!**

#### Other documents screen

Upload the following documents:

- Your 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
- 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](#).

#### 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, we will 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.

### **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 €70 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.

### **Approval of your application**

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) Steps and required documents in uSis

### 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.*

### Antecedents certificate screen

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

- *Your signature must be hand-written (**not** digital) and resemble the signature in your passport.*
- *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 (for non-exchange students) your tuition fee.

- **Read the instructions and criteria in [Appendix I: Proof of sufficient funds](#) before completing this step!**

### Other documents screen

Upload the following documents:

- 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.
- 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](#).





### **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.
- The IND will make a decision on your application within 30 days. We will notify you as soon as we receive the decision.

### **Approval of your application**

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 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.

### 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 [exchange@leidenuniv.nl](mailto:exchange@leidenuniv.nl).



## Appendix I: Proof of sufficient funds

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

If you are a non-exchange student and have to pay tuition fees, you will also be asked to upload proof that you have sufficient funds for your tuition fees.

### How much is sufficient?

#### Living expenses

- You must have sufficient funds for the duration of your studies (*1 semester = 5 months*)
- The amount required is:
  - €1250 per month (*2024 – subject to annual change*)

#### Tuition fees (non-exchange students only)

- 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 [Study abroad/exchange website](#).

### Living expenses

There are three methods of demonstrating that you have sufficient funds for living expenses – see below. Select your preferred method(s) and upload the documents specified. You can use more than one method. Click on ‘+’ to add an additional method.

- **Proof of bank transfer (preferred/quickest method)**  
Transfer sufficient funds to Leiden University, see [Appendix II: 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 12](#). 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 12](#).

### Tuition fee (non-exchange students only)

The documents required depend on who will be paying your tuition fee – see below. Select the appropriate method(s) and upload the documents specified. You can use more than one method e.g. if your tuition fees will be covered by a combination of scholarship plus own funds. Click on ‘+’ to add an additional method.

- 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](#).

**Criteria for bank statements and scholarship letters**

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



## **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 full name, as follows:

- When paying the visa/residence permit fee:
  - **Visa/residence permit fee, 1234567, First name Family name**
- When transferring living expenses:
  - **Living Expenses, 1234567, 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.