

You stated that you have a Dutch residence permit for study purposes that is valid for **less than 3** months after the designated starting date of your registration and you wish to have it extended for your (preparatory) study at Maastricht University.

If this is not correct, please go through the Legal Residence Flowchart again.

What has to happen?

Maastricht University has to take over the responsibility for your legal residence from your previous educational institute and at the same time extend your residence permit.

For that you will have to upload the necessary documents to MyUM (paragraph A) and make the necessary payment(s) (paragraph B).

A. Where do you have to upload which documents?

Only documents uploaded in the folder **VISA** of [MyUM](#) will be received and processed. So make sure you upload them to the correct location and under the correct document type (a copy of your passport under “passport student”, a copy of the proof of transfer of the legal fees under “proof of money transfers” etc.).

Please note the following general requirements for documents:

- Only upload high quality (at least 200 dpi), full page scans in color, scanned by a proper scanner (no camera) in preferably PDF or JPEG format.
- If the language on the document is not Dutch, English, German or French, a translation into English or Dutch by a professional, certified translator must be included
- Financial documents should always mention the currency of the amounts stated. Although the Euro currency (€) is preferred, other currencies are also acceptable (please keep the conversion rate in mind)
- Bank statements with joint account holders are only accepted if an additional letter is submitted in which the account holders state that both persons have free access to the account.
- Forms should be completed by hand. Please use capital letters and blue ink.
- Address details must be the same on every form

The documents you have to upload are:

1. Acceptable proof of sufficient financial means
2. A copy of your passport
3. A copy of the front and back of your residence permit (if not yet provided)
4. A completed and signed form “Residence permit information form for degree students transferring to UM”
5. A completed Antecedents Certificate
6. A proof of payment of the legal fees of € 207

Each document and its requirements will be explained below.

1. Acceptable proof of sufficient financial means

Just like you had to do for your current residence permit, you will have to prove that you have at least € 950 per month at your disposal, which is a total of € 11,400 (please refer to enclosure 8 for a cost breakdown of the monthly amount). You have a number of options to prove this and each of them will be explained below.

Option A. Transfer of a refundable deposit

In case of the refundable deposit you have to transfer the amount required to cover your registration period as mentioned in the accompanying e-mail. More information on the transfer will follow in section B. on payments.

Required document:

1. A proof of transfer showing the amount transferred. The transfer reference should show your **student ID-number, full name** and **living allowance** as a reference, regardless of whose account the legal fees are transferred from. Please note that if the transaction does not mention that the amount is specifically transferred for living allowance it will be rejected by Dutch Immigration.

Option B. Proof of a scholarship

This is only acceptable **from a governmental or an educational institute** and only after confirmation of authenticity. If the scholarship cannot be objectively verified, you will have to choose an alternative option.

Required document:

1. A copy of proof of award of the scholarship. The document must:

- state the date of issue
- state your name, first name initials and date of birth
- state the period of the scholarship (from...until...); this should at least cover the registration period as mentioned in the accompanying email
- state the entire amount or the monthly allowance of the scholarship and its univocal currency
- state the name, address and contact data of the scholarship awarding institute
- specifically state the word "scholarship", and not e.g. "sponsorship" or "financial support" nor the words "average", "approximately", "at least", "estimated" or "expected", as these expressions are too vague

Option C. Proof of sufficient personal resources

Required documents:

1a. A bank statement. The document must:

- be recent (not older than 2 months)
- state the date of issue
- state your name and first name initials
- state the account number in full
- state the account balance and its univocal currency
- state the contact data of the bank, including country and telephone number
- state that the balance is at free disposal.
- The words "average", "approximately", "at least", "estimated" or "expected" are not allowed as these expressions are too vague

(please refer to enclosure 1 for an example of a bank statement).

OR

1b. A copy of a statement of account, stating your name as account holder. The document must meet the same requirements as the bank statement, except for the statement on free disposal. Instead, it must show multiple withdrawals and deposits over a period of at least one month.

Option D. Proof of financial support by a person residing abroad (e.g. parent or other relative)

Required documents:

1. A financial statement (enclosure 2), completed by the sponsor. Please make sure that:

- the personal data are put in the correct section (first the data of the financial supporter, then the data of the student)
- the period between start and end date covers the registration period as mentioned in the accompanying email
- the balance on the bank account covers the required amount for the period from start to end date

AND

2. A clear and legible copy of the sponsor's passport or identity card, containing his/her photograph and signature

AND

3a. A bank statement. The document must:

- be recent (not older than 2 months)
- state the date of issue
- state the sponsor's name and first name initials
- state the account number in full
- state the account balance and its univocal currency
- state the contact data of the bank, including country and telephone number
- state that the balance is at free disposal.

(please refer to enclosure 1 for an example of a bank statement)

OR

3b. A copy of a statement of account, stating the sponsor's name as account holder. The document must meet the same requirements as the bank statement, except for the statement on free disposal. Instead, it must show multiple withdrawals and deposits over a period of at least one month.

Option E. Proof of financial support by a company that has its seat in The Netherlands

Required documents:

1. A financial statement of the company (enclosure 3)

AND

2. A statement of guarantee, completed by the company (enclosure 4; form in Dutch called M-47A).

Option F. Proof of financial support by a company that has its seat abroad

Required documents:

1. A financial statement of the company (enclosure 3). Please make sure that:

- the personal data are put in the correct section (first the data of the company, then the data of the student)
- the balance on the bank account covers all monthly amounts during the period between start and end date
- the period between start and end date must enclose the full registration period

AND

2. A bank statement. The document must:

- be recent (not older than 2 months)
- state the date of issue
- state the company's name
- state the account number in full
- state the account balance and its univocal currency
- state the contact data of the bank, including the country and telephone number
- state that the balance is at free disposal.

(please refer to enclosure 1 for an example of a bank statement)

Option G. Proof of financial support by a person on payroll in The Netherlands

Required documents:

1. A statement of guarantee, completed by the financial supporter (enclosure 5; form in Dutch called M-47)

AND

2. An extract from the Municipal Records Database (BRP, City Hall) of the city where the financial supporter is registered, stating his/her family composition.

AND

3. A recent copy of the financial supporter's employment contract. The document must:

- state the name and address data of the employer's company
- state the financial supporter's name and date of birth
- state the type of employment (temporary/casual/permanent)
- state the period of employment if it is not permanent

AND

4. A recent employer's certificate/testimonial on the financial supporter. The document must:

- state the name and address data of the employer's company
- state the name, first name initials and date of birth of the financial supporter
- state the type of employment (temporary/casual/permanent)
- state the period of employment if it is not permanent
- state the date of issue (the certificate/testimonial may not be older than 3 months)

AND

5. Copies of the financial supporter's salary specifications of the last 3 months. The specifications must:

- state the name and address data of the employer
- state the financial supporter's name and date of birth
- state the period the salary applies to
- state the net (after tax) salary and its univocal currency

2. A proof of transfer of the legal fees

Required document:

1. A proof of transfer showing the amount transferred. The transfer reference should show your **student ID-number, full name** and **date of birth** as a reference, regardless of whose account the legal fees are transferred from.

The non-refundable legal fees for the residence permit are € 207. They are automatically collected from the UM Visa Office bank account by Dutch Immigration which is why they have to be transferred to our account in advance.

For possible exemptions or exceptions, please refer to section B. on payments.

3. A copy of your current residence card

Required document:

1. A copy of the front and back side of your current residence card

This must be a clear and legible copy. Please try to have the copy enlarged.

4. A copy of your valid passport

Required document:

1. A copy of all your passport pages containing data.

This must be a clear and legible copy of your national passport, including all pages containing personal and validity data (dates of issue and expiration), signatures, stamps and visas.

National identity cards are not acceptable, as they often miss required details. The document should bear your signature and be valid until at least 6 months after your programme starts.

5. A completed and signed consent form

Required document:

1. A completed and signed consent form (enclosure 6)

The form serves a number of purposes:

1. To collect necessary information we do not yet have
2. To obtain sufficient permission to act on your behalf as stipulated by European privacy legislation
3. To make sure you have taken proper note of all conditions to keep your residence permit

PLEASE CAREFULLY CHECK WHAT YOU SIGN FOR; YOU CANNOT CLAIM IGNORANCE AFTERWARDS

6. A completed Antecedents Certificate

Required document:

1. A completed form Antecedents Certificate (enclosure 7)

Please complete section 1. In section 2 please fill in your full passport name, state the current date (dd-mm-yyyy) and place your signature. When in doubt, please contact the Visa Office.

B. What payments do you have to make?

1. € 207 in legal fees, except in the following situations:
 - If you are a citizen of San Marino or Israel, you are exempt from paying legal fees
2. The appropriate amount in case you chose the deposit (option A) as an option to prove sufficient financial means. In this case you have to mention the specific words **living allowance** in the transfer. Otherwise, Dutch Immigration will refuse your application.

The total required amount should be transferred to:

International Bank Account Number (IBAN): NL10 INGB 0677623798

Bank branch details: ING Bank, PO Box 1800, 1000 BV Amsterdam, The Netherlands

Beneficiary or payee: Maastricht University, P.O. Box 616, 6200 MD, Maastricht, The Netherlands

BIC- or SWIFTcode: INGBNL2A

Reference: **your student ID number, full name and the words “living allowance”**

Please note that in case of multiple accounts, a separate original document is required for each account.

<BANK LETTER HEAD>(the statement should be on official and original bank paper)

<CONTACT DATA OF THE BANK>(name of the bank, full address, telephone number, e-mail)

<DATE>(date of issue)

To Whom It May Concern:

This is to inform you that <FULL NAME>(full name of the account holder), account number <ACCOUNT NUMBER>(account number including international bank codes like IBAN, BIC and SWIFT), has been our client since <DATE>(date the account was opened).

As of <DATE>(date of the balance) the balance of this account is <CURRENCY>(e.g. US\$ (US dollar), AUS\$ (Australian dollar), UK£ (British pound), € (Euro)) <AMOUNT>(amount of the balance).

The balance of the account is at free disposal.

Kind regards,

<SIGNATURE BANK EMPLOYEE>(signature of the bank employee)

<NAME BANK EMPLOYEE>(legibly typed or written name of the bank employee)

<BANK STAMP>(stamp of the bank in blue or black ink)

Financial statement

I, the undersigned,

Name: _____

First name: _____

Born on (dd-mm-yyyy) _____

Place of Birth: _____

Nationality: _____

Passport number or number of identity card: _____ (please send a copy with this statement)

Telephone number: _____

Address: _____

Postcode: _____ City: _____

Country: _____

hereby declare that I will financially support the following student:

Name: _____

First name: _____

Born on (dd-mm-yyyy) _____

Place of Birth: _____

Nationality: _____

Passport number: _____

during his/her studies in the Netherlands. I hereby guarantee that I will transfer a minimum monthly

allowance of € _____

from start date (dd-mm-yyyy): _____ until end date (dd-mm-yyyy): _____

I hereby enclose a recent bank statement (not older than three months) proving that I have enough funds to transfer the amount in the period mentioned.

Date (dd-mm-yyyy): _____

City: _____

Signature: _____

Financial statement of support

I, the undersigned,

Name: _____

First name: _____

Born on (dd-mm-yyyy) _____

Place of Birth: _____

Nationality: _____

Passport number or number of identity card: _____ (please send a copy with this statement)

hereby declare that the company that I represent:

Name company: _____

Telephone number: _____

Address: _____

Postcode: _____ City: _____

Country: _____

will financially support the following student:

Name: _____

First name: _____

Born on (dd-mm-yyyy) _____

Place of Birth: _____

Nationality: _____

Passport number: _____

during his/her studies in the Netherlands. I hereby guarantee that I will transfer a minimum monthly

allowance of € _____

from start date (dd-mm-yyyy): _____ until end date (dd-mm-yyyy): _____

I hereby enclose:

1. a recent bank statement (not older than three months) proving that the company has enough funds to transfer the amount in the period mentioned
2. proof that I am authorized to dispose of the company's funds

Date (dd-mm-yyyy): _____ City: _____

Signature: _____

Model M47-A

Garantverklaring verkorte mvv-procedure (bedrijven en onderwijsinstellingen)

CRV-nummer

Ondergetekende

Werkzaam bij

Adres

Functie

stelt zich, namens het bedrijf of de onderwijsinstelling waarvoor hij/zij werkzaam is, garant voor de kosten die voor de Staat en voor andere openbare lichamen voortvloeien uit het verblijf in Nederland van de vreemdeling(e)

Achternaam

Voorna(a)m(en)

Geboortedatum

Geboorteplaats

Geboorteland

Nationaliteit

Geslacht

Burgerlijke staat

Adres

Postcode/Plaats

Ondergetekende verklaart hierbij dat de kosten, niet zijnde bijstandskosten, die voor de Staat en andere openbare lichamen voortvloeien uit het verblijf van de vreemdeling, waarin mede zijn begrepen de kosten van een reis van de vreemdeling naar een plaats buiten Nederland waar zijn/haar toelating is gewaarborgd, tot een bedrag van maximaal EUR 4.537,80 (NLG 10.000,-) op de garantsteller kunnen worden verhaald.

Daarnaast verklaart ondergetekende ermee bekend te zijn dat, indien de vreemdeling een uitkering krachtens de Algemene Bijstandswet geniet, de kosten van bijstand welke ten behoeve van de vreemdeling zijn gemaakt (gerelateerd aan de hoogte van de op dat moment geldende uitkeringen volgens de norm van de Algemene Bijstandswet) naast genoemde EUR 4.537,80 (NLG 10.000,-) op de garantsteller kunnen worden verhaald.

Voor verhaal komen niet in aanmerking de kosten die zijn veroorzaakt na de datum waarop de vreemdeling(e):

- In het bezit is gesteld van een andere verblijfsvergunning dan die waarvoor de garantstelling is ondertekend;
- Nederland definitief heeft verlaten.

Voor verhaal komen evenmin in aanmerking de kosten van bijstand die zijn ontstaan nadat het bedrijf of de onderwijsinstelling het Bureau verkorte procedure van de regionale IND-Directie Zuid-West heeft medegedeeld dat de vreemdeling(e) niet langer bij het bedrijf of de onderwijsinstelling werkzaam is of bij de onderwijsinstelling staat ingeschreven.

De mogelijkheid de bovengenoemde kosten te verhalen komt te vervallen na één jaar nadat het bedrijf of de onderwijsinstelling waar ondergetekende werkzaam is, het Bureau verkorte procedure van de regionale IND-Directie Zuid-West heeft medegedeeld dat de vreemdeling(e) niet langer bij het bedrijf of de onderwijsinstelling werkzaam is of bij de onderwijsinstelling staat ingeschreven. Wanneer een rechtsmiddel wordt aangewend tegen het beëindigen van het verblijfsrecht, gaat dit jaar in nadat de vreemdeling(e) niet langer rechtmatig verblijf in Nederland heeft.

Plaats Datum

Handtekening

Enclosure 5: Statement of guarantee of a private person residing in the Netherlands (please write clearly, in capital letters and blue ink)

Model M47 Garantverklaring

V-nummer:

Ondergetekende _____

Wonende te _____

Adres _____

stelt zich garant voor de kosten die voor de Staat en voor andere openbare lichamen voortvloeien uit het verblijf in Nederland van de vreemdeling(e)

Achternaam _____

Voorna(a)m(en) _____

Geboortedatum _____

Geboorteplaats _____

Geboorteland _____

Nationaliteit _____

Geslacht _____

Burgerlijke staat _____

Adres _____

Postcode/Plaats _____

gedurende de periode van vijf jaar of zoveel korter als het verblijf van de vreemdeling duurt.

Ondergetekende verklaart hierbij dat de kosten, niet zijnde bijstandskosten, die voor de Staat en andere openbare lichamen voortvloeien uit het verblijf van de vreemdeling waarin mede zijn begrepen de kosten van een reis van de vreemdeling naar een plaats buiten Nederland waar zijn/haar toegang gewaarborgd is, tot een jaarlijks maximumbedrag ter hoogte van EUR 4.537,80 (NLG 10.000,-) op de garantsteller kunnen worden verhaald. Daarnaast verklaart ondergetekende ermee bekend te zijn dat, indien de vreemdeling een uitkering krachtens de Algemene Bijstandwet geniet, de kosten van bijstand welke ten behoeve van de vreemdeling zijn gemaakt (gerelateerd aan de hoogte van de op dat moment geldende uitkeringen volgens de norm van de Algemene bijstandswet) naast genoemde EUR 4.537,80 (NLG 10.000,-) per jaar op de garantsteller zullen worden verhaald.

(plaats) (datum)

(handtekening)

Toestemming echtgeno(o)t(e) / geregistreerd partner

Ondergetekende _____

wonende te _____

adres _____

echtgeno(o)t(e) van _____

verklaart toestemming te verlenen voor bovenstaande garantstelling.

(plaats) (datum)

(handtekening)

Enclosure 6; Consent form (please write clearly, in capital letters and blue ink)

Consent form for degree students with an expiring residence permit for study transferring to UM

Personal details

UM Student ID-number i-6 _____

Last name _____ First name(s) _____

Date of birth _____ Place of birth _____

Country of birth _____ Nationality _____

Gender M F Marital status Married Unmarried

Full current Dutch address as registered with City Hall (street, house number and addition, room number, postal code, city)

Telephone _____ Second e-mail address (in case of emergency) _____

(Preparatory) programme you are/will be registered for at UM: _____

Programmes in The Netherlands you have been registered for in the past:

<i>Educational institute</i>	<i>Program name</i>	<i>Date from</i>	<i>Date until</i>

With my signature, I also declare that:

- all information and documents provided are correct and true
- I am aware that completing this procedure is my own responsibility and Maastricht University does not accept any liability for my inability to meet any of the other registration requirements
- I authorize the UM Visa Office to legally act on my behalf for the application, extension, change or termination of my visa and residence permit for study and to exchange information with Dutch Immigration (IND) on my residence status
- I am aware that my residence permit for study will be revoked when terminating or interrupting my student registration or not achieving at least 50% study progress under the [Study Progress Requirement \(link\)](#)
- I will contact the Visa office myself to arrange the extension of my residence permit, if needed, before my current permit expires.
- I understand that each next academic year I will have to provide proof to the Visa office of sufficient financial resources

PLEASE CAREFULLY CHECK WHAT YOU SIGN FOR; YOU CANNOT CLAIM IGNORANCE AFTERWARDS

City _____ Date _____ Signature _____

Enclosure 7: Antecedents Certificate

Appendix Antecedents Certificate

1 Certificate

> Please tick the applicable situation

I certify that:

- I have never been sentenced to imprisonment or a custodial measure for committing a crime;
- I have never been sentenced to perform community service for committing a crime;
- I have never been imposed an unconditional fine for committing a crime;
- I have never accepted an out-of-court settlement for committing a crime;
- I have never been imposed a penalty order by a public prosecutor for committing a crime;
- I am currently not subject to prosecution for committing a crime;
- I have never been responsible for one of the following categories of acts as referred to in Article 1F of the 1951 Refugee Convention: a crime against peace, a war crime, a crime against humanity, a serious non-political crime (for example murder or terrorism), or acts contrary to the purposes and principles of the United Nations (for example terrorist acts); and
- I am aware of the fact that a sentence for committing a crime may result in a refusal or termination of the right of residence.
- I have not submitted any incorrect data during earlier residence procedures;
- I did not reside in the Netherlands illegally in the past;
- I am not subject to any entry ban.

I am unable to certify the above for the following reasons:

2 Signing (by the foreign national)

I have completed this form truthfully.

2.1 Name

Place

Day

Month

Year

2.2 Place and date

2.3 Signature

Please note!

Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.

Enclosure 8: Cost breakdown

A. Cost breakdown for non-EU students applying to Maastricht University.

Although this information is rather accurate, it can only be an estimate. Costs may vary per programme, per annum and per individual pattern of spending.

Legally required funds per month are € 950. These funds are legally required for the issue of a residence permit. They are meant to cover the following (estimated) expenses:

- Housing	€ 470	
- Insurances	€ 70	
- Telephone	€ 40	
- Meals, beverages and personal hygiene		€ 120
- Travel	€ 60	
- Books and study materials	€ 50	
- Clothing, hobbies, going out	€ 100	
- Miscellaneous	€ 40	
	=====	
Total	€ 950	

The non-refundable legal fees for a residence permit application are € 207