

You stated that you have a Dutch residence permit that is valid for **less than** 3 months after the designated starting date of your registration. You cannot extend it for the same purpose and wish to change to a residence permit for the purpose of study.

If this is incorrect, you must go through the [Legal Residence Flowchart \(link\)](#) again.

## What has to happen?

To enable your registration you must:

- Upload the necessary documents ([paragraph A](#)) to <https://myum.unimaas.nl/irj/portal>

### Deadline for file completion:

- 15 August when starting in September
- 15 January when starting in February

If you are unable to meet all legal residence requirements before the deadline, we cannot establish legal residence for you in time and you cannot complete your registration. In that case, you have to withdraw your application from Studielink. You may decide to re-apply for the next possible entry date.

## Paragraph A. Upload the necessary documents

You have to upload documents for the visa procedure in a different portal than the admission documents. Upload documents meant for applying for legal residence in the folder “VISA” **ONLY** on:

<https://myum.unimaas.nl/irj/portal>.

Use 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.).

### The general requirements for the documents are:

- Only upload high-quality PDF files in at least 200 dpi, full-page scans in color
- 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 a univocal currency of the amounts stated, preferably in Euro (€). Other currencies are also acceptable (keep the conversion rate in mind)
- You can complete forms by hand or digitally. Your signature on the forms must match the signature on your passport
- Address details must be the same on every form.

### You have to upload the following documents:

1. [A proof of transfer of the legal fees \(€228\)](#)
2. [Acceptable proof of sufficient financial means \(€ 15.000\)](#)
3. [A copy of your valid passport](#)
4. [A completed and signed consent form](#)
5. [A completed Antecedents Certificate](#)
6. [A copy of the front and back of your valid Dutch residence permit](#)

## 1. A proof of transfer of the legal fees (€228)

The €228 for legal fees for the residence permit are non-refundable. This amount is automatically collected from the UM Visa Office bank account by Dutch Immigration. Therefore, you have to transfer the amount to our account in advance.

For payment instructions and possible exemptions or exceptions, refer to [paragraph B](#).

### Required document:

A proof of transfer showing the €228 transferred. The transfer reference must show your **student ID number, full name, and date of birth** as a reference, regardless of whose account the legal fees are transferred from.

## 2. Acceptable proof of sufficient financial means (€15,000)

Degree students must demonstrate enough financial resources for at least one year. This requires having a minimum of €15,000 available, based on 12 months x €1,250 (see [enclosure 5](#)) for a cost breakdown). You have the following two (combinable) options to prove this:

**Documents that do not meet all requirements or are filled in incorrectly are not accepted. If you cannot meet all requirements for an option, then you need to choose a different option.**

➤ **Option A.** Transfer of a deposit

You transfer the amount required to cover your registration period (*amount of months x €1,250*). To know your registration period, contact the UM International Relations Office (IRO).

Your deposit will always be refunded, but not before your first registration day. The instruction on how to request a refund of your deposit is provided in the pre-arrival information. We will send you this information after approval of the residence permit.

For payment instructions, refer to [paragraph B](#).

### Required document:

A proof of transfer showing the amount transferred. The transfer reference must show your **student ID number, full name, and living allowance** as a reference, regardless of whose account the amount is transferred from. If the transaction does not mention the word “**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 we cannot objectively verify the scholarship, you will have to choose an alternative option (A, C, or D).**

**Required document:**

A copy of proof of award of the scholarship. This document must state:

- the date of issue
- your name, first name initials, and date of birth
- the period of the scholarship (from...until...); this should at least cover the full registration period as mentioned in the accompanying email
- the entire amount of the monthly allowance of the scholarship-awarding institute and its univocal currency
- the name, address, and contract data of the scholarship awarding institute
- specifically the word “scholarship” or “grant”, 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

Choose **one** of the below options:

- **C.1.** A bank statement
- **C.2.** A copy of a statement of account

**Extra requirement joint account holders**

Bank statements or statements of account 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. This letter must be signed by the joint account holder and accompanied by a clear and legible copy of the joint account holder’s passport or identity card, containing his/her photograph and signature.

**Option C.1. Required documents:**

A bank statement is an official document or letter prepared by your bank upon your request. This document must:

- be printed on letterhead paper, be originally signed, and be recent (not older than 2 months)
- state the date of issue
- state your name and first name initials
- state the full and exact 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

(Refer to [enclosure 1](#) for an example of a bank statement)

**Option C.2. Required documents:**

A copy of a statement is an overview of your recent account activity and may be downloadable via the online banking platform for your bank. This copy of a statement of account must:

- state your name as the account holder
- meet the same requirements as the bank statement (option C.1.), except for the statement on free disposal
- show **multiple** withdrawals and deposits over at least one month

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

Choose **one** of the below options:

- **Option D.1.** Provide the following 3 documents of your sponsor:
  1. A financial statement (enclosure 2 (link))
  2. A copy of the passport
  3. A bank statement
- **Option D.2.** Provide the following 3 documents of your sponsor:
  1. A financial statement (enclosure 2 (link))
  2. A copy of the passport
  3. A copy of a statement of account

**Extra requirement joint account holders**

Bank statements or statements of account 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. This letter must be signed by the joint account holder and accompanied by a clear and legible copy of the joint account holder’s passport or identity card, containing his/her photograph and signature.

**Option D.1 Required documents:**

- 1. A financial statement ([enclosure 2](#)), completed by the sponsor. Make sure that:**
  - the period between the start and end date covers the registration period. Contact the UM IRO (International Relations Office) for your registration period.
  - the balance of the bank account covers the required amount for the period from start to end date
  - in the case of a joint account, make sure both account holders sign the financial statement
- 2. A clear and legible copy of the sponsor’s passport or identity card, containing the sponsor’s photograph and signature**
- 3. A bank statement is an official document or letter prepared by your bank upon your request. This document must:**
  - be printed on letterhead paper, be originally signed, and be recent (not older than 2 months)
  - state the date of issue
  - state your name and first name initials
  - state the full and exact 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

(Refer to [enclosure 1](#) for an example of a bank statement)

**Option D.2 Required documents:**

- 1. A financial statement ([enclosure 2](#)), completed by the sponsor. Make sure that:**
    - the period between the start and end date covers the registration period. Contact the UM IRO (International Relations Office) for your registration period.
    - the balance of the bank account covers the required amount for the period from start to end date
    - in the case of a joint account, make sure both account holders sign the financial statement
  - 2. A clear and legible copy of the sponsor's passport or identity card, containing the sponsor's photograph and signature**
  - 3. A copy of a statement is an overview of your recent account activity and may be downloadable via the online banking platform for your bank. This copy of a statement of account must:**
    - state your name as the account holder
- meet the same requirements as the bank statement (option D.1.), except for the

### **3. A copy of your valid passport**

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 lack the required details.

The passport should bear your signature and be valid until at least 6 months after your program starts.

If you have visited the Netherlands in the past 3 years, all pages of your passport are required. In that case, make sure that the page with the most recent exit stamp from The Netherlands or another Schengen country is legible.

**Required document:**

A copy of all your passport pages containing data. Make sure to include the passport page with your signature (holder's or bearer's signature).

### **4. A completed and signed consent form ([enclosure 3](#))**

The form serves several purposes:

- To collect necessary information we do not yet have
- To obtain sufficient permission to act on your behalf as stipulated by European privacy legislation
- To make sure you have taken note of all conditions for receiving the residence permit

**CAREFULLY CHECK THE CONTENTS OF THE FORM BEFORE SIGNING**

**Required document:**

A completed and signed consent form ([enclosure 1](#)).

## 5. A completed Antecedents Certificate ([enclosure 4](#))

You must complete sections 1 and 2. When in doubt, contact the Visa Office.

**Required document:**

A completed and signed Antecedents Certificate ([enclosure 4](#)).

## 6. A copy of the front and back of your valid Dutch residence permit

**Required document:**

A copy of the front and back of your valid residence permit

### Paragraph B. What payments do you have to make?

1. **€228** for legal fees, except in the following situations:
  - If you have an award letter of a scholarship from Maastricht University, a Stuned scholarship from the Netherlands Support Office (NESO) in Indonesia, a Fulbright scholarship, or a Civil Society Leaderships Award, the legal fees will be charged to your scholarship
  - If you are a citizen of San Marino or Israel, you are exempt from paying legal fees
  
2. **€15,000** as a deposit if you do not have a scholarship. In this case, you have to mention the words **“living allowance”** in the transfer. Otherwise, Dutch Immigration will refuse your application.

**The deposit is always refundable**, but not before the first registration day. The instruction on how to request a refund of your deposit is provided in the pre-arrival information. We will send you this information after approval of the residence permit.

You can combine both sums in one bank transfer to avoid additional bank charges.

**Bank transfer details:**

International Bank Account Number (IBAN)	NL10 INGB 0677623798
Bank branch details	ING Bank, P.O. Box 1800, 1000 BV Amsterdam, The Netherlands
Beneficiary or payee	Maastricht University, Minderbroedersberg 4-6, 6211 LK, Maastricht, The Netherlands
BIC- or SWIFT-code	INGBNL2A
Reference	<b>Your student ID number, full name, and the words “living allowance”</b>

**Enclosure 1: Example of a bank statement**

- In the case of multiple accounts, a separate original document is required for each account
- In the case of a joint account, the second account holder must include a statement that the first one may freely access the balance of the account

**Example: Bank declaration**

This letter must be printed on official and original bank paper mentioning at least the name, full address, email, and phone number of the bank.

Date of issue (dd/mm/yyyy)

To whom it may concern,

I, the undersigned, an employee of <name of bank, full address of bank>, hereby inform you that:

Name: <full name of the account holder>

Account number: <full account number including international bank codes like IBAN, BIC, and SWIFT>

is a customer at our bank.

Our customer has a <type of account> account with this bank since <date (dd/mm/yyyy) of opening account>.

The balance on this account on <date (dd/mm/yyyy)> is: <currency> <amount>

I confirm that the customer has direct access to these funds and can withdraw the full balance without notice / the balance of the account is at free disposal.

Yours faithfully,

<Signature>

<Name of the person who signed the letter>

<Date of signature (dd/mm/yyyy)>

<Location of signing>

<Bank stamp in blue ink>

Enclosure 2: Financial statement

Financial Statement

1. Personal Details

I, the sponsor,

1.1	Name sponsor (as stated in the passport)	<i>Surname</i> _____
		<i>First name(s)</i> _____
1.2	Date of birth sponsor	<i>(dd/mm/yyyy)</i> _____
1.3	Place of birth sponsor	_____
1.4	Nationality sponsor	_____
1.5	Home Address sponsor (current living address in home country)	<i>Street</i> _____
		<i>Number</i> _____
		<i>Postcode</i> _____
		<i>Town</i> _____
		<i>Country</i> _____
1.6	Telephone sponsor	_____
1.7	Email address sponsor	_____
1.8	Passport or identity card number sponsor *send a copy with this statement	_____

**hereby, declare that I, the sponsor, will financially support the following student:**

1.9	Name student (as stated in the passport)	<i>Surname</i> _____
		<i>First name(s)</i> _____
1.10	Date of birth student	<i>(dd/mm/yyyy)</i> _____

**(1/2): This financial statement continues on the next page**





Enclosure 3: Consent form (refer to [item 4 in paragraph A.](#))

## Consent form for the change of purpose of a residence permit to study procedure

### 1. Personal details

1.1	UM Student ID number	<table border="1"><tr><td>1</td><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	1	6							
1	6										
1.2	Name (as stated in the passport)	<i>Surname</i> _____ <i>First name(s)</i> _____									
1.3	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female									
1.4	Date of birth	<i>(dd/mm/yyyy)</i> _____									
1.5	Place of birth	_____									
1.6	Country of birth	_____									
1.7	Nationality	_____									
1.8	Civil status	<input type="checkbox"/> unmarried (single or living together) <input type="checkbox"/> married									
1.9	Home Address (current living address in the Netherlands)	<i>Street</i> _____ <i>Number</i> _____ <i>Postcode</i> _____ <i>Town</i> _____ <i>Country</i> _____									
1.10	Telephone	_____									
1.11	Email address	_____									
1.12	Programme you will be registered for	_____									

**(1/2): This consent form continues on the next page**

## 2. Emergency contact information

- 2.1 Relation to emergency contact (parent, family member, employer, etc.) \_\_\_\_\_
- 2.2 Telephone emergency contact \_\_\_\_\_
- 2.3 Email address emergency contact \_\_\_\_\_

## 3. Singing

With my signature, I declare that:

- ✓ All information and documents provided are correct and true
- ✓ I am aware that completing this procedure is my 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 authorize the UM Visa Office to act and exchange information on my municipal registration
- ✓ I am aware that my residence permit for study will be revoked when terminating or interrupting my student registration or not achieving sufficient 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.
- ✓ Each academic year I will prove to the Visa office that I have sufficient financial resources for living allowance.
- ✓ I will transfer the tuition or registration fee for a full year in one lump sum or provide a verifiable Dutch educational or governmental scholarship letter scholarship to that amount before my application can be submitted to Dutch Immigration. I am aware that I cannot pay my tuition fee by authorization (at once or in installments) and non-compliance will result in the annulment of my registration and residence permit

- 3.1 Name of foreign national \_\_\_\_\_
- 3.2 Place and date \_\_\_\_\_  
*Place*  
\_\_\_\_\_  
*Date (dd/mm/yyyy)*  
\_\_\_\_\_
- 3.3 Signature of foreign national \_\_\_\_\_

**(2/2): End of consent form**

Enclosure 4: Appendix Antecedents Certificate ([refer to item 5 in paragraph A.](#))

## Appendix Antecedents Certificate

### Who should complete this appendix?

Pursuant to Articles 3.77, paragraph 11 and 3.86, paragraph of the Aliens Decree, every foreign national aged 12 years or older must complete the appendix.

*Please note!* This statement consists of 2 pages. You must complete **both** pages.

### 1. Declaration of the foreign national

On this form, you fill in whether you have ever committed a crime or a criminal offense. These are crimes committed in the Netherlands and criminal offenses committed outside the Netherlands. You must answer the questions with *Yes* or *No*. Not completing the form truthfully or failing to report is a criminal offense. This can lead to a sanction. Your answers may have consequences for your application or for a residence permit that you have previously received.

➔ *Please tick the applicable situation*

- 1.1 Are you currently being prosecuted for committing a crime in the Netherlands? Or for committing a criminal offense abroad?  Yes  No
- 1.2 Have you ever been sentenced to a fine, community service, penalty order by a public prosecutor, custodial measure, or imprisonment, or have you accepted an out-of-court settlement for committing a crime in the Netherlands? Or have you ever been convicted of committing a criminal offense abroad?  Yes  No
- 1.3 Have you ever committed a crime, or have you been involved in a crime as referred to in Article 1F of the 1951 Geneva Convention on Refugees? Like murder, war crime, genocide, terrorist crime, or crimes against humanity?  Yes  No
- 1.4 Have you received an entry ban from one of the countries of the EU/EEA or Switzerland?\* Or a measure similar to an entry ban?  Yes  No
- \*This is a ban on travel to the Netherlands, the EU / EEA or Switzerland.*
- 1.5 Have you submitted incorrect data during earlier residence procedures in the Netherlands?  Yes  No
- 1.6 Have you stayed illegally in the Netherlands?  Yes  No

➔ *Have you ticked 'Yes' for one or more questions? Then explain why.*

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## 2. Signing

- ✓ I have completed this form truthfully.
- ✓ I know that the IND can reject my application or withdraw my residence permit if I have ever been convicted of committing a crime.
- ✓ If something changes in my situation through which my statements on this form are no longer correct, I will notify the IND as soon as possible. I do this within four weeks after the change of my situation.

2.1	Name of foreign national	_____
2.2	Date of birth	_____ <i>(dd/mm/yyyy)</i>
2.3	Place and date of signing	_____ <i>Place</i>
		_____ <i>Date (dd/mm/yyyy)</i>
2.4	Signature of foreign national	_____

### Processing of personal data

The Immigration and Naturalisation Service (IND) processes personal data when it processes your application, notification, or request. This means that if needed the IND will request data from you and other organizations or persons. The IND also uses and stores data and shares them with other organizations. When doing so, the IND strictly adheres to the stipulations of privacy legislation. For instance, the IND must treat data safely and with due care. The law also gives rights. At your request, you are allowed to see which data on you the IND processes. You can also get information on why the IND does so and to whom your data has been passed on. On [www.ind.nl](http://www.ind.nl) you can read how the IND processes your data and which rights you have. You can also read how to use your rights.

**Enclosure 5: Cost breakdown****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 the individual pattern of spending.

Legally required funds per month are €1,250. These funds are legally required for the issue of a residence permit. They are meant to cover the following (estimated) expenses:

- Housing	€ 650
- Insurances	€ 80
- Telephone	€ 50
- Meals, beverages, and personal hygiene	€ 150
- Travel	€ 80
- Books and study materials	€ 50
- Clothing, hobbies, going out	€ 140
- Miscellaneous	€ 50
	===== +
<b>Total</b>	<b>€ 1,250</b>