

**Visa Service Application Form**

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| Deadline visa application for September 2023-2024 entry: **1 June 2023**  Deadline visa application for February 2023-2024 entry: **1 November 2023**  Please note that incomplete applications and applications received after the deadline may be refused! Applications will be processed on a first-come first-served basis.  **This form must be filled in digitally. This form is not meant for exchange students. They apply for their visa through the application form in Mobility Online.** |

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| 1. **Visa information** |
| Before filling in this application form, please find out which type of visa (procedure) you need by checking the [**Study in Holland Visa Wizard**](https://www.studyinnl.org/plan-your-stay/do-you-need-a-visa). |
| Please tick the appropriate option:  TEV procedure: I need an **entry visa (mvv)** + **residence permit (VVR)** and I will collect my entry visa (mvv) in:   |  |  | | --- | --- | | **Country** Netherlands Embassy or Consulate |  | | **City** Netherlands Embassy or Consulate |  |   VVR procedure: I want to apply for a **residence permit (VVR)** for the purpose of studying.  I do not need an entry visa (mvv). |

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| 1. **Personal details** | |
| Surname |  |
| First names (as in passport) |  |
| Street + house number |  |
| Postal code |  |
| City |  |
| Country |  |
| Nationality |  |
| Date of birth (dd-mm-yyyy) |  |
| Place of birth |  |
| Gender | male  female |
| Marital status | married  unmarried |
| Mobile telephone number | (+ country code) |
| Telephone number | (+ country code) |
| E-mail address |  |
| Passport number |  |
| Issue date passport | Klik of tik om een datum in te voeren. |
| Expiration date passport (NB: your passport should be valid at least 6 months after the issue date of your mvv) | Klik of tik om een datum in te voeren. |
| Future street + house number in the Netherlands (if known) |  |
| Future postal code + place in the Netherlands (if known) |  |
| Expected date of arrival in the Netherlands | Klik of tik om een datum in te voeren. |

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| 1. **Study programme** | |
| Chosen study programme at Windesheim UAS |  |
| I already applied through [**Studielink**](http://www.studielink.nl) | yes, my student number is:  no |
| I want to apply for the Preparatory Year (Schakeljaar) at Windesheim UAS prior to my study programme | no  yes |
| Expected start and end date of the study programme(s) | Start: Klik of tik om een datum in te voeren.  End: Klik of tik om een datum in te voeren. |

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| 1. **Proof of sufficient money (study norm) and visa application fee** |
| You need to prove that you have sufficient money to live and study in the Netherlands. You can show this by paying the study norm into the bank account of Windesheim UAS. You should have sufficient money for 12 months. The study norm equals the amount Dutch students receive in study benefit when they are living in a student room. The visa application (leges) costs €210,-.  You will receive an invoice for the payment of both the study norm and the visa application fee after you have handed in the required visa application documents to the Windesheim International Office. Windesheim UAS will authorise the Dutch Immigration Authorities (IND) to withdraw the visa application fee from their bank account. The study norm money will be returned to you by Windesheim UAS.  I hereby declare that I will pay the study norm **€11.494,44 (= €957,87 x 12 months)** as well as **€210,-** visa application fee into the bank account of Windesheim UAS. I will receive the invoice from Windesheim UAS. |

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| 1. **Insurance** |
| All students have to take out **Dutch private health insurance and a third-party liability insurance**. We recommend the following insurance company: [**AON Insurance**](https://www.aonstudentinsurance.com/students/en/). Don’t forget to ask the insurance company to send you a copy of your policy.  I include a photocopy of my **health and liability insurance policy** and I am aware of the fact that Windesheim UAS will ask me to hand in copies of my insurance policies before the start of each academic year. |

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| 1. **Contact person in the Netherlands** | |
| Do you have a contact person in the Netherlands who is concerned with your visa application | no  yes (please add the contact details below) |
|  | Mr  Mrs  Ms |
| Name |  |
| Street + house number |  |
| Postal code and Place |  |
| Telephone | (+ country code) |
| Mobile phone | (+ country code) |
| E-mail address: |  |
| Relationship (e.g. partner, family member) |  |

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| 1. **Statement** |
| I am aware that I have to sign an antecedents certificate and (if applicable) undergo a medical test for tuberculosis (TB). Windesheim International Office will send me the relevant forms after submitting the visa application form.  I am aware that I must report changes that influence my residence permit and that Windesheim UAS has the right to ask the IND to withdraw my residence permit if I am no longer registered as a student of Windesheim UAS or do no longer meet the requirements for holding a residence permit. Should this situation occur, I will first be contacted by Windesheim International Office.  I am aware that after each academic year my study progress will be checked by Windesheim International Office. In case I have gained less than 50% of the nominal study load, Windesheim UAS has the right to ask the IND to withdraw my residence permit. Should this situation occur, I will first be contacted by the International Office.  I understand that my visa application may be delayed or cancelled if I submit inaccurate or incomplete information, or if my visa application documents arrive at Windesheim International Office after the deadlines:   * **1 June (September entry) / 1 November (February entry):** visa service application form and required documents * **1 July (September entry) / 1 December (February entry):** payment study norm + visa application fee, visa application and enrolment Windesheim UAS complete   **I certify that the information I have provided through this application form is correct.**  **Signature student: Date:** Klik hier als u een datum wilt invoeren. |

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| 1. **Checklist** |
| Visa Service Application form filled in digitally, with my signature and including:  Photocopies of my passport (only the identity details and stamped pages)  Photocopy of my current (Dutch or any other European) residence permit (*only if applicable*)  A photocopy of my legalised birth certificate  Photocopies of my health and liability insurance policies  An invitation to enroll e-mail from the Student Administration of Windesheim UAS stating that my previous diplomas give access to the first year of my chosen study programme.  **Chinese students only:**  Nuffic-certificate, for more information [**please click here**](https://www.studyinnl.org/plan-your-stay/nuffic-certificate-for-chinese-students)  **Preparatory year (Schakeljaar)** **students only:**  An invitation to enroll e-mail or letter from the coordinator of the Schakeljaar of Windesheim UAS. |

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| **A scan of the fully completed and signed Visa Service Application Form, including the required documents on the checklist must be sent to** [**internationaloffice@windesheim.nl**](mailto:internationaloffice@windesheim.nl) |