



Arranging your residence permit

Information for exchange students

Introduction and content

Congratulations! You have been (conditionally) accepted to the University of Groningen (UG)! Due to your nationality, you will have to apply for a residence permit for the Netherlands. The Immigration Service Desk (ISD) of the UG will apply for a residence permit on your behalf.

Within this package you will find:

- > Application instructions
- > Bank transfer procedure
- > Additional information
- > Immigration and Naturalisation Service (IND): Appendix Antecedents Certificate

More information about the immigration procedure is available online. Please make sure to read all available information on our ISD webpages for [Exchange Students](#) before uploading your documents.

Application instructions

For a smooth application procedure, please follow the instructions as outlined below, and read up on the requirements as explained here.

Documents you have to upload:

- **Scan of your passport in colour:** include all pages with personal details, signature of bearer/holder and all pages with stamps and visas. Your passport should have a validity of more than 6 months after the starting date of your programme.
- **Bank transfer:**
 - > application fees IND
 - > sufficient financial fundsPlease refer to the chapter "Bank transfer procedure" for the full instructions.
- **Scan of the completed antecedents form:** in this certificate you provide information on your criminal record. In this certificate you state if you have a criminal record or not. We will submit this certificate to the IND. You will find the certificate at the end of this document.
- **Nuffic Certificate:** Chinese students (except those with a passport issued by Macau, Taiwan, or Hong Kong) need to apply for a [Nuffic Certificate](#). We strongly advise you to apply for this certificate in time for your visa application via the ISD. The procedure for the Nuffic Certificate may take 2-3 weeks.
- **Schengen or EU/EEA residence permit:** *Only if applicable:* scan the front and back of your residence permit.



Bank transfer procedure

The amount that you need to transfer consists of the **application fee IND, sufficient funds and applicable tuition fee.**

Make sure you make the transfer before you upload your documents, in order to avoid delays in your application. You will be asked to upload a copy of your transfer in the application form so we can link your application form to the transfer.

Important: The sufficient funds deposit excludes the non-refundable tuition fees and application fee IND. Paying in instalments is not an option as tuition fees will be transferred to the correct department. The payment of the tuition fees is a requirement of the IND.

Transfer information	
Amount	Tuition fees for one academic year Sufficient funds EUR 900 per month of study (maximum EUR 10,800 for 12 months) Application fee IND EUR 171 Ensure that you cover any additional (international) bank transfer cost. Otherwise, we will have to wait with submitting your application until we receive the remaining amount.
Bank account holder	Rijksuniversiteit Groningen
Address bank account holder	Broerstraat 5 9712 CP Groningen, The Netherlands
Bank account number (IBAN number)	NL49ABNA0497563215
Account number (BIC code)	ABNANL2A
Bank address	ABN Amro Bank, Grote Voort 247, Zwolle* * If Zwolle is not available, please choose the Amsterdam branch: ABN Amro Bank, Gustav Mahlerlaan 10, Amsterdam
Payment reference	Your student number/last name/appl.deposit For example: 1234567/Smith/appl.deposit



Study progress monitoring: MoMi

The Modern Migration policy (MoMi) stipulates that students with a residence permit for the purpose of study will need to obtain at least 50% of their ECTS per year in order to keep their residence permit for the next academic year.



What does this mean?

If you start studying from 1 September onwards, by the end of August (12 months later) you will need to have gained at least 30 ECTS to keep your residence permit card. If you start studying in February, you will need to have at least 15 ECTS by the end of August. This rule applies to all degree students.

Be aware! Students who start with a pre-programme will need to pass all ECTS (100%) within 12 months.

You can find more MoMi information at rug.nl/momi.

FAQ

- **What if I don't pass enough courses?**

If you gain less than 50% of the required amount of ECTS, you will only be allowed to keep your residence permit and to continue studying at the UG if you have an excusable reason. It is therefore very important that you report any delays in your studies to your study advisor as soon as possible.

- **What if my residence permit card is valid for 3 more years?**

The UG is obliged by law to inform the IND if your study results are below the ECTS requirement (i.e. <50%). Consequently your residence permit may be revoked, which means you will no longer have legal stay in the Netherlands.

- **What about the BSA (binding study advice?)**

If your study programme requires you to pass at least 45 ECTS in the first year to be able to continue on to year 2 you will automatically also have gained a sufficient amount to keep your residence permit for the purpose of study.

- **What if I pass 35 ECTS, but my study programme has BSA?**

The BSA requires you to pass at least 45 ECTS in the first year of your study programme. Therefore you will be allowed to continue studying on your current residence permit, but you will not be allowed to continue your current study programme. You will then need to switch to another study programme or leave the UG.

Procedure and consequences

At the end of the academic year the ISD will check whether all students with a residence permit for study have gained enough credits during their enrolment. Students who have not reported to their study advisor or the Student Service Centre (SSC) will be asked to submit proof explaining their lack of ECTS. An independent committee will evaluate this proof.

The ISD is obligated to report to the IND regarding students who do not have an excusable reason. Consequently, the students' residence permits will be revoked. The UG is no longer allowed to apply for a residence permit for the purpose of 'study' for these students.



Additional information

Bank fees

Please note that all additional fees that the bank may charge for the international bank transfer must be covered by yourself. Be advised that transfers should not be made through Earthport, as they do not add any references, therefore removing any link to the sender of the transfer.

Proof of sufficient funds

In order to submit your application, you will have to make a transfer to the University. One of the amounts is the proof of sufficient funds, which consists of EUR 900 x the number of months you will be studying in the Netherlands. The sufficient funds should correspond with the duration of your programme (with a maximum of 12 months equals EUR 10,800, also if you enrol for a programme of more than one year).

For exchange students this means: 1 semester (Sep-Feb) EUR 4,500, 2 semesters (Sep-Jul) EUR 9,000. You will find more information about transfers on our [website](#).

Internal transfer within the University

We will make sure that the application fees are paid to the IND and that your tuition fees are transferred to the correct department within the UG before the enrolment deadline. You will subsequently receive a confirmation from us with instructions on how to fill out your tuition fees payment details in Studielink.

Scholarship or loan?

If you receive a scholarship or loan letter that (partially) covers your sufficient funds and/or tuition fees you must send us your scholarship letter or statement letter from the loan supplier as proof of income. If your scholarship or loan does not cover your full period of stay in sufficient funds and/or tuition fees, you also need to make a transfer of the (remaining) amount to meet the financial requirements. Please check our [website](#) for the criteria that a scholarship letter and loan letter must meet.

Refund procedure

Once you have arrived in the Netherlands and opened a Dutch bank account, you can submit your reclaim form for the refund of the transferred sufficient funds. We will inform you about this after your arrival.

Please ensure that you are financially covered during the first few months in the Netherlands, as the refund procedure may take a couple of weeks.

Communication with ISD department

The Immigration and Naturalisation Service (IND) has the right to ask for additional information during the application process. Therefore, please add us to your contacts and check your email regularly as you may be contacted for additional information or documents.

Submitting incomplete applications

The ISD needs to receive all completed forms before they can start on your application. Submitting incomplete applications will lead to a delay which may lead to higher application fees.



EU/EEA passport? Valid residence permit? Working Holiday Program?

We kindly ask you to contact the ISD in one of the following situations, as the application procedure may not be applicable to you:

- > If you have a valid EU/EEA passport (send scan to ISD)
- > If you have a valid Dutch or valid EU/EEA residence permit (send scan of front and back to ISD)
- > If you are from Argentina, Australia, Canada, New Zealand or South Korea and you have applied for the Working Holiday Program (WHP) / Working Holiday Scheme (WHS)

Are you from Bangladesh, Pakistan, Nepal or Iran?

Please be advised that the approval of your application by the IND may take longer than usual, as they will be extensively checking your application. To avoid delays and additional stress please make sure to submit all documents and make all required transfers well before the deadline

How can I upload my documents?

In the email you received containing this immigration package, you will find a link to the "Student visa application form". This form can only be filled in at the UG website. In order to submit the form, you will need to have:

- transferred the correct amount to the bank account of the University of Groningen. It is advisable to add a copy of your transfer receipt to speed up the process.
- saved all the documents in PDF-format and should not extend the maximum of 25MB.
- checked if your scans are clear and of sufficient quality.
- completed the [antecedents certificate](#), fill in the place of signing and the date when you are signing the form. The signature should match the signature on your passport and is only valid if written by hand (digital signatures will not be accepted). Once completed, you scan the form in colour and save as a PDF file.

How long does it take after I uploaded all my documents?

You will receive a confirmation email straight after you have uploaded your documents. Please check your email, as it could have gone to your spam inbox. It will take at least 10 working days for us to submit your application. We will contact you if your documents are sufficient or if we still need more information. Please only use the form once and do not contact us for an update status.

No third parties

Be advised that we will only communicate to students directly. Any inquiries or applications made by parents, agents, or lawyers will not be handled by the ISD.

Disclaimer

This document is intended for the exclusive use of the person(s) mentioned as recipients. Directly or indirectly copying, disclosing, distributing, publicising and/or in any way using this document or part thereof in any other means is strictly prohibited and will render this document invalid. If you have not received this document through the ISD (isd@rug.nl) it is not applicable to you (yet) and you should not follow the instructions.



This certificate only needs to be completed if the foreign national is 12 years of age or older. Please note! Not completing this antecedents certificate truthfully is an offense of which in all cases a report will be made.

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																						
2.2	Date of birth and V-number	Day	Month	Year	V-number																		
2.3	Place and date	Place						Day	Month	Year													
2.4	Signature																						

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 yourself and other organisations or persons. The IND also uses and stores data and shares them with other organisations. 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 have been passed on. On 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.