

10 STEPS TO TAKE FOR A STUDY AT CODARTS ROTTERDAM, UNIVERSITY OF THE ARTS

Procedures before and after arrival in the Netherlands

Before coming to the Netherlands

1. IMMIGRATION PROCEDURES

To enter the Netherlands and take up temporary residence, you will need to complete the correct immigration formalities. What the immigration authorities require depends on what nationality you have, the purpose of your stay and how long you're staying in the Netherlands for.

COUNTRY	SHORT STAY VISA (VKV): For stay of 3 months or less (for example for auditions or entrance exams)	SINGLE ENTRY VISA (MVV) For a stay of more than 3 months	RESIDENCE PERMIT (VVR) Your residence permit will be granted for the entire period of study. If you discontinue your study while your residence permit is valid, it becomes void and you will be required to leave the country within 28 days
Belgium, Cyprus, Denmark, Germany, Finland, France, Greece, Estonia, Hungary, Latvia, Ireland, Iceland, Italy, Lichtenstein, Luxemburg, Malta, Norway, Lithuania, Poland, Slovakia, Austria, Portugal, Spain, UK, Sweden, Switzerland, Slovenia, Czech Republic, Bulgaria, Rumania	Not required	Not required	Not required EU document not obligatory but useful Free of charge
Croatia	Not required	Not required	EU document, available at the IND office, Rotterdam (NOT obligatory) <u>Legal costs: € 53</u>
Country	VKV	MVV	VVR
Australia, Canada, Japan, Monaco, South Korea, New Zealand, U.S.A., Vatican City	Not required	Not required	Required Application through Codarts before arrival

			<p><u>Legal costs:</u> € 174</p> <p><u>Required documents:</u></p> <ul style="list-style-type: none"> - copy of passport pages with your personal information and stamps on it important: your passport needs to be valid for at least another 6 months - immigration assistance form (attachment 1) - antecedent certificate (attachment 2) - declaration of awareness (attachment 4) - proof of financial means (see attachment 5: explanation of the required financial documents) - health insurance certificate is required within 2 weeks after arrival at the International Office.
Andorra, Argentine, Bolivia, Brazil, Brunei, Chile, Costa Rica, El Salvador, Guatemala, Honduras, Israel, Malaysia, Mexico, Nicaragua, Panama, Paraguay, San Marino, Singapore, Uruguay, Venezuela	Not required	MVV and VVR Required Application through Codarts	<p><u>Legal costs:</u> € 174</p> <p><u>Required documents:</u></p> <ul style="list-style-type: none"> - copy of passport pages with your personal information and stamps on it important: your passport needs to be valid for at least another 6 months - immigration assistance form (attachment 1) - antecedent certificate (attachment 2) - TB statement of intent* (attachment 3) - declaration of awareness (attachment 4) - proof of financial means (see attachment 5: explanation of the required financial documents) - health insurance certificate is required within 2 weeks after arrival at the International Office.
All other countries	Required	MVV and VVR Required	

	<p>Application through the Dutch Embassy in your country Procedure takes up to 3 months <u>Legal costs:</u> € 60 <u>Required documents:</u> -a valid passport or travel document - letter of invitation from Codarts - proof that you have enough money to support yourself during your stay (€ 34 a day) and to travel back home or to a third country where you have the right to stay -proof that you have adequate <u>health insurance</u> (must cover medical emergency abroad)</p>	<p>Application through Codarts <u>Legal costs:</u> € 174 <u>Required documents:</u> - copy of passport pages with your personal information and stamps on it important: your passport needs to be valid for at least another 6 months - immigration assistance form (attachment 1) - antecedents certificate (attachment 2) - TB statement of intent * (attachment 3) - declaration of awareness (attachment 4) - proof of financial means (see attachment 5: explanation of the required financial documents) - health insurance certificate is required within 2 weeks after arrival at the International Office.</p> <p>REMARK: Students with the Chinese nationality (with exception of Hong Kong (SAR), Macau (SAR) and Taiwan (ROC) nationals) have additional requirements: - Nuffic certificate. Application procedure through studyinholland.nl.</p> <p>All questions about the Nuffic certificate have to be directed to Nuffic (https://www.nuffic.nl/en/ or certificate@nuffic.nl) Procedure takes +/- 6 weeks so apply on time!</p>
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*** Tuberculosis test**

The test is free of charge at GGD Schiedamsedijk 95, across from Leuvehaven metro station. Check <https://www.ggdrotterdamrijnmond.nl/infectieziekten/tuberculose/> for all information. Call: 010-4339440 or send an email to bcggd@rotterdam.nl to make an appointment and explain that it's about the TBC check for the IND .

Should you have any questions regarding your residence permit, please don't hesitate to contact Codarts International Office international@codarts.nl; phone number : +31 (0)10-2171026.

For more information and tips regarding immigration procedures check: ind.nl, www.government.nl & www.studyinholland.nl.

2. ENROLMENT PROCEDURES

Make sure your enrolment as a student is completed. You will find more information in the enrollment package. For more information please contact the Administrative Service Center: asc@codarts.nl.

3. PLACE TO LIVE

Rotterdam is becoming more and more popular. Therefore we strongly recommend you to find a place to live as soon as possible to avoid stress and disappointment, we advise May/June. There's hardly a campus system in the Netherlands and students are responsible for their own housing. Find more information and tips about how to find a place to live on www.codarts.nl/en/housing/. For questions contact our student counsellor: decaan@codarts.nl

4. LANGUAGE

Students who apply to Codarts must show that they have sufficient English language skills. The exact language requirements are to find in the enrolment information package.

After arrival in the Netherlands

5. RESIDENCE PERMIT

See in step 1 which requirements apply to you. Contact International Office within one week after arrival in the Netherlands. The International Office will let you know when your residence permit is ready for you at the immigration office in Rotterdam. After you receive your residence permit card, make sure you make a copy of both the front and back and give it to STIP.

6. DUTCH BANK ACCOUNT

After you have found a place to live in the Netherlands, you can open a Dutch bank account for example at the ING bank (several places in centre of Rotterdam). For opening a student bank account you need to bring in the following:

- a proof of enrollment to Codarts (via ASC / STIP);
- your passport;
- a Dutch address.

Please notice that if you're under 18 years old, you need your parents or guardian with you to open a bank account.

If you have questions about this, please contact Codarts International Office international@codarts.nl.

7. MEDICAL INSURANCE

Medical treatment in the Netherlands is not for free. By law it is mandatory to have health insurance. Codarts strongly recommends (new) students to take out a good and complete insurance through **AON** (www.aonstudentinsurance.com). For more information about insurance and studying in the Netherlands you visit www.studyinholland.nl.

In need of advise on this matter: contact our student counsellor: decaan@codarts.nl

8. REGISTRATION AT THE CITY HALL

Codarts will organize two group appointments with the city hall. You can register for one of them during the introduction week OR you have to contact the city hall (www.rotterdam.nl) to make your own appointment.

Required documents:

- passport;
- statement of enrolment from Codarts;
- copy of your residence permit;
- your rent contract or tenancy agreement (tenancy agreement form to get at Codarts international office) + photocopy of the landlord's passport.

Please note: To live in certain neighborhoods in Rotterdam you need a **housing permit** (HVV). Read more on: <https://www.rotterdam.nl/english/housing-permit/index.xml>

9. BSN NUMBER (security number)

Together with your registration in the City Hall you also receive your BSN-number (security number). Please see step 8 for the required documents. You will need this number in case you would like to work. Also your bank in the Netherlands needs to know your BSN-number not later than 3 months after you have opened your bank account.

10. WORK

You will receive your residence permit exclusively as a student, which means that you are not allowed to work regularly for money, except for students from most EU/EER-countries.

However: non-EU/EER-citizens can work *maximum 16 hours per week* **or** full time during the months June-July-August, and in all cases the employer needs to apply for a working permit through the Central Organisation for Work and Income (in Dutch: UWV). Working while studying means that you are **obligated** (by the Dutch law) to take out **basic health care insurance**. For more information about insurance contact our student counsellor (decaan@codarts.nl).

Immigration assistance form 2020-2021

Attachment 1, part 1 - to be completed in capital letters

Family name: _____

First names (as in passport): _____

Address: _____

Nationality: _____

Date of birth: _____ Place of birth: _____

Gender: _____ Married Unmarried

Study programme: Codarts Music Codarts Dance Codarts Circus Arts
Preparatory year Bachelor Master

Telephone number 1: _____

Telephone number 2: _____

E-mail address: _____

Date of arrival: _____

Dutch Embassy nearest to you

City: _____

Country: _____

Immigration assistance form 2019-2020

Attachment 1, part 2 - to be completed in capital letters

FINANCING STUDY AND STAY

I have my own financial means (amount per year regular students €11.000 net excluding tuition fee, including immigration fee, which is € 174)

Note that you need to transfer this amount to the Codarts bank account or that a bank statement is required.

I receive a scholarship. Note that an original statement is required.

Organisation paying the scholarship:

Organisation granting the scholarship:

Monthly scholarship in amount €:

Start date: dd/mm/yyyy End date: dd/mm/yyyy

I am financially supported by a third party living abroad (check attachment 5 for the required documents)

Monthly scholarship in amount €:

Start date: dd/mm/yyyy End date: dd/mm/yyyy

I am financially supported by a third party living in the Netherlands (check attachment 5 for the required documents)

Monthly scholarship in amount €:

Start date: dd/mm/yyyy End date: dd/mm/yyyy

The immigration procedure will not be started until you have met the enrolment- and immigration requirements.

Bank details Codarts

CODARTS Hogeschool voor de Kunsten

ING BANK N.V.

BIC: INGBNL2A

IBAN: NL93INGB0000078759

Description: [Your name] and [date of birth], immigration fee.

Please e-mail this form to international@codarts.nl immediately after you have transferred your money to our bank account.

Antecedents Certificate

Attachment 2

Click [here](#) to download the form 'Antecedents Certificate' in pdf.



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 1 F 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 Place and date _____

Place	Day	Month	Year
_____	_____	_____	_____

2.3 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.

Declaration of intent to undergo a TB test

Attachment 4

Click [here](#) to download the form 'Declaration of intent to undergo a TB test' in pdf.



Appendix Declaration of intent to undergo a TB test

In order to obtain a residence permit, you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and - if necessary - treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a residence permit as soon as possible.

You are granted this permit under the express condition that you will actually undergo a TB test within three months after having received your residence permit. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted.

Enclose the completed and signed declaration of intent with your application before you make an appointment with the Municipal Health Service. In doing so, you declare that you are prepared to undergo a TB test; and, if necessary, TB treatment. For the appointment with the Municipal Health Service, you must complete the referral form as much as possible (part 1) and take it with you.

The obligation to undergo the test does not apply if you are a national of one of the countries listed in the appendix 'Exemption from the obligation to undergo a tuberculosis (TB) test'. Nor does the obligation to undergo the test apply if you have an EU residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

1 Details of foreign national to be tested (the applicant)

1.1	Application for a permit for the purpose of work, wealthy foreign national, learning while working or study?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	V-number (if known)	<input type="text"/>
1.3	Name	Surname as stated in the passport <input type="text"/> First names <input type="text"/>
1.4	Sex and Date of birth	<input type="checkbox"/> Male <input type="checkbox"/> Female > Please tick the applicable situation Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1.5	Place of birth	<input type="text"/>
1.6	Country of birth	<input type="text"/>
1.7	Nationality	<input type="text"/>
1.8	Home address	Street <input type="text"/> Number <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Town <input type="text"/>
1.9	Civil status	> Please tick the applicable situation <input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> registered partnership <input type="checkbox"/> divorced <input type="checkbox"/> widow/widower Number <input type="text"/> Country <input type="text"/>
1.10	Details passport	Valid from (date) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> to (date) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

bes

Declaration of Awareness

Attachment 5

I, the undersigned,

Name: _____

First name: _____

Born on: Day _____ /Month _____ /Year _____

Place of Birth: _____

Nationality: _____

Passport number: _____ (please send copy of passport with this statement)

hereby declare that I am aware of all immigration and Codarts conditions mentioned below:

- | |
|--|
| - You are a full-time student. This means that you must attend your classes and exams. In case of absence you must report this to the teacher. |
| - The IND requires you to have a study progress of at least 50%. One year equals 60 ECTS, which means that you acquire at least 30 ECTS in one academic year for your resident permit to stay valid. |
| - IMPORTANT: If you study in the propaedeutic phase the binding study report (BSR) regulations have to be met. You can find the BSA regulations in the Teaching and Examination Regulations (TER) on intranet. |
| - You are responsible for your own study progress. You can check your study progress in OSIRIS Student (studentosiris.codarts.nl). |
| - You must have enough financial means to provide for yourself. The IND requires you to have at least €897.56 each month (measured in January 2020). This amount is variable and changes one time a year. |
| - It is your responsibility to have insurance with cover in the Netherlands. |
| - You must not constitute a risk to a public order. |
| - If your nationality requires this, you must be prepared to undergo a medical inspection for tuberculosis. |

I am also aware that I will have to leave the Netherlands:

- If I do not meet above mentioned conditions.
- Upon completion of choosing to terminate my studies unless I change the purpose of stay.

I hereby authorize Codarts Rotterdam, Hogeschool voor de Kunsten to execute all necessary actions needed for the application of my residence permit with the purpose of study.

My signature below indicates that I have read, understand, and agree to the conditions listed in this document and that I have to leave Codarts if I do not adhere to them.

Date:...../...../.....

Place/country:.....

Signature:.....

Declaration from parent/guardian (if the student is younger than 18 years on 1 September 2019):

Mr / Mrs / Ms _____, mother/father/official guardian of.. _____

declares on behalf of her/his son/daughter to be aware of all above mentioned conditions

Date:...../...../.....

codarts



rotterdam

Place/country:.....

Signature:.....

EXPLANATION OF THE REQUIRED FINANCIAL DOCUMENTS FOR THE RESIDENCE PERMIT APPLICATION

The IND has very [strict guidelines](#) for the proof of financial means. It is very important that you follow these guidelines exactly, otherwise your application may be denied, or at the very least seriously delayed.

Required amount per month	
Preparatory year:	€897.56 (excluding tuition fee)
Exchange students / Erasmus program:	€ 897.56
Regular full-time students:	€ 897.56 (excluding tuition fee)

You need to show that you will have a minimum amount of € 897.56 every month for living expenses (please note: this amount is excluding the tuition fee and the immigration fee). There are several ways to prove sufficient means for costs of living in the Netherlands, depending on your financial situation. All documents must be drawn up in Dutch, English, German or French. The educational institution has to keep all records.

The student has sufficient financial means on her/his own bank account.

If you can show proof of sufficient financial means on your own, there are two options: you transfer €11.000 to the Codarts bank account. The Codarts bank account information can be found in Attachment 1 part 2 of this document.

The legal costs for immigration are €174. After you arrival you will receive the rest of your money back on your Dutch bank account.

1. Money in your own bank account

There are two options to show sufficient financial means on your own:

1. you transfer €11.000 to the Codarts bank account. The Codarts bank account information can be found on page 7 of this document.
The legal costs for immigration are €174. After you arrival you will receive the rest of your money back on your Dutch bank account.
2. The standard amount is in your own bank account. This bank account is in your name. You can withdraw the money from the bank account free of charge. You have, for example, a current account or a regular savings account that allows you to withdraw cash. Do you have a different type of account? Please show that the balance can be withdrawn free of charge. Certificates of deposit are only accepted when they indicate that you may and can withdraw the money.

Do you have a joint account holder? A statement is then required. This statement indicates that you may and can use the money.

You need one of the following documents:

- ✓ An original bank statement. This bank statement is not older than 3 months. The bank statement shows:
 - the date;
 - your personal details (at least your initials and surname);
 - the bank account number;
 - the balance;
 - the contact details of the bank (website/email, bank branch including address and telephone number).
- ✓ A copy of an account statement. This copy is not older than 3 months. The copy shows:
 - the date;
 - your personal details (at least your initials and surname);
 - the bank account number;
 - the balance;
 - the contact details of the bank (website/email, bank branch including address and telephone number).
- ✓ A printout of the internet of the bank account. This printout is not older than 3 months. Do you have a printout of a foreign bank account? You also need an original bank statement.
The printout shows:
 - the date;
 - your personal details (at least your initials and surname);
 - your address;
 - the balance.

2. Scholarship

Do you have a scholarship? Please show you have sufficient financial means to study and live in the Netherlands by submitting:

- ✓ a scholarship declaration. The declaration shows:
 - the date;
 - the institution granting the scholarship;
 - your personal details (initials, surname and date of birth)
 - the start and finish of the scholarship (start and end date);
 - the amount you receive;
 - Optional: the name of the scholarship programme.

Does the educational institution grant you a scholarship on behalf of a different institution? For example, an organisation or company? Please then show the agreement between your educational institution and the institution in question.

Deposit money on the account of your educational institution

You can also deposit the standard amount on the bank account of your educational institution.

You can demonstrate having done this by submitting:

- a copy of an account statement of the educational institution. The account statement shows:
 - the date;
 - the bank account number and name of the educational institution;
 - the amount paid. The copy shows that the amount paid is connected to you. You have, for example, included your name and student number in the transaction. There is no handwritten text allowed on the copy. The amount is on the account upon submitting the application or enrolment.

3. Financier abroad

Someone abroad funds your study and stay. The full amount of the financier's support is available upon submitting the application. Your financier has this amount available for the duration of the financial support (at least the first year).

You need:

- ✓ An original statement of financial support. This statement is not older than 3 months. You can make use of the Appendix 2 '[Financial statement of support \(private person\)](#)'.
 - A copy of the passport or identity document of the financier.
 - One of the following documents:
- ✓ An original bank statement in the name of the financier. This statement is not older than 3 months. The bank statement shows:
 - the date;
 - the personal details of the financier (at least the initials and surname);
 - the bank account number;
 - the balance;
 - the contact details of the bank (website/email, bank branch including address and telephone number).

Your financier can withdraw the money from the bank account free of charge. Your financier has, for example, a current account or a regular savings account that allows him to withdraw cash. Does your financier have a different type of account? Please show that the balance can be withdrawn free of charge.

Does your financier have a joint account holder? A statement is then required. This statement indicates that your financier may and can use the money.

- ✓ A copy of an account statement. The copy is not older than 3 months. The copy of the account statement shows:
 - the date;
 - the personal details of your financier (initials and surname);
 - the bank account number;
 - the balance;
 - the contact details of the bank (website/email, bank branch including address and telephone number).

Your financier can withdraw the money from the bank account free of charge. Your financier, for example, has a current account or a regular savings account that allows him to withdraw cash. Does your financier have a different type of account? Please show that the balance can be withdrawn free of charge.

Does your financier have a joint account holder? A statement is then required. This statement indicates that your financier may and can use the money.

- ✓ A printout of the internet of the bank account. The printout is not older than 3 months. Do you have a printout of a foreign bank account? You also need an original bank statement. The printout shows:
 - the date;
 - the personal details of your financier (initials and surname);
 - the bank account number;
 - the balance;
 - the contact details of the bank (website/email, bank branch including address and telephone number).

Your financier can withdraw the money from the bank account free of charge. Your financier, for example, has a current account or a regular savings account that allows him to withdraw cash. Does your financier have a different type of account? Please show that the balance can be withdrawn free of charge.

Does your financier have a joint account holder? A statement is then required. This statement indicates that your financier may and can use the money.

4. Financier in the Netherlands

Someone in the Netherlands funds your study and stay. Your financier in the Netherlands has an income that at least meets the income requirement for students as well as the income requirement applicable to the financier. The family composition of the financier determines the amount of the income requirement applicable to the financier. For example, the income requirement for singles, single parents or married couples / unmarried couples living together.

You need:

- ✓ An original financial support statement. This is not older than 3 months. You can make use of the Appendix 2 '[Financial statement of support \(private person\)](#)'.
- ✓ An original extract from the Municipal Personal Records Database of the municipality where your financier is living. The extract shows the family composition of your financier. The extract is not older than 3 months.

One of the following documents. Depending on the situation of your financier:

Your financier works in employment:

- ✓ a copy of an employment contract, showing:
 - the name and address of the employer;
 - the personal details of the financier (initials, surname, date of birth);
 - type of employment contract (temporary or permanent).
- ✓ an original employer's statement. This statement is not older than 3 months.
 - The statement shows:
 - the name and address of the employer;
 - the personal details of your financier (initials, surname, date of birth);
 - type of employment contract (temporary or permanent).
 - ✓ Copies of the salary statements (payslips) of your financier of the past three months. The salary statement shows:
 - the name and address of the employer;
 - the personal details of your financier (initials, surname, date of birth);
 - the period the salary payment covers;
 - the net salary amount.

Your financier works as a self-employed person:

- ✓ (A copy of) an extract of the Commercial Register of the Chamber of Commerce. The extract (or copy) is not older than 3 months.
- ✓ An original declaration on income of self-employed person. The declaration is not older than 3 months.
- ✓ A copy of the (provisional income tax assessment) IB/IB60 of the preceding calendar year.

5. You receive funds from a company

You receive financial support from a company to fund your study and stay in the Netherlands.

You need:

- ✓ A statement of financial support. This statement is not older than 3 months. You can make use of the Appendix 'Financial statement of support (company)'. Contact International Office from Codarts for this form
- ✓ An original bank statement of the company. This bank statement is not older than 3 months. The bank statement shows:
 - the name of the company;
 - the bank account number;
 - the balance;
 - the contact details of the bank (website/email and bank branch).

The company can withdraw the money from the bank account free of charge. The company, for example, has a current account or a regular savings account that allows for cash to be withdrawn. Does the company have a different type of account? Please show that the balance can be withdrawn free of charge.