



COMPLETE APPLICATION

## How to confirm your participation in VUnet?

First you will need to confirm or decline your participation in the study programme you have been admitted to. You can confirm your participation on the main page in VUnet under the section “complete application”:

COMPLETE APPLICATION

List of applications ⓘ

Start new application

Application(s) 2018/2019

Course of study

M International Business Law

Confirm participation

Accommodation

Payments

Payment

2018/2019 - Application Fee

Course of study	Status	Action
Confirm participation	Open	Accept/Decline

Please confirm or decline your participation:

Confirm your participation ⓘ

Congratulations! It is our pleasure to confirm that you have been (conditionally\*) accepted as a student at VU University Amsterdam.

Please confirm your participation in the study programme by selecting 'Confirm'.

After confirming, it is possible to apply for international services , housing and visa ( if applicable).

\* In the official acceptance letter send on behalf of the examination board is stated if

Confirm your participation Decline

Would you like to apply for:

[Accommodation?](#)

[Visa and/or residence permit for study?](#)

Or do you have [a residence permit for other purposes than study?](#)

## How to apply for accommodation in VUnet?

VUnet is a personalised study portal, which means that you will automatically only see the accommodation section when you are eligible to apply for accommodation. Your eligibility is based on the following criteria:

- You are enrolled in an English-taught degree programme;
- You are a first year student;
- You have a non-Dutch nationality;
- You have to be admitted based on a foreign diploma;
- You are not living in the Netherlands.

In order to apply for accommodation, please follow these steps:

1. Please **confirm** your participation in VUnet (as explained on the previous page).
2. Please **submit** your request for student accommodation in VUnet.
3. Please **transfer** the housing fee. Accommodation is assigned based on a first paid, first serve system. The date on which VU Amsterdam receives the payment will determine your place in the queue.
4. Please **wait** for further instructions. Within a couple of weeks, you will receive additional information from the International Office - student accommodation by e-mail.

After you accepted your participation in the study programme, you can apply for accommodation in VUnet. Please continue by clicking on “apply”:

Application(s) 2018/2019		
Course of study	Status	Action
M International Business Law	Check status	Edit
Confirm participation	Confirmed	Edit
Accommodation	Open	Apply

Make sure to study all the steps carefully:

- o Is the rental period correct?
- o Are you sure you prefer the choice of location/housing corporation? Depending on your study programme you will see multiple locations and contract types. Please study the different types of accommodation carefully on the website and select your choices.
- o Are you aware that you need to pay a housing fee?
- o Have you read the terms and conditions on the website?

ACCOMMODATION REQUEST	
Progress of your registration	Application for accommodation
<ul style="list-style-type: none"> <li>✓ Would you like to apply for VU University housing?</li> <li>✓ Confirm rental period</li> <li>! Please select your preferred location/contract type</li> <li>✓ VU University housing fee</li> <li>! Terms and conditions</li> </ul>	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">             ✓ WOULD YOU LIKE TO APPLY FOR VU UNIVERSITY HOUSING?           </div> <p> <input checked="" type="radio"/> Yes  <input type="radio"/> No           </p>
	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">             ✓ CONFIRM RENTAL PERIOD           </div> <p>Complete study of year</p>
	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">             ! PLEASE SELECT YOUR PREFERRED LOCATION/CONTRACT TYPE           </div> <p> <input type="text" value="-"/> <input type="button" value="v"/> DUWO: all properties short stay furnished  <input type="text" value="-"/> <input type="button" value="v"/> IC: The Fizz Spartaan short stay furnished  <input type="text" value="-"/> <input type="button" value="v"/> Campus Diemen Zuid short stay furnished  <input type="text" value="-"/> <input type="button" value="v"/> The Student Hotel 10 months short stay furnished           </p>
	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">             ✓ VU UNIVERSITY HOUSING FEE           </div> <p>Depends on the duration of your stay. Total costs for these services are EUR 400</p>
	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">             ! TERMS AND CONDITIONS           </div> <p> <input type="checkbox"/> I accept the rules and regulations of the housing programme           </p>
	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> <input type="button" value="SUBMIT"/> </div>
	<input type="button" value="Send"/>

Only when you selected all the options and when the boxes are green, you can submit your application by clicking on “send”. Now you will receive a confirmation e-mail in your VU e-mail account.. Please do not forget to pay the housing fee by using the online payment tool in the section “payment”. Within a couple of weeks, you will receive additional information from the student accommodation team by e-mail.

## How to apply for an entry visa and/or residence permit for study purposes in VUnet?

VUnet is a personalised study portal, which means that you will automatically only see the immigration section when you have a (first and second) non-EU/EEA nationality. (first and second) nationality is non-European. In order to apply for an entry visa/residence permit, you first need to confirm your participation as explained in the first step.

Course of study	Status	Action
M Computer Science (joint degree)	Canceled	View
M Information Sciences	Check status	Edit
Confirm participation	Accepted	Edit
Visa	Open	Apply

First, please indicate whether you already are in the possession of a valid residence permit for the Netherlands or not.

### VISA REQUEST

Progress of your registration	Application for visa and residence permit	Help information
<p><b>!</b> Do you have a valid residence permit for the Netherlands?</p>	<p><b>!</b> DO YOU HAVE A VALID RESIDENCE PERMIT FOR THE NETHERLANDS?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> SUBMIT</p> <p>Send</p>	

Please select your preferred option to proof your financial means.

### PROOF OF FINANCIAL MEANS FOR STUDY VISA / RESIDENCE PERMIT

I declare that I have sufficient financial means to cover my living expenses during my studies at VU University \*

- I have a bank account in my own name with the required balance.
- I receive at least the required amount from a sponsor (e.g. parents).
- I receive a scholarship from an institution or organisation with the required amount.
- I will transfer the amount to VU University Amsterdam.

In the section Upload Document you will need to upload documents based on the choice(s) you made.

**Proof of financial means for study visa / residence permit**  
If you would like to obtain or to extend a visa or a residence permit, you need to prove that you have at least € 900 a month for the duration of your stay (to cover your daily expenses). Please indicate how you would like to prove this. You can combine all four options. For more information: Proof of financial means.

Please note that the green box only means that your document(s) have been uploaded correctly. However, it does not mean that the documents meets the requirements of the Dutch Immigration Service (IND). [These requirements are summarized on our website.](#) Your contact person at the Services team will check the documents and notify you when a document needs to be amended. In case you need to amend a document, please upload the adjusted document again at this section in VUnet:

#### Standard bank declaration or officially signed Internet print \*

You have made no choice yet.

- Upload document
- I am sending this document later

cancel Continue

Make sure to study all the steps carefully:

- o Have you ticked all the necessary boxes?
- o Have you uploaded all required documents?
- o Have you agreed to all terms and conditions?

Only if you selected all the options and the boxes are green you can submit your application by clicking on “send”:



The screenshot shows a payment summary interface. At the top, there is a blue header with a green checkmark icon and the text "PAYMENTS". Below this, a light blue box contains the text "You have selected: Apply for residence permit" and "Total costs for these services are 350 EUR". Underneath, there is another blue header with a radio button icon and the text "SUBMIT". At the bottom right, there is a grey button labeled "Send".

After you have submitted your entry visa and/or residence permit application, you will receive a confirmation e-mail in your VU e-mail account. Payment details, deadlines and other information is summarized in this e-mail.

## How to indicate you have a residence permit for other purposes than study in VUnet?

VUnet is a personalised study portal, which means that you will automatically only see the immigration section when you have a (first and second) non-EU/EEA nationality. In order to apply for a residence permit you first need to accept your participation as explained in the first step. When you already have a valid residence permit for the Netherlands based on another purpose than study, e.g. asylum or partnership, you can indicate this in VUnet. After you confirmed your participation, you can indicate that you already have a residence permit by clicking on “yes”:

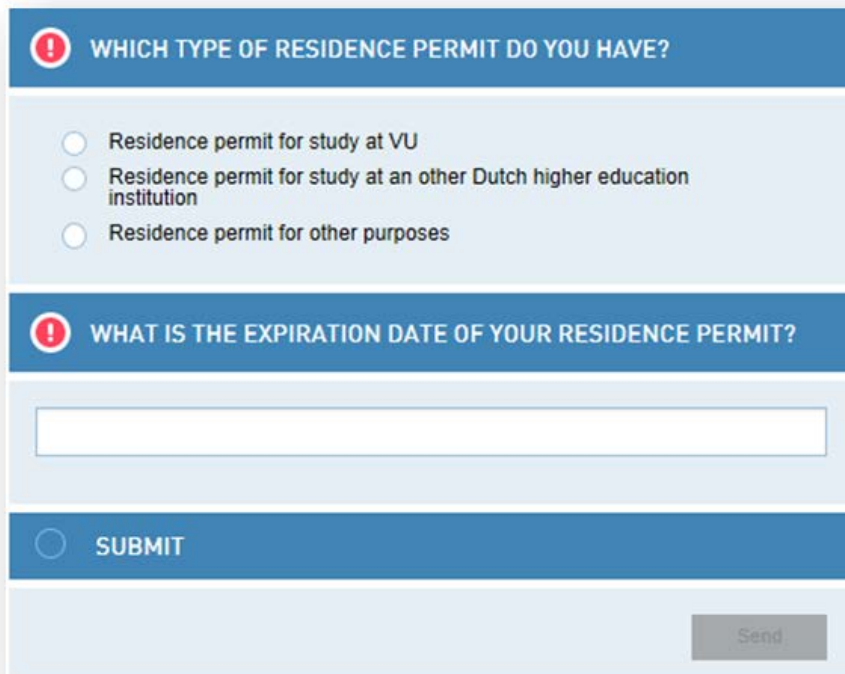


DO YOU HAVE A VALID RESIDENCE PERMIT FOR THE NETHERLANDS?

Yes

No

Please choose option 3: Residence permit for other purposes



WHICH TYPE OF RESIDENCE PERMIT DO YOU HAVE?

Residence permit for study at VU

Residence permit for study at an other Dutch higher education institution

Residence permit for other purposes

WHAT IS THE EXPIRATION DATE OF YOUR RESIDENCE PERMIT?

SUBMIT

Send

In case of family reunification, family formation or partnership, please upload a copy of the family members/partners ID together with a copy of your residence permit. All files will be reviewed by the Central Student Administration (SSA). If you choose the option to upload the copy of your residence permit later, we advise you to do this as soon as possible.