

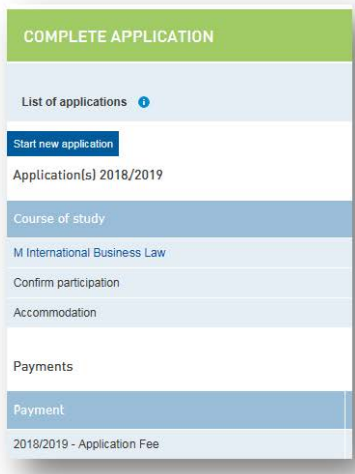
Instruction manual VUnet

How to submit your visa application in VUnet

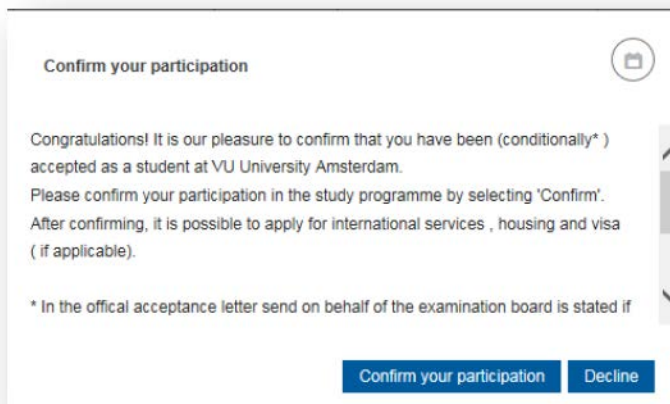
Step 1: Confirm your participation in VUnet

The visa section in VUnet will only open once you confirmed your participation in the study programme you applied for. You will be able to confirm your participation as soon as you have been conditionally admitted.

Please click on the COMPLETE APPLICATION button on your VUnet home screen. Next you will see the course of study you applied for and under 'Action' a link named 'Accept/Decline'. Please click on 'Accept/Decline' to confirm your participation.



Course of study	Status	Action
Confirm participation	Open	Accept/Decline



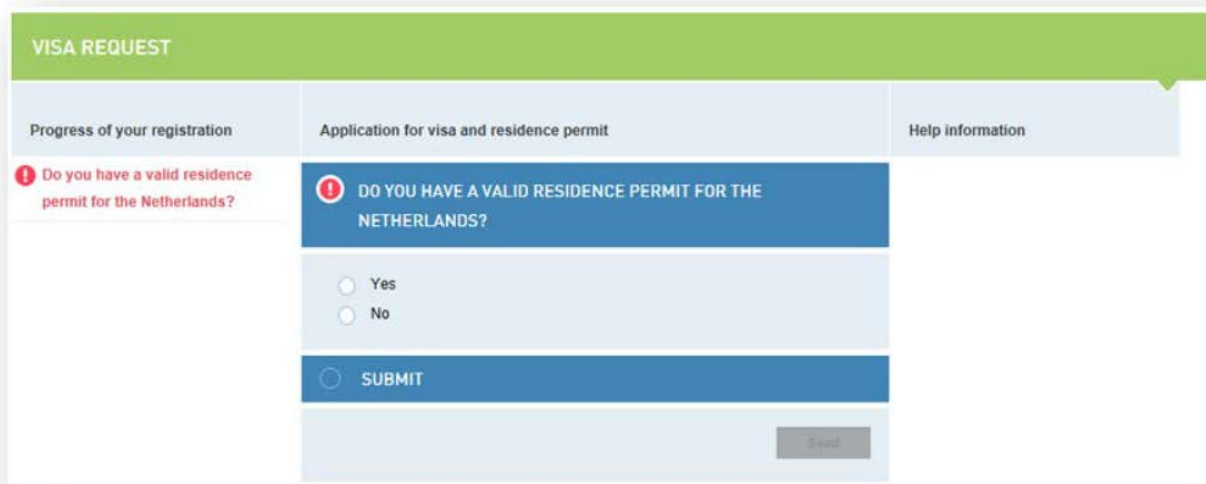
Step 2: Start the visa procedure in VUnet

Now that you confirmed your participation, the visa section will become available in the COMPLETE APPLICATION section. Please start the visa/residence permit application procedure by clicking on 'Apply'.

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

Step 3: Indicate whether you have a valid Dutch or European residence permit

The first step within the application procedure is that you have to indicate whether you have a valid residence permit for the Netherlands.



VISA REQUEST

Progress of your registration | Application for visa and residence permit | Help information

Do you have a valid residence permit for the Netherlands?

Yes

No

SUBMIT

Send

Please select the answer applicable to you, because the procedure differs in each situation.

Next, you will be asked whether you have a valid residence permit of another EU country. Please select the answer applicable to you.

Step 4: Upload the required documents in VUNet

Tip: be careful of your use of the option 'I will upload this later'. Your application will remain incomplete when you choose this, so please do not forget to complete it later on!

- 1) First you are asked to indicate how you wish to provide your proof of financial means. You can select multiple options. **N.B. it is very important that you select only the options you wish to use! If you select an option and subsequently do not upload**

any documents belonging to that option, your application will remain incomplete!

Incomplete applications do not become visible to us, so please make sure you only select boxes of the options you intend to upload documents for. Especially when you later change your proof of financial means it is paramount that you check whether only the right boxes are checked.



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.

Please select the option 'I have a bank account in my own name with the required balance' in case you use a loan. You can then upload your loan award letter instead of a bank statement.

Once you selected the option(s) you wish to use, you will be able to upload the required documents.

- 2) Next, you will be asked to upload a copy of your passport, the antecedents certificate and the TB statement or Appendix B.
- 3) In case you have a nationality that requires an entry visa, you are asked to indicate where you wish to collect your entry visa.

 WHERE DO YOU WANT TO COLLECT YOUR ENTRY VISA?


Choose Country *

▼

Choose City *

Before you submit your choice, please check whether the [representation issues long stay entry visas \(MVV\) on this website](#). N.B. when you choose a representation that does not issue long stay entry visas, we will choose another Embassy/Consulate for you. Therefore please check before you submit your answer in VUnet. Please note it is not possible to change the choice of Embassy or Consulate once the application has been submitted to the IND.

- 4) Lastly, you have to agree to the terms and conditions.


ACCEPT TERMS

I accept the following conditions: *

I must obtain 50% of the academic credits of my study programme each year that I am enrolled at VU University in order to keep my *

I approve

I must have an appropriate and valid health insurance for the duration of my stay in the Netherlands. *

I approve

I have completed this form truthfully. *

I approve

Please note that we share your information and documents concerning the immigration procedure with the Dutch Immigration Service

- 5) Submit your application by clicking on SEND.
- 6) Pay the visa fee using the online payment tool in VUnet on the COMPLETE APPLICATION page. N.B. we have to make this tool available manually, so the online payment tool does not become available to you instantaneously. It may take some days.