



## Immigration application checklist

We strongly recommend that students make sure that all documents that are uploaded to VisaCare meet the requirements as specified on our website and in the VisaCare To Do list. Students can use the overview below as a final check. We cannot approve documents that don't meet the requirements set forth by the IND, so applicants making sure everything is in order before uploading will save them and VU a lot of time.

### Overall:

- The documents should not be older than 2 months (except for your passport)
- The documents should be submitted as PDF files

### Copy passport:

- Passport scan is of good quality
- Passport scan includes the ID page
- Passport scan includes the page with the student's signature
- Passport scan includes all stamped pages of the passport (if applicable)
- Passport is still valid for at least six more months

### Antecedents certificate:

*Please do not provide a police statement from your home country.*

- All of the boxes have been checked
- The name matches the name in the student's passport
- The form has been signed, and the signature matches the signature in the passport
- The place and date of signing should be filled in. At 2.4: do not fill in the place and date of birth!
- The form has been signed with pen. Digital signatures cannot be accepted

### Bank declaration:

- The bank declaration is on official paper with the logo of the bank
- The bank declaration is in English OR translated into English by an official certified translator
- The bank declaration is recent, i.e. is has been issued within the last two months
- The account balance must be clear and must meet the minimum requirement (tuition fees + living expenses)
- The currency must be stated
- The bank declaration shows that the account is a current, regular savings, or checking account, **OR** the bank declaration explicitly states that there is no restriction on withdrawal. If this is not possible, students can include an account overview from the past three months that show the account's activity (deposits & withdrawals)
- The account is not an investment account
- The bank declaration is in the student's own name or in the name of their sponsor
- The account number is stated clearly and in its entirety



- The bank declaration contains contact details of the bank: address, e-mail and phone number (or a business card with contact details)

#### **Financial Statement:**

- All fields should be filled out
- For Bachelor's, Master's, or Pre-Master's students it should be indicated on the form that the sponsor will provide for both tuition fees and living expenses (if sponsorship is the only option you use for the proof of financial means)
- The monthly amount should be at minimum €1400 per month
- The form has been signed with pen, not digitally

#### **Sponsor's ID/passport**

- The document is valid
- The scan is of good quality
- Passport scan includes the ID page
- Passport/ID scan includes the page/side with the signature

#### **Loan award letter (only applicable to US loans provided through VU):**

- The loan letter is in English **OR** translated into English by an official certified translator
- The loan letter is on official paper with the logo of the awarding institution
- The loan letter is signed and stamped by the awarding institution
- The loan letter contains the contact details of the awarding institution (name, address, e-mail and telephone number)
- The loan letter contains the student's name and date of birth
- The loan letter contains the start and end dates of the loan (in dd-mm-yyyy format)
- The loan letter states the exact amount of the loan
- The loan letter mentions whether the student has to pay interest during their studies
- The dates meet the dates of the academic year

#### **Scholarship award letter:**

- The scholarship award letter is in English **OR** translated into English by an official certified translator
- The scholarship award letter is on official paper with the logo of the awarding institution
- The scholarship award letter is signed and stamped by the awarding institution
- The scholarship award letter contains the contact details of the awarding institution (name, address, e-mail and telephone number)
- The scholarship award letter contains the student's name and date of birth
- The scholarship award letter contains the start and end dates of the scholarship (in dd-mm-yyyy format)
- The scholarship award letter states the exact amount of the award
- The dates meet the dates of the academic year



VRIJE  
UNIVERSITEIT  
AMSTERDAM

International  
Office

**TB statement (if applicable):**

- All of the relevant fields have been filled out
- The name matches the name in the student's passport
- The signature on the form matches the signature in the student's passport
- Unless the student is a minor at the time of application, the 'legal representative' section can be left blank
- The place and date of signing should be filled in. Do not fill in the place and date of birth!
- The form is signed with a pen. Digital signatures cannot be accepted