



VRIJE
UNIVERSITEIT
AMSTERDAM



Semester in Amsterdam Application Guide for Students

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Introduction

Congratulations on being nominated for the Semester in Amsterdam programme!

Semester in Amsterdam is the free mover study abroad programme for students who are not part of the exchange programme. Throughout this time, you will get to spend an enriching semester or year studying in Amsterdam and create your own schedule by choosing from over 1,100 English-taught courses across eight faculties or follow a cohesive minor programme. Also enjoy a full schedule of social activities throughout the semester and benefit from on-site advice and support.

Semester in Amsterdam is a separate programme from the Exchange programme at VU Amsterdam. Your first point of contact should always be your study abroad provider (if applicable), home university, or the Semester in Amsterdam staff.

Here you can find **step-by-step instructions**, including screenshots, of each step of the Semester in Amsterdam application process. Be aware that the screenshot for the current step always comes after the instruction.

During the application process, you may sometimes see tips which suggest you contact a study advisor or the Exchange team with questions. You are NOT exchange students, so please do not contact the Exchange team.

If you have any questions about the application process, please contact your provider or the Semester in Amsterdam team at semesterinamsterdam@vu.nl.

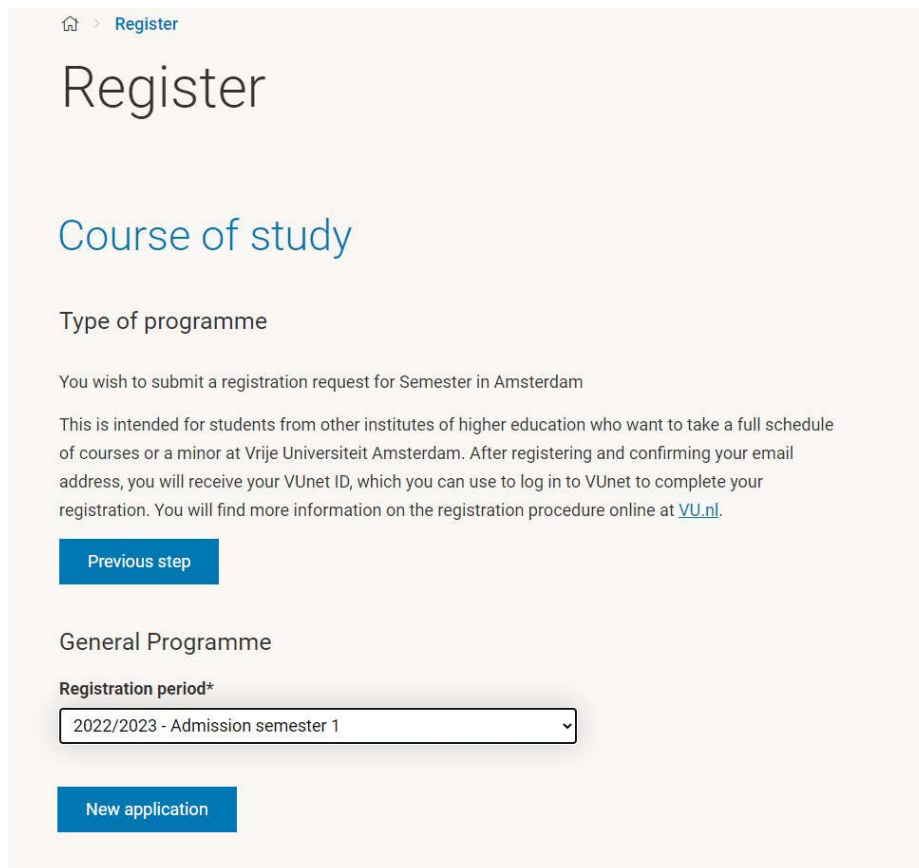
Good luck!

The Semester in Amsterdam Team



Step 1: Starting the application process

Go to [the Semester in Amsterdam registration page](#).



The screenshot shows a web page titled 'Register' with a breadcrumb 'Register'. Below the title is the heading 'Course of study'. Underneath is the section 'Type of programme' with the text: 'You wish to submit a registration request for Semester in Amsterdam'. This is followed by a paragraph: 'This is intended for students from other institutes of higher education who want to take a full schedule of courses or a minor at Vrije Universiteit Amsterdam. After registering and confirming your email address, you will receive your VUnet ID, which you can use to log in to VUnet to complete your registration. You will find more information on the registration procedure online at [VU.nl](#).' There are two blue buttons: 'Previous step' and 'New application'. Below the buttons is the section 'General Programme' with a label 'Registration period*' and a dropdown menu showing '2022/2023 - Admission semester 1'.

Step 2: Choosing the Course of study

Select the correct semester (the semester in which you plan to study abroad) from the drop-down menu next to "General Programme - Registration Period."

Semester 1 always refers to the Fall semester taking place from September to December/January.

Semester 2 always refers to the Spring semester taking place from February to May/June.

Click "New Application."

Register

Course of study

Type of programme

You wish to submit a registration request for Semester in Amsterdam

This is intended for students from other institutes of higher education who want to take a full schedule of courses or a minor at Vrije Universiteit Amsterdam. After registering and confirming your email address, you will receive your VUnet ID, which you can use to log in to VUnet to complete your registration. You will find more information on the registration procedure online at [VU.nl](https://vu.nl).

Previous step

General Programme

Registration period*

2022/2023 - Admission semester 1

New application

Step 3: Registering

Fill in your basic details and click "Submit."

A few helpful tips:

- If you hover over the little blue “i” symbol next to some of the text fields, the system will give you tips about how and what to enter.
- You should enter the information as you would on your passport.
- Please make sure you enter your full name as written in your passport when registering/applying.
- If you have more than one nationality, you should enter the nationality which corresponds with the passport scan you plan to upload with your application (see more about this later on in the application process).
- If you do not have your passport, need to renew your passport, or plan to obtain an EU passport before arrival, you can enter an ID or other passport instead. We can then update this for you later on once you have obtained the new passport.
- If you are a non-EU student, please keep in mind that the final immigration deadline for the Fall semester is **1 June** and the deadline for the Spring semester is **1 December**.

- If you have an EU passport or can obtain an EU passport before arrival, these deadlines do not apply.
- Please also **enter your current address and phone number** (this can easily be updated later on).

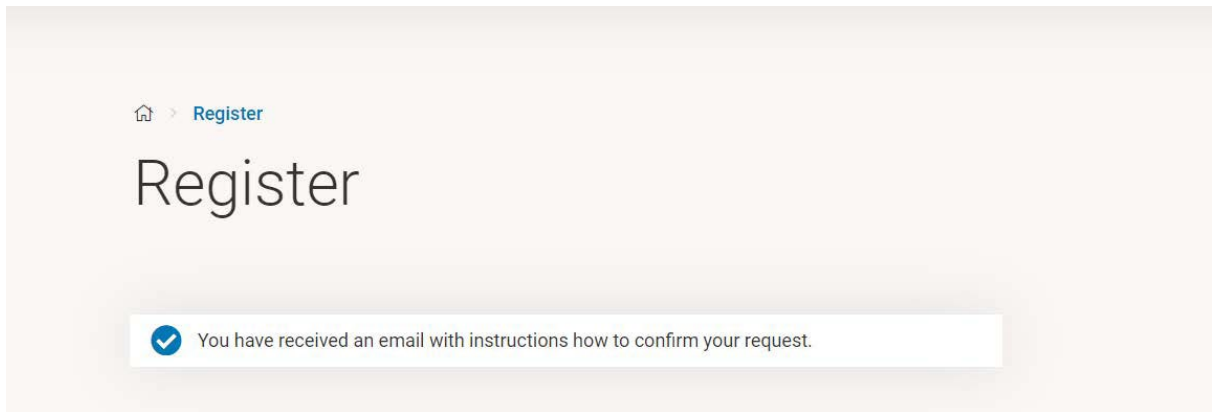
Please make sure to **always check your spam folder**. Automated e-mails sent from the application system will be sent from no-reply@vu.nl and are often accidentally categorized as spam by e-mailbox filters.

The image shows a two-part screenshot of the VU Register form. The top part shows the 'Register' page with a 'Previous step' button and input fields for: Last name*, Prefix, Full first names*, Initials*, and Calling name*. Below these are radio buttons for Gender* (Male, Female) and a 'Date of birth*' field. The bottom part of the screenshot shows the continuation of the form with: Country of birth* (dropdown), Place of birth*, Nationality* (dropdown), Identification type* (dropdown) and ID/passport number* (input), Street*, House number* and House number extension, Postal Code* and City*, Country* (dropdown), E-Mail* and Repeat e-mail* (input), and Phone number* (dropdown). At the bottom, there is a 'I'm not a robot' checkbox, a reCAPTCHA widget, and a 'Submit' button.

Step 4: Registering for the Semester in Amsterdam programme

You will be directed to a webpage with confirmation.

You will also receive an e-mail with instructions about how to confirm your application.



Step 5: Confirm your E-mail address

Go to the e-mail inbox which corresponds to the address you entered in your application and open the e-mail from no-reply@vu.nl to confirm your e-mail address.

Don't forget to check your spam folder and keep in mind that the e-mail you will receive (included below) is a general e-mail which is sent to all international students at VU Amsterdam.

You will not yet have a VUnet ID (unless you previously participated in a programme at VU), so it may take a day or two before you receive the login information included in Step 6. This is normal.

Please don't forget to check your spam folders and let us know if you have not received it **within 48 hours** after you have confirmed your e-mail address via the link in the mail below.

Dear

You have just submitted an application at VU Amsterdam through the [Registration](#) page on VU.nl (ACTA students: [Registration](#)), registering this email address. To activate your application, you will need to confirm that this is in fact your email address. You can do so by clicking the following link:

[Confirm my email address](#)

Don't have a (valid) VU account yet?

As soon as possible after confirming your email address, you will receive your VUnetID: the username of your VU account. This can take a few days.

Still have a valid VU account (VUnetID)?

Use your VUnetID to log in on your [VU dashboard](#) (ACTA students: [ACTA dashboard](#)). You will not receive an additional email with login details.

Do you have questions regarding your VUnetID?

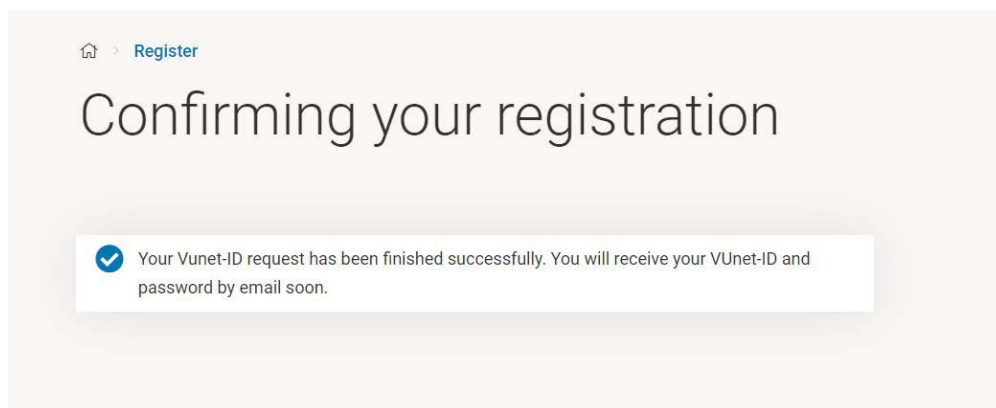
Please contact the [IT Servicedesk](#).

Kind regards,

Vrije Universiteit Amsterdam

Please ignore this email if you did not submit an application at VU Amsterdam.

This message has been automatically generated. Please do not reply to this message.



Step 6: Create a Password and Save your VUnet ID

Once you receive the e-mail below, please create a password via the included link. Choose a password that you will not forget.

Please also **save a draft** of the following e-mail so that you don't forget/lose your VUnet ID.

Je persoonlijke gebruikersnaam bij de Vrije Universiteit Amsterdam/ Your personal username at VU Amsterdam



no-reply <no-reply@vu.nl>

English version below

Welkom bij de Vrije Universiteit Amsterdam!

In dit e-mailbericht ontvang je jouw VUnetID waarmee je kunt inloggen op het centrale portaal VUweb en andere services, zoals je mailbox en de digitale leeromgeving van de VU. Bewaar je VUnetID goed en houd deze privé, deze gebruikersnaam is strikt persoonlijk en vertrouwelijk.

Je VUnetID is:

Gebruik de volgende link om je wachtwoord in te stellen: <https://forgotpassword.vu.nl>

Op deze pagina kan je een link aanvragen om je wachtwoord in te stellen.

Dit e-mailbericht staat los van de bevestiging van je eventuele inschrijving voor een studie aan de VU. Hierover ontvang je een aparte e-mail op dit e-mailadres. Zodra je aanmelding is afgerond vind je op VUnet meer informatie over het VUnetID, inschrijving voor een studie, IT-services en overige diensten van de VU.

Op de IT-services van de VU is de [Goedragescode computer- en netwerkgebruik](#) van toepassing.

Met vriendelijke groet,

Welcome to VU Amsterdam!

This e-mail contains your personal VUnetID, your username for accessing the VUweb central portal and other services such as your e-mail account and the digital learning environment. Keep your VUnetID private and secure, your username is strictly personal and confidential.

Your VUnetID is:

Use the following link to set your password: <https://forgotpassword.vu.nl>

On this page you can request a link to set your password.

This e-mail is in no way related to the status of your registration for a programme of study at VU University Amsterdam.

You will receive more information about this at a later date.

After your registration is completed, you can check VUnet to learn more about your VUnetID, registering for degree programmes, IT services and university departments.

The VU Amsterdam [Code of Conduct for computer and network use](#) applies to all university IT services.

Kind regards,

IT Service desk


Change/Create Password


- You will be taken to a page where you can create a password. Please enter your personal email address and VUnet ID and click "Next."

* Private mail address

* VUnetID

* CAPTCHA

 I'm not a robot

 reCAPTCHA
Privacy - Terms

Please note: Make sure you enter your VUnetID and not your student number or employee ID. Your VUnetID consists of three letters and three digits (abc123).

Also make sure you enter the personal e-mail address we have on record, otherwise the password reset will fail.

Step 7: Send Verification Code

Click "Send Verification Code".

The verification code is only **valid for 10 minutes**.

Make sure to check both your inbox and spam folder.

If you do not receive the code within 10 minutes, click “Resend Verification Code” and try again.

Once you receive the code, enter it in the box seen below and click “Next”.

You can now create a password.

Email Verification

Click **Send Verification Code** to send a password reset verification code to the email listed on your profile:

Rac*****s88@gmail.com


The verification code has been sent and is valid for 10 minutes. If you do not receive the code within the next few minutes, resend and try again.

Resend Verification Code

* Enter verification code:

Next

Password reset verification code Inbox x

 **Vrije Universiteit Amsterdam** <no-reply@vu.nl> [Unsubscribe](#)

Use this verification code to verify your identity: 27888

Reset Password

Account is not locked

* New password

A valid password must adhere to the following constraints:

- contains at least one lowercase letter
- contains at least one uppercase letter
- contains at least one number
- contains at least one special character
- consists of 8 characters or more
- does NOT contain (part of) your VUnetID
- does NOT contain (part of) your first name
- does NOT contain (part of) your last name

* Retype password

Show passwords

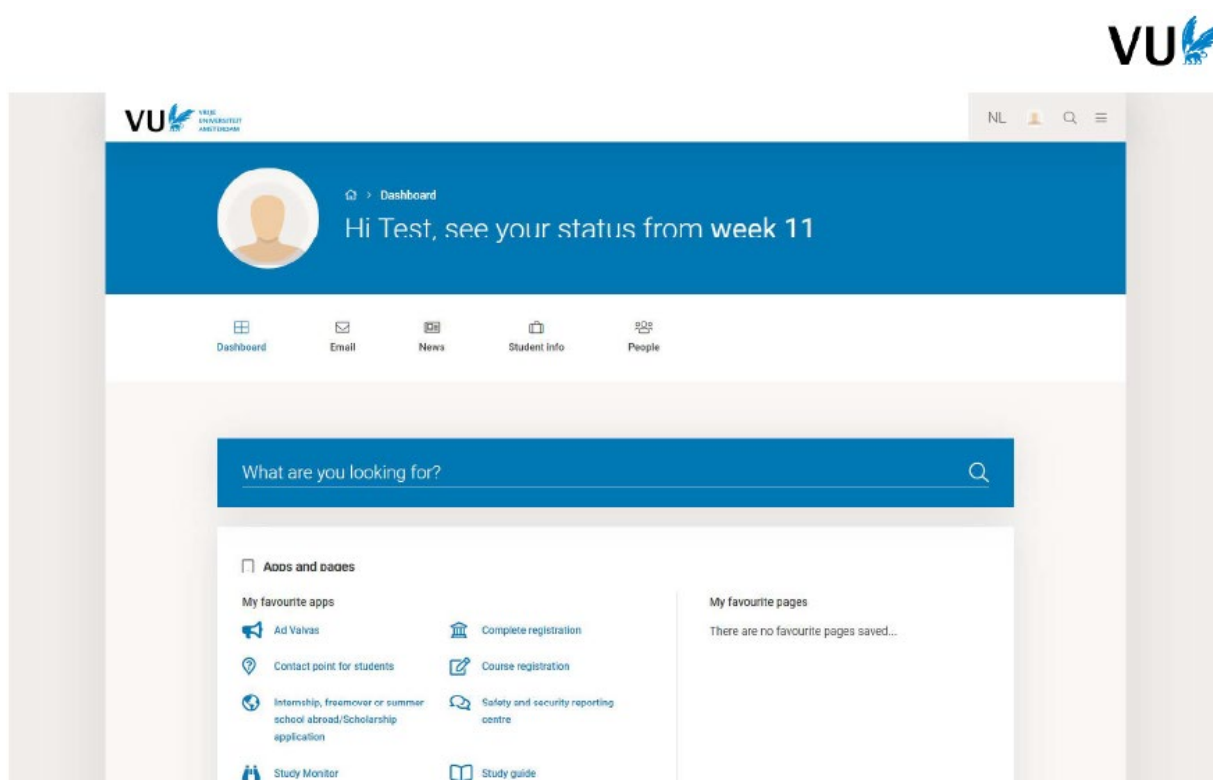
Step 8: Log in with your VUnet ID and Password

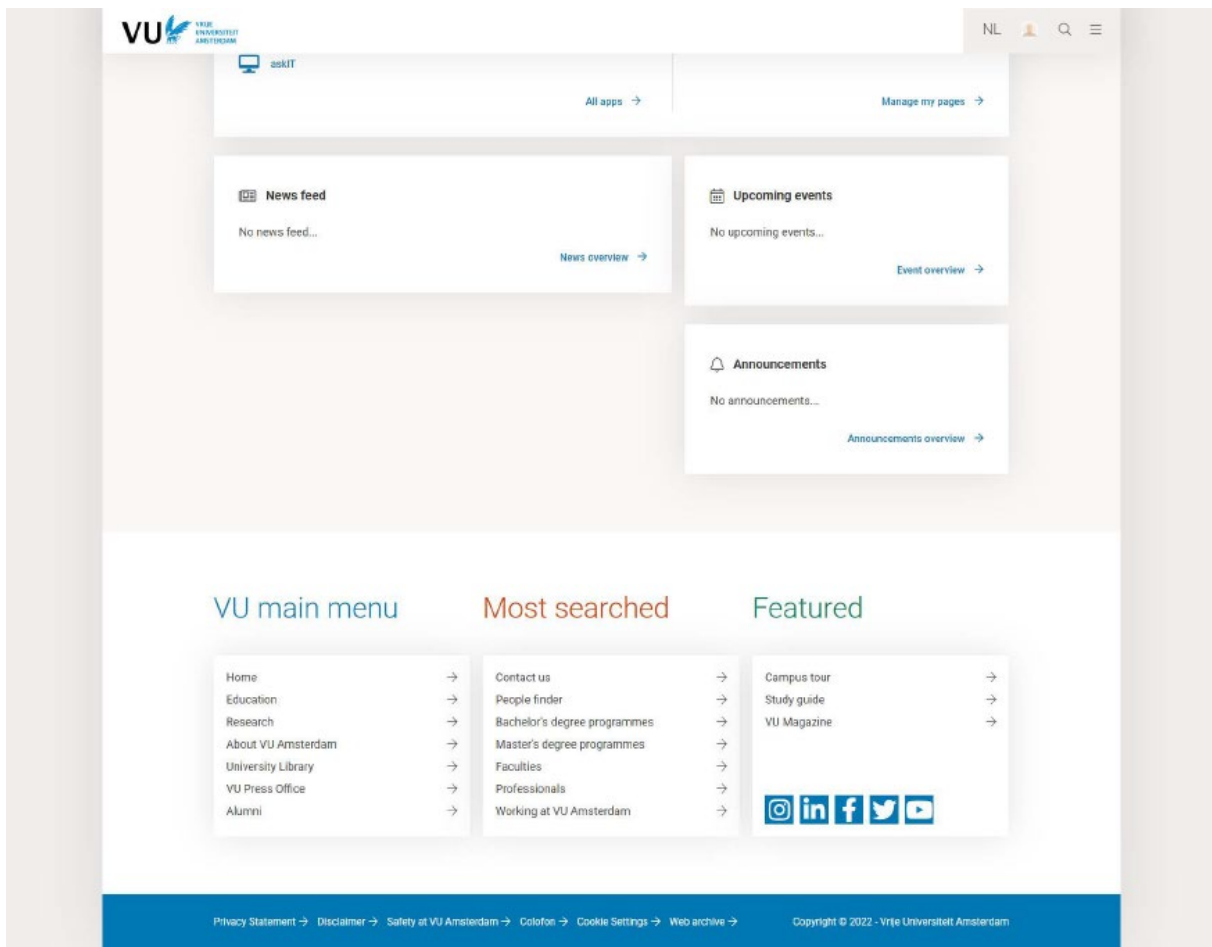
Go to vu.nl/en/dashboard and login with your **VUnet ID** and **password**.

Once you are logged in, you will see a screen like the screenshot included below. This is your **Student Dashboard**.

Please keep in mind that the student information provided via the Student Information page in your VU Dashboard is written mainly for full degree Bachelor and Master students. If you have **questions about your application or course registration**, please always contact the Semester in Amsterdam team.

Scroll down and click "Complete Registration" to continue your application.





Step 9: Continue Application

Under “Applications”, you should see a Study Abroad application.

Under “Action”, please again click "Continue Application."

Please also pay special attention to the additional information listed in the side bar.

****Please also note that while VUnet will often tell you to contact the student service desk or other parties with questions, the first point of contact for Semester in Amsterdam students during the application process is always the Semester in Amsterdam Team or your provider. Please do not hesitate to contact us at semesterinamsterdam@vu.nl.***

Registration

🔖 Save page

List of applications 🔍

Application[s] 2022/2023

Course of study	Status	Action	DoR 🔍
Study Abroad	Check status	Continue with application	Cancel
			N/A

Additional information

To finalize your application you must complete a number of mandatory steps. For the application form click on the name of your study programme. Your details are saved after each step, so you can break off at any time and carry on later. Fields marked * are mandatory.

After completing the registration form, click the hyperlink in the column 'Status' to verify the steps that have been undertaken. It also shows the future activities that need to be carried out in order to complete your registration, such as uploading documents.

Any questions regarding your registration or the completion thereof? Please read the frequently asked questions first.
If you do not find the answer to your question, please contact the Student Desk.

Contact page Student Desk

Step 10: Complete Application

Click the link to continue your application. You will now be directed to your application folder where you can view the steps you have already completed as well as the information and documents that still need to be submitted.

You will see a check mark next to certain fields like “Course of Study”, “Personal Details”, and “Address” indicating that they have already been completed. You are still free to edit these fields if needed.

Please fill out the “In Case of Emergency” information and the “Disability Registration” (even if you do not have a disability).

Registration

Save page

Back to overview page

Progress	Application(s)	Additional information
50% completed	<ul style="list-style-type: none"> COURSE OF STUDY PERSONAL DETAILS ADDRESS IN CASE OF EMERGENCY 	ICE
<ul style="list-style-type: none"> Course of study Personal details Address In case of emergency General questions Disability registration Upload Documents Confirm 	<p>Fill in the details of your emergency contact.</p> <p> Firstname: <input type="text"/> Prefix: <input type="text"/> *Surname: <input type="text"/> *Relation to person: <input type="text"/> Telephone: <input type="text"/> Choose... Mobile number: <input type="text"/> Choose... E-mail: <input type="text"/> </p> <p>cancel Next step ></p>	

Progress	Application(s)	Additional information
<ul style="list-style-type: none"> Disability registration Upload Documents Confirm 	<ul style="list-style-type: none"> GENERAL QUESTIONS DISABILITY REGISTRATION UPLOAD DOCUMENTS CONFIRM 	Disability registration
	<p>Do you have a disability? ⓘ</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes, I don't want to say (yet) ⓘ </p> <p>The information you register here about your disability is only available for specific counsellors who need the information to support you. It is visible only for the study advisor, the student counselor and the disability advisors.</p> <p>Next step</p>	<p>If you have dyslexia, a disability or a (chronic) disease and need extra facilities, you are requested to fill in this form so that the necessary arrangements can be made. This information will only be visible for student counsellors study advisors and disability advisors.</p> <p><i>You cannot edit the request form after saving it. Please make an appointment with your study advisor if you need to change or add anything.</i></p>

Disability Registration:

If you have questions about this, please contact Semester in Amsterdam. You do **not** need to contact a disability or study advisor. If you wish to receive academic accommodation, please upload your documentation with your initial application if possible.

The final deadline to submit documentation for the Fall semester is 1 June and for the Spring semester 1 December.

Confirm

Do you have a disability? ⓘ

Yes
 No
 Yes, I don't want to say (yet) ⓘ

The information you register here about your disability is only available for specific counsellors who need the information to support you. It is visible only for the study advisor, the student counselor and the disability advisors.

Could you indicate which disability you do have?

Physical disability
 Psychological disability
 Dyslexia
 Chronic disease
 Autism spectrum disorder
 AD(H)D
 Other disability, namely:

Upload the documents now
 Upload the documents later

Upload your (medical) certificate(s) here: ⓘ

Drop files here

[Select File](#)

Please select file(s) to upload.

I don't want to register for the mailinlist-disability? ⓘ

[Next step](#)

If you have dyslexia, a disability or a (chronic) disease and need extra facilities, you are requested to fill in this form so that the necessary arrangements can be made. This information will only be visible for student counselors, study advisors and disability advisors.

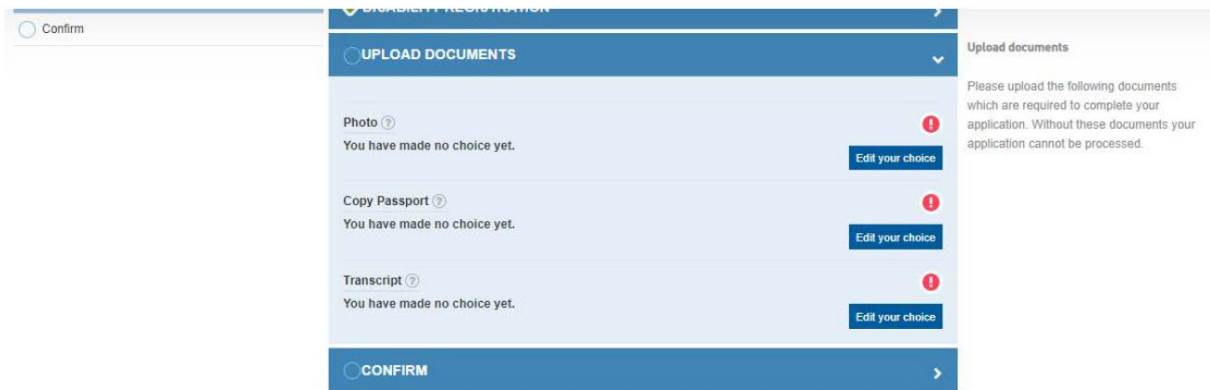
You cannot edit the request form after saving it. Please make an appointment with your study advisor if you need to change or add anything.

Step 11: Upload Required Documents

Upload a scan of the face page of your passport, a copy of all official transcripts, and a passport-style photo.

If you are a masters' student, please also upload your diploma.

If your official transcripts have not been translated into English, you are required to provide us with an unofficial translation by e-mail. If you need to upload more documents than you are able to upload via the links provided, you can always send us these documents by e-mail. If you submit documents by email, please make sure to include your **full name** (and **student number if you know it** – you can find this by clicking on your name in the upper right-hand corner of the homepage in VU.net).

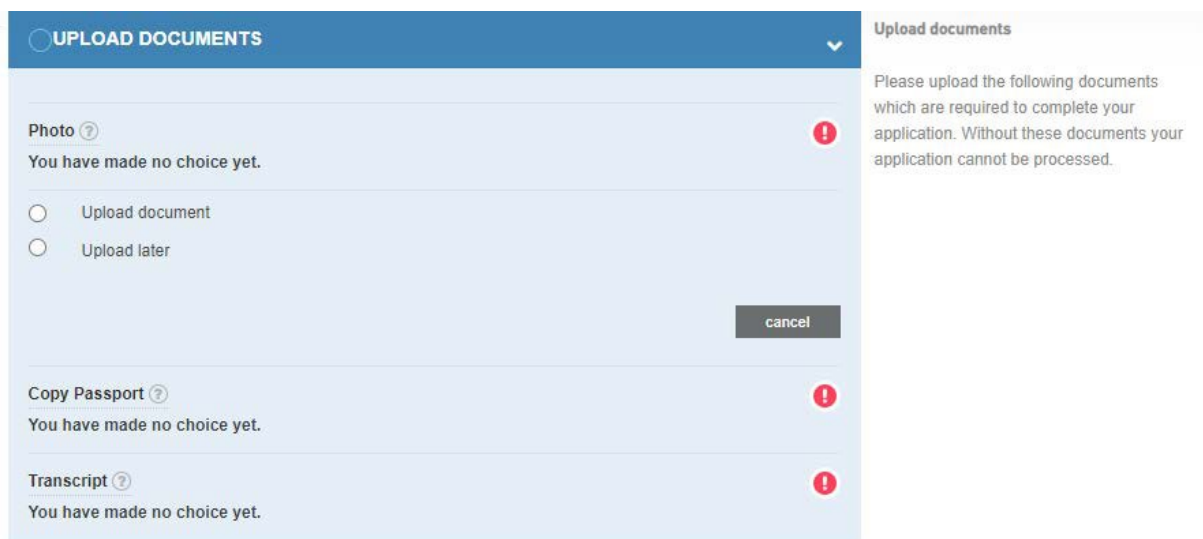


If you move your cursor over the question mark next to each document listed, you can find more detailed information.

Please keep the following requirements in mind:

Student Photo:

The photo must be uploaded in.jpg format. Other formats will not be accepted.



- **Upload Now:**

If you decide to upload the photo now, a window will open with the detailed information included below. You will have the opportunity to edit your photo down to a smaller image after you upload it (see the example included below).

****Please note that your student card can only be sent to a Dutch address. If the address included in your application is a foreign address, you can pick up your student card after arrival in Amsterdam.***

UPLOAD PHOTO

In order to make a student card, you need to have a correct photo uploaded. You can upload it here.

New students

If you never had a student card before, a new student card will be sent to your correspondence address within three weeks after completing your enrolment at Vrije Universiteit Amsterdam.

Your photo must meet several requirements and must be in .jpg format, otherwise we can't make a student card. Please check all requirements before you upload a photo.

Replacement card

If you requested a new student card at the Student desk, the student card will be sent to your correspondence address within three weeks.

Questions? Please contact the Student desk in the Main Building.

Step 1 of 3: Upload photo

Step 1 of 3: Upload photo

The passport photo should be a .jpg file format and a maximum of 55kb in size. Additionally, it should be a portrait of just your face, without any white borders. The file should be uploaded in the right orientation.

Furthermore, the photo should meet the following requirements:

- It should be of good likeness and of a recent date.
- Your entire face and both eyes should be clearly visible, even when wearing headwear.
- Dark glasses are allowed on proven medical ground only.
- Both black-and-white and colour photos are allowed.
- The photograph should be sharp, should have sufficient contrast and may not be too light or too dark.
- You are responsible for a similar photograph that meets the requirements.

N.B. We can only use the photo for a student card if it's a .jpg format. Other file formats like .png, .tiff, .pdf, .bmp, and .gif cannot be used for the card.

No file chosen

Of the following formats only .jpg will be accepted: jpg, jpeg

Note: the minimum photo dimensions should be 400x300 pixels

- Upload later:

You can choose to upload your student photo later if you wish. If you choose to do this, you will receive a warning that this might delay your application (see below). For your student photo, you do not have to worry about this. If you wait too long, it could delay your student card, but this will not delay your admission process. As long as you upload a photo at least 1 - 2 months before arrival, this will give you enough time to receive your student card by the start of the semester.

The screenshot shows a blue header bar with the text 'UPLOAD DOCUMENTS' and a dropdown arrow. Below the header, there is a section titled 'Photo' with a question mark icon and a red warning icon. The text below the title reads 'You have made no choice yet.' There are two radio button options: 'Upload document' (which is unselected) and 'Upload later' (which is selected). Below these options, a message states: 'You chose to send this document later, keep in mind that this might delay your admission process.' At the bottom right, there are two buttons: 'cancel' and 'Save selection'.

- Edit Photo

Please note that if you receive an error stating that the photo does not meet the minimum dimensions, you will need to choose a new, larger photo.

Once you have chosen an appropriate photo, the "Step 3: Send Photo" button will turn blue, and you can click submit.

Passport Copy

You also have the option to upload your passport scan later on. You will receive the same warning as included above; however, unlike your student photo, you are required to upload a passport scan with your application.

If you do need to submit your passport at a later date, please contact us at semesterinamsterdam@vu.nl and let us know when we can expect it.

The screenshot shows a web interface titled "UPLOAD DOCUMENTS" with a dropdown arrow. It lists three document types: "Photo", "Copy Passport", and "Transcript".

- Photo:** Status: "You chose to send this document later, keep in mind that this might delay your admission process..." with a green checkmark icon.
- Copy Passport:** Status: "You have made no choice yet." with a red warning icon. Below it are radio buttons for "Upload document" (selected) and "Upload later". A note specifies "Permitted file types: jpeg,jpg,png,gif,tif,pdf" and a "Choose File" button with "No file chosen" text and a "cancel" button.
- Transcript:** Status: "You have made no choice yet." with a red warning icon.

To the right of the main panel, a section titled "Upload documents" contains a warning: "Please upload the following documents which are required to complete your application. Without these documents your application cannot be processed."

Transcripts:

Please upload a copy of your official transcripts translated into English with your application. If you do not have an official copy translated into English, please send us an unofficial translation by e-mail.

If you choose to submit this later, your admission process will indeed be delayed. We cannot process your application without a complete copy of your transcripts!

If you are currently enrolled in courses that do not appear on your transcripts, please also submit a list of these courses to us by e-mail. A simple list of course titles and faculties will suffice until you have completed these courses.

- If these courses already appear on your transcript as in progress, you do not need to submit this list.

UPLOAD DOCUMENTS

Photo ? ✓
You chose to send this document later, keep in mind that this might delay your admission process. .
[Edit your choice](#)

Copy Passport ? ✓
You have successfully uploaded this document. Should you wish to upload another file, please choose "edit your choice" and upload.
Copy_passport_20220318_080448.pdf
[Edit your choice](#)

Transcript ? ✓
You have successfully uploaded this document. Should you wish to upload another file, please choose "edit your choice" and upload.
Transcript_20220318_080530.pdf
[Edit your choice](#)

[Next step](#)

CONFIRM >

Once you have uploaded all of the documents or declared you will upload them later, make sure to click "Next Step" before you click "Confirm."

A Note about English Language Test Scores

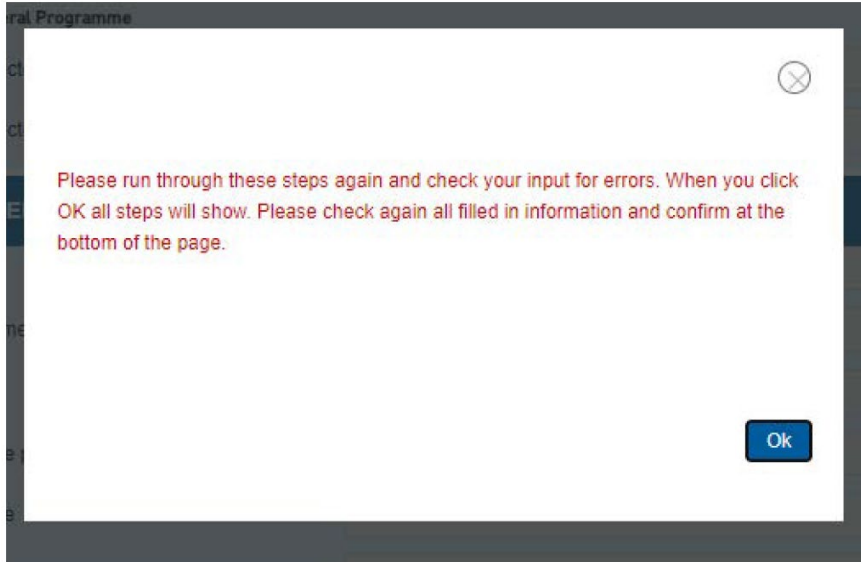
Master-level students will also be required to **submit English Language test scores** later on. Bachelor-level Semester in Amsterdam students are **NOT required** to submit English language test scores.

Step 12: Confirm and Send your Application

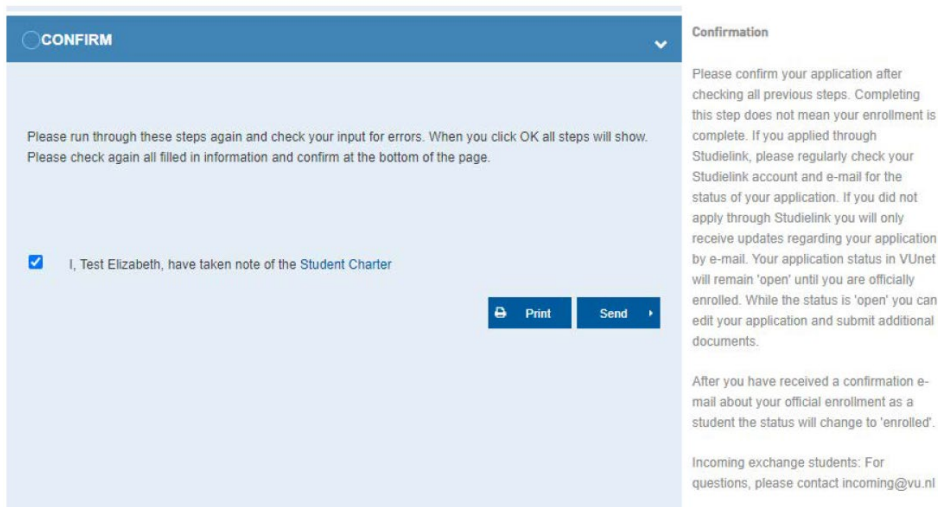
Once you click the link to confirm your application, you will then be asked to re-check any missing fields. Please go back, check each section, and make sure to click "Next Step" after the Upload Documents section is complete.

You should then be able to see the “Confirm” section.

Verify that you have taken note of the Student Charter and click “Send.”



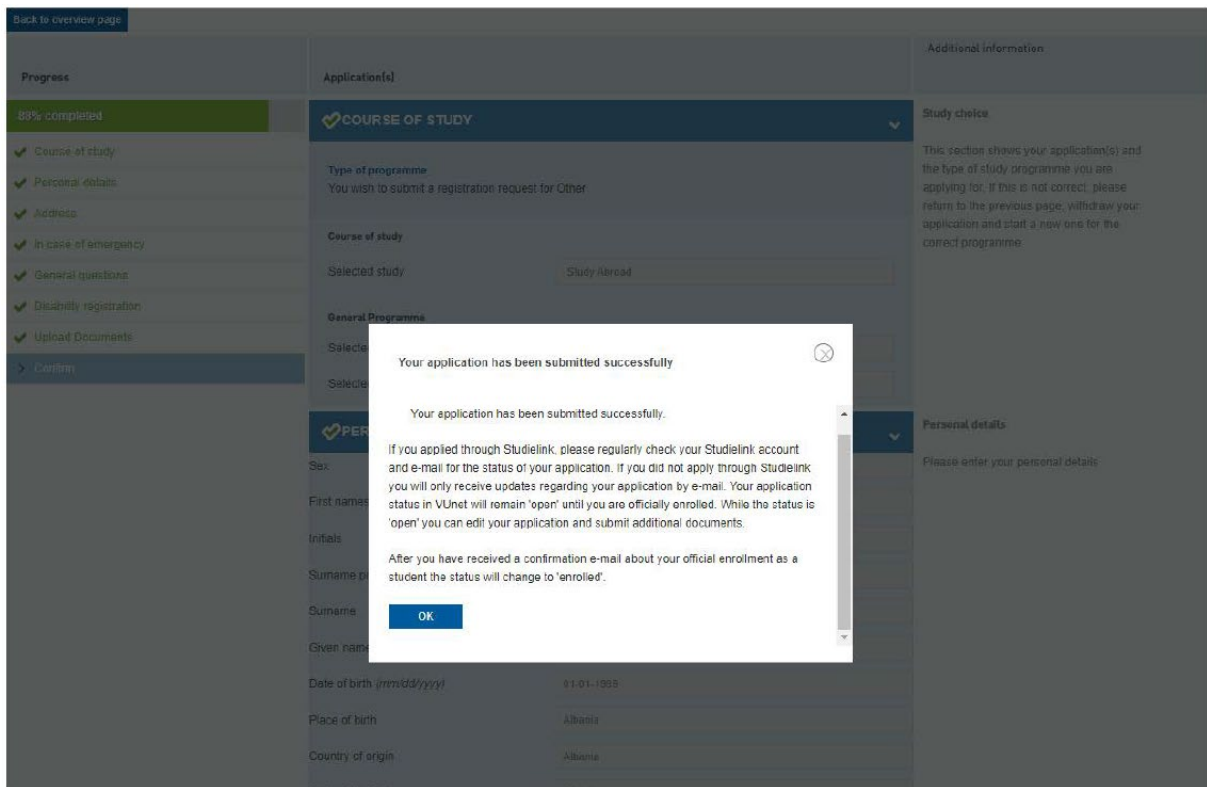
After re-check:



Step 13: Verification

You will then receive the following verification.

Your application has now been submitted.



Step 14: Status of your Application

Once we have approved your application, the status of your application will change to "Enrolled."

We aim to process all applications within 10 working days!

Please keep checking your VU Dashboard and email for updates.

Please also note that the housing and visa applications may not be open yet. Some students are also not required to apply for housing themselves, so you may not see both options in your VU Dashboard. For the Fall semester, the visa and housing process opens in **April** and for the Spring semester in **November**.

Registration - Vrije Universiteit A x +

→ ↻ https://vuweb.vu.nl/en/dashboard/services/registration

VU VRJE UNIVERSITEIT AMSTERDAM

Registration

List of applications ⓘ

Start new application

Application(s) 2021/2022

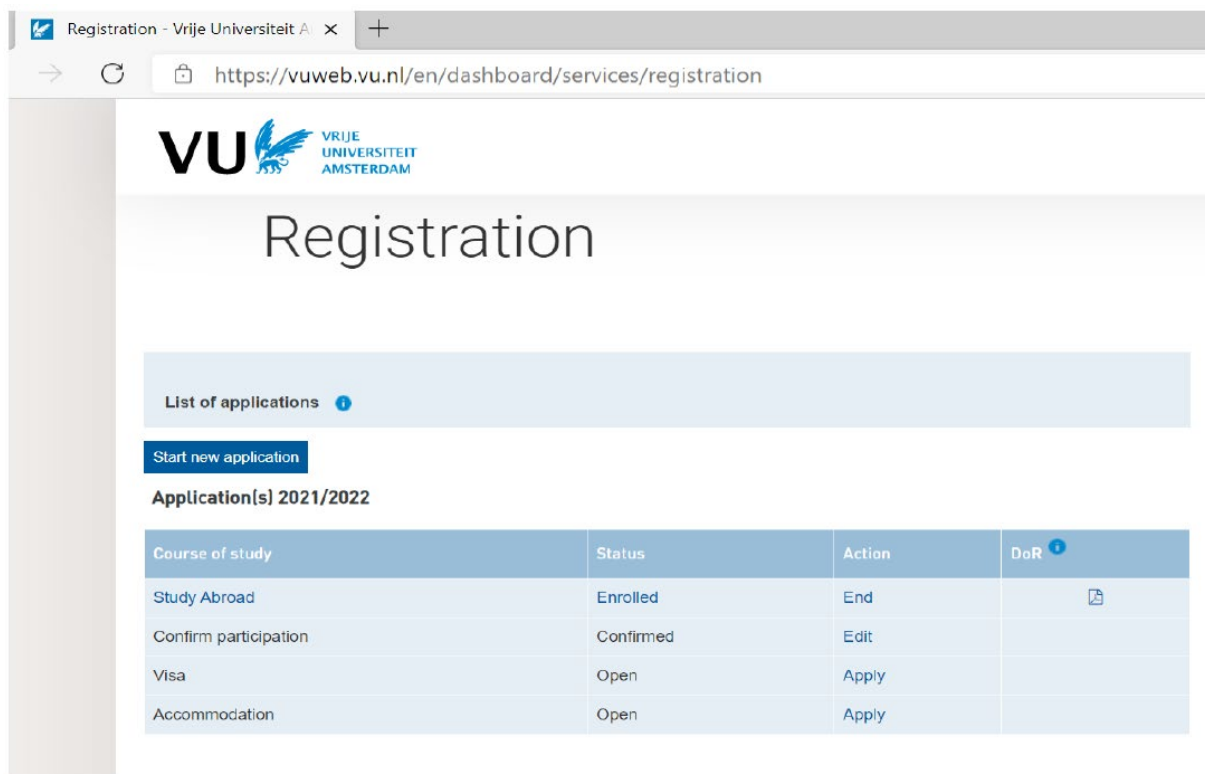
Course of study	Status	Action	DoR ⓘ
Study Abroad	Enrolled	End	📄
Confirm participation	Confirmed	Edit	
Visa	Open	Apply	
Accommodation	Open	Apply	

Congratulations! You have now completed the application and registration process!

Applying for a Residence Permit or Visa

If you need to apply for an immigration process such as a visa and/or residence permit, you must begin the process by submitting a short questionnaire in your VU Dashboard.

For more information including a how-to guide and links to required documents, please see the '[Practical Matters](#)' page of the Semester in Amsterdam website.



The screenshot shows a web browser window with the URL <https://vuweb.vu.nl/en/dashboard/services/registration>. The page header includes the VU logo and the text "VRIJE UNIVERSITEIT AMSTERDAM". The main heading is "Registration". Below this, there is a "List of applications" section with a blue button labeled "Start new application". Underneath, it says "Application(s) 2021/2022" and displays a table with the following data:

Course of study	Status	Action	DoR
Study Abroad	Enrolled	End	
Confirm participation	Confirmed	Edit	
Visa	Open	Apply	
Accommodation	Open	Apply	

Visa Request

When you submit a visa request, you will be asked to answer several questions and submit a number of documents just like you did for your original application procedure.

Please note that you must first submit the initial request in your VU Dashboard before you are asked to start submitting documents in Visa Care later on. The whole process usually takes a few weeks, so please do not delay!

Once you have submitted an initial request in your dashboard, you will receive an e-mail within **5 working days** (see the sample e-mail below) with information about Visa Care - the portal where you will complete your visa and/or residence permit application with help from our student immigration team.

Please do not hesitate to reach out to them directly at studentimmigration@vu.nl with any questions you may have.

Please keep in mind that for certain students, your visa fee may be paid by your provider. In this case, you will not see the request for payment of a visa fee. If you see a request for payment of a visa fee but you think this should actually be paid by your provider or home university, please first check with your provider/university or the Semester in Amsterdam staff before paying this fee.

The image shows two screenshots of the VU registration application interface. The top screenshot displays the 'Application for visa and residence permit' section. It includes a progress bar on the left with three items: 'Do you have a valid residence permit for the Netherlands?', 'Do you have a valid residence permit for another EU country?', and 'Payments'. The main form area contains three questions, each with a 'Yes' and 'No' radio button option. The first question is 'DO YOU HAVE A VALID RESIDENCE PERMIT FOR THE NETHERLANDS?' with 'No' selected. The second question is 'DO YOU HAVE A VALID RESIDENCE PERMIT FOR ANOTHER EU COUNTRY?' with 'No' selected. The third section is 'PAYMENTS', showing 'You have selected: Apply for residence permit' and 'Total costs for these services are 275 EUR'. A 'SUBMIT' button is visible at the bottom of the form. A 'Send' button is located at the bottom right of the form area.

The bottom screenshot shows a 'Send' confirmation dialog box overlaid on the form. The dialog box contains the text: 'Click on 'send' to confirm your visa request, you will receive a confirmation on your VU e-mail address. Click on 'cancel' if you want to make changes to your registration.' Below the text are two buttons: 'Send' and 'Cancel'. The 'SUBMIT' button from the form is visible behind the dialog box.

Vrije Universiteit Amsterdam, application Visa / Residence permit received

Please note that ACTA students can find their information on ACTAnet: [more information!](#)

Dear Test Account,

We have received your information regarding your visa in good order, thank you.

Residence permits: study Vrije Universiteit Amsterdam

The following information is especially meant for all students who need to apply for or extend a Study visa/residence permit for their study at Vrije Universiteit Amsterdam.

Application and extension study visa VU Amsterdam

Thank you for submitting your visa and/or residence permit application. You can continue your application in Visacare, our visa application application. You will receive the link to Visacare within 3 to 5 working days.

The International Officers of the Services team will check your information and the documents you have provided in Visacare. We will inform you when we need other or additional documents. We therefore advise you to check your e-mail regularly. Should you have a question about your documents during the application process, please send an email to studentimmigration@vu.nl or contact us via Visacare.

Procedure:

We will send the application for your visa/residence permit to the Immigration Authorities (IND) when your file is complete, and you have completed the payment of your Visa Fee. We expect the IND to approve your application 2-4 weeks later.

Residence permits: other purposes than study

Students who indicated to have a residence permit for the Netherlands based on other purposes than study, e.g. family reunion, or stay with partner (please note you will have to upload a scan of the passport/residence permit of your partner/family member as well): your file will be reviewed by the Central Student Administration (CSA).

If you choose to upload the copy of your residence permit later. However, we advise you to do this as soon as possible.

The deadline is **1 June (1 December** for the 2nd semester).

Information for students traveling with an entry visa:

We advise you to book a flight after your entry visa is issued/after you have received your entry visa by the immigration authorities. (Student from the following countries do not need an entry visa: Australia, Canada, Japan, Monaco, New Zealand, South Korea, United States of America, Vatican City State)

Conclusion and Next Steps

This concludes our detailed How-To Application Guide!

After your official acceptance and completion of your application, you can expect to receive more information about course registration, housing, your visa process (if applicable), and more after the official application deadlines have passed.

We hope that you have found this guide useful, and we look forward to welcoming you in Amsterdam!

As always, please don't hesitate to contact us at semesterinamsterdam@vu.nl.

Kind regards,

The Semester in Amsterdam Team

