

Guidelines for completing your MVV application questionnaire

Please read these notes in full before completing the questionnaire!

Students from a large number of countries need an MVV (this is an entrance visa or authorization for temporary stay) to enter the Netherlands. It is possible that you may need an MVV. If you wish to check this, you can visit www.nuffic.nl, for information on Dutch immigration procedures.

Azusa Theological Seminary (Azusa theologische hogeschool) Amsterdam can apply on your behalf for an MVV according to the accelerated procedure. If you wish the seminary to apply, you have to pay the MVV cost in advance, fill out and return the questionnaire with the documents required to the address mentioned on the questionnaire as soon as possible.

In short, the following steps have to be taken:

I. Paying MVV cost:

The cost of an MVV is €250 and you are requested to transfer this amount to:

Azusa Theological Seminary / Azusa Theologische Hogeschool
De Boelelaan 1105
1081 HV Amsterdam
The Netherlands

Bank details:

Bank account number: 30.55.90.200
ROBOBANK
Torenplein 2
3772 CX Barneveld
The Netherlands

IBAN: NL60RABO0305590200
BIC: RABONL2U
SWIFT: RABONL2

Please state reference: English program

Please note that the bank can charge bank costs, so the amount you have to pay is possibly more than €250: ask your bank office!

NB The MVV application will not be processed before the total amount of EUR 250 has been received by the seminary!

If the MVV is not approved, your money will be refunded. Refunding is also possible if you decide to withdraw your application. Only in case the MVV has already been collected from the Dutch Embassy, you are not entitled to a refund anymore.

II. Returning questionnaire and documents

After you have read these guidelines you can complete the questionnaire and collect the necessary documents. The address you can send them to is mentioned at the bottom of the questionnaire. Your documents should be sent by registered mail by the fastest means possible.

III. Collecting your MVV

After receipt of your payment and documents we will send your MVV application to the Immigration Authorities, the IND, and hope to have their decision on the application after about 6 weeks, although this may be longer in busy periods or shorter in less busy periods. To avoid delay it is important that you submit information and documents as requested. If the MVV is approved, you can contact the Dutch Embassy about the date that you can collect the MVV and about the documents you need to submit on this occasion.

IV. Applying for the residence permit (after arrival in the Netherlands!)

Within 3 days after arrival in the Netherlands MVV visitors usually have to register with the immigration authorities to apply for a residence permit, but for students we have different regulations: so don't go to the immigration police, but contact the Azusa office first!

GENERAL NOTES

Visa and residence permit expenses

Please note that the cost of a one-year residence permit is € 188 (this amount may change) to be paid after your arrival in the Netherlands. This makes the total amount for the immigration procedure (MVV and residence permit): EUR 250 + EUR 188 = EUR 438.

If you stay for more than one year, you have to extend your residence permit after a year, which will cost about EUR 55. These amounts may be changed without notice.

Living and studying expenses

As you will find below, the IND requires proof that you have sufficient money to cover your living and studying expenses in the Netherlands for one year (after one year, when you have to extend your residence permit, new funding proof for the next year will be requested).

IMPORTANT:

Many students provide this proof by finding one or more sponsors. In a large number of cases, however, this 'sponsoring' is only meant to meet the demands of the Dutch immigration authorities in order to get an MVV and there is not any real intention that this sponsor will support the student at all. The idea of the student and/or sponsor often is that, once arrived in the Netherlands, it will be easy to somehow earn a living or find a scholarship. This is NOT true!

We must make clear that this idea has brought serious problems for many students, because finding a job is very difficult and getting the necessary work permit is a long and costly procedure. Obtaining a scholarship while you are already here will be even more difficult.

The evidence of your financial status required by the IND is meant to make sure that you will have sufficient financial means for living and studying, but the amount assessed by the IND (see below) is, for many students, less than the minimum amount you need when you are in the Netherlands. If the tuition fee for your study program is, for instance € 2565, it is obvious that you will need much more than the IND amount for your living and studying expenses! Always make a calculation of the costs you can expect to have so as to avoid unpleasant surprises. You can find out how much living expenses are by checking the following websites:

www.nuffic.nl

<http://www.ind.nl/EN/verblijfwijzer/>

You will find information on your studying expenses, tuition fees, program-related expenses, books, conferences costs, etc., on the Azusa website (www.azusa.nl). Please note that the IND carries out random checks among students after their arrival in the Netherlands to find out if they have sufficient money to cover their expenses.

Birth certificate

Students from India, Nigeria, Dominican Republic, Pakistan and Ghana are requested to submit **a legalized birth certificate** when they pick up the MVV at the Dutch Embassy. So make sure that you have this document available! (*All students will need a **legalized birth certificate** for the registration with the municipality after arrival in the Netherlands. Don't send your birth certificate to us, but keep it with you, since students from countries other than those mentioned can also be asked for a birth certificate by the Dutch Embassy in their country when collecting the MVV.*)

Please contact your local governmental authorities if you have problems in obtaining **a legalized copy** of your birth certificate.

Chinese students

Chinese students also need a NESO certificate for the MVV application. NESO is the Netherlands Education Support Office and for Chinese students located in Beijing. Students can contact NESO on www.nesobeijing.com. Once NESO has determined that you are entitled to the NESO certificate, Azusa Theological Seminary Amsterdam will receive the certificate by post from the NESO office.

This regulation applies to all students of Chinese nationality, in whichever country they are living, unless they are already in the Netherlands.

NOTES ON THE QUESTIONNAIRE

Documents

All the information required has to be in English, German, French or Dutch. Documents in another language need to be translated by a sworn translator. In this case you must send a certified copy of the document in the original language and the translation with stamp and signature of the translator (not a photocopy of the signed and stamped translation!)

Photocopies of the documents requested have to be certified, unless stated differently. Certification, that is stating that a copy is similar to the original document, can be done by the authority who issued this particular document, for instance, a municipality, university, or by legal authorities.

QUESTIONNAIRE

A. Personal details

Enclose a CLEAR photocopy of your passport.

The photocopy, which need not be certified, must show your name, birth date, birth place, the period that the passport is valid and the number of the passport. Please note that your passport must be valid at the day that you collect your MVV at the Dutch Embassy or Consulate.

Enclose a copy of your marriage certificate and of your partner's passport, if you are married and your partner also wants to come to the Netherlands. The partner's passport must also be valid when collecting the MVV at the Dutch Embassy. Please note that the seminary does not apply for your partner's MVV. The partner has to contact the Dutch Embassy in your home country for information about the procedure.

B. Embassy

Fill in the name of the Dutch Embassy or Consulate where you wish to collect your MVV. Please check whether this embassy or consulate is entitled to issue visas:

http://www.minbuza.nl/default.asp?CMS_ITEM=MBZ456360.

If you are not staying in your home country and you wish to collect your MVV at a Dutch Embassy in the country you are currently living in, you need to enclose a certified photocopy of your residence permit. You will also have to submit this – valid - residence permit at the Dutch Embassy when you collect the MVV.

C. Financing your study and stay:

1. Minimum amount of money required

You have to give evidence to the immigration authorities that you have sufficient funding for your stay in the Netherlands.

The minimum amount required by the immigration authorities is **€ 755 per month** for bachelor or master students. If the period of stay is 12 months or more you need to prove that you have sufficient financial means for one year, which is 12 times € 755 or **€ 9060 per year**. When you apply for an extension of your residence permit after one year, you will have to provide a similar proof for the following year.

These amounts are subject to change. You cannot derive any rights from the amounts mentioned here. Please check <http://www.nuffic.nl/immigration> for the correct monthly minimum amounts.

2. Bank letter or bank account statement

The evidence of sufficient financing has to be given by providing a **bank letter OR a bank account statement**. A certificate of deposit is not a valid document of proof!

3. A Bank Letter

A **bank letter** is a letter from the bank office confirming that the balance in the account is sufficient to cover the costs of living and study, or, in other words the balance equals or is more than the amount required by the immigration authorities (see previous paragraphs).

A bank letter has to meet the following requirements:

- a. **It has to be in the name of the student or, also in the name of the student if it concerns a joint account; or in the name of the sponsor or of the sponsoring company or church**
- b. **Should not be older than 3 months**

Must contain

- c. The date
- d. Name and initials of the student or sponsor or sponsoring company or church official
- c. Account number
- d. Balance
- e. Logo and contact information of the bank, such as address, telephone number
- f. A statement that the balance is freely available

(The amount of bank balance is preferably in Euros, but other currencies are also accepted. Make sure that the currency is clearly mentioned). The original letter is needed; no photocopy.

4. A Bank Statement

A *bank account statement* (showing the amounts of money paid into and taken out of the bank account during a particular period of time) has to meet the following requirements:

- a. It has to be in the name of the student or, also in the name of the student if it concerns a joint account; or in the name of the sponsor or of the sponsoring company or church
- b. Should not be older than 3 months

Must contain

- c. The date
- d. Name and initials of the student or sponsor or sponsoring company or church
- e. Account number
- f. Balance
- g. Logo and contact information of the bank, such as address, telephone number
- h. A statement that the balance is freely available (usually the money in a current account is instantly available, but if the statement is of a savings account, it should be specifically stated that the money is freely available)

(The amount of bank balance is preferably in Euros, but other currencies are also accepted. Make sure that the currency is clearly mentioned).

► **If you have your own financial means:**

Enclose: a bank letter or a bank account statement.

► **If you have been awarded a scholarship from a company or church**

Enclose (a certified photocopy of) the official document confirming the allocation of the scholarship.

The scholarship letter should state the following details:

- a. name, initials and birth date of the student
- b. date
- c. period to be covered by the scholarship, stating the starting and end date
- d. the amount awarded. This amount has to equal or surpass the minimum amount required for your period of stay.
- e. name and address of the person or organization awarding the scholarship
- f. signature of authorized person

The MVV application cannot be sent to the immigration authorities without proof of sufficient funding.

► **If you are financed by a third party**

If a third party in the Netherlands will support you financially, you don't have to enclose financial proof, but only the name and contact information of the third party. Azusa will notify the sponsor directly about the documents required by the IND.

- ▶ ***If the sponsor does not live in the Netherlands, you need to enclose the following:***
 - a. financial statement (see appendix)
 - b. a copy of an identity certificate of the sponsor; this identity certificate has to be an official document such as a valid passport or driver's license and should clearly state the details of the sponsor, as well as the number of the identity certificate.
 - c. a bank letter or a bank account statement in the name of the sponsor

- ▶ ***If this sponsor does not have the amount required, but a monthly income instead, the following proof is requested:***
 - a. an employment contract stating:
 1. name and contact information of the employer
 2. name and birth date of the sponsor/employee
 3. terms of employment
 4. the duration of the employment, if it is a temporary employment contract

 - b. pay slips of the last 3 months stating:
 1. name and contact information of the employer
 2. name and birth date of the sponsor/employee
 3. period of salary payments: monthly, weekly
 4. net salary

- ▶ ***If you are sponsored by a company or church not in the Netherlands, you need to enclose the following:***
 - a. financial statement (see appendix)
 - b. a bank letter

D Higher education

The maximum length of stay is the same as the maximum period of registration at Azusa Theological Seminary Amsterdam. Students starting a Bachelor of Theology program on 27 August 2007, that is the official beginning of the new academic year, are expected to arrive in the Netherlands on by 16 August 2007.

Please note the following: Azusa Theological Seminary Amsterdam has signed a covenant with the Immigration Services. Advantages of this covenant are that Azusa can apply for MVVs via the accelerated procedure and that the MVV cost is reduced. However, one of the obligations of Azusa is to inform the Immigration Services when your enrolment at Azusa ends. This will affect the validity of your residence permit, but this is only problematic if you wish to stay in the Netherlands after you have deregistered.

In short, documents you are required to enclose with the MVV questionnaire:

1. A clear copy of your passport
2. if applicable, a certified copy of your marriage certificate and a photocopy of your partner's passport
3. Financial documents
4. A photo copy of your residence papers, in case you will collect your MVV at the Dutch Embassy in a country that is not your home country.

Websites with information on immigration procedures:

<http://www.ind.nl/EN/verblijfwijzer/>

www.nuffic.nl

www.azusa.nl – Go to English Bachelor in Theology program. More visa information is found in Frequently Asked Questions on this website.

INFORMATION required for the MVV application (authorization for temporary stay) through the accelerated procedure by
Azusa Theological Seminary Amsterdam

www.azusa.nl

Please read the Guidance Notes in full before completing this questionnaire!

A Your personal details

Family name or surname)¹ : male/female
First/given name)¹:
Date of birth: Place of birth:
Country of birth Nationality:
Current address (not in the Netherlands)
Postcode and City
Passport number
Valid from to

Enclose a CLEAR copy of your passport) 2

Marital status: single/married/living together/ divorced/widow/widower*

)¹ the same name or names as stated in your passport
)² delete whichever is not applicable

B Embassy

If your MVV application is approved, at which Dutch Embassy would you prefer to collect the 'authorization for temporary stay' (MVV)? **

The Dutch Embassy in

Country:

Town:

C Financing your study and stay:

1. If the study is funded with a scholarship from an international organization, from the country of origin or from a private fund, please indicate which

Organization provides the scholarship:

The amount of the scholarship: €..... per month

The name of the scholarship:

The period of the scholarship: Fromuntil

Enclose copy of the official document confirming the allocation of the scholarship)*

2. If the study is financed by any other means, please indicate by which means:

0 your own resources
For enclosures: see the Guidance Notes.

0 Funding by a third party.
For enclosures: see the Guidance Notes.

D Higher education

Your study in the Netherlands will concern **Higher Education**.

Intended period of study program)* from to

Intended period of stay from to

Please note that Azusa Theological Seminary is legally obliged to inform the Immigration Services when your enrolment at our university ends.

Please return this completed form with enclosures to:

Azusa Theological Seminary
c/o VU Theologie
De Boelelaan 1105
1081 HV AMSTERDAM
The Netherlands

**** Please read the Guidance Notes and check the requirements for the documents!**

Financial statement - Appendix

I, the undersigned,

Name*:.....

First name:.....

Born on (Day)..... / (Month)..... / (Year).....

Place of Birth:.....

Nationality:.....

Passport number or number of identity card.....
(Please send copy of valid passport, driver's license or identity card with this statement)

Company or Church name:

Telephone number:.....

Address:.....

Postal code:..... City:.....

Country:.....

Hereby I declare that I will financially support the following student:

Name:.....

First name:.....

Born on (Day)..... / (Month)..... / (Year).....

City of Birth:.....

Nationality:.....

Passport number:.....

During his/her studies in the Netherlands, I hereby guarantee that I will transfer a minimum monthly allowance of €755

From (Start date): Day..... /Month: Year.....2007.....

Until (End date): Day /Month.....Year.....2008.....

I hereby enclose a recent bank statement (not older than three months) proving that I have enough funds to transfer the amount in the period mentioned.

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

Place:.....

Signature:.....

* If you are signing on behalf of a sponsoring company or church, please also fill in the name of the company or church.