



## Checklist

We strongly recommend that you check your documents thoroughly by using this checklist before you submit them to VU Amsterdam. So before you submit your application, please make sure that all documents meet the requirements as specified on our website. You can use this checklist for a final check. It takes much time from both you and us if you submit faulty documents, so it is more efficient to make sure that you upload them correctly in one go. So avoid any stress and upload everything correctly at once as this will mean you will receive your visa quicker.

- The documents are not older than 2 months**
- The documents are submitted as PDF files**

### Copy passport:

- Passport scan is of good quality
- Passport scan contains the ID page
- Passport scan contains your signature
- Passport scan contains all stamped pages of your passport if applicable
- Passport is still valid for at least six more months

### Antecedents certificate:

N.B. the antecedents certificate concerns criminal activities in the Netherlands, not in your home country. So please do not provide a police statement from your home country

- You checked the first box on the form (“I certify that...”)
- Your name matches the name in your passport
- You signed the form with a signature that matches the signature on your passport
- You fill in the place and date of signing the form. At 2.4: do not fill in your place and date of birth!
- You signed the form by hand. Digital signatures cannot be accepted

### Proof of financial means:

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 signed and stamped by a bank representative
- The bank declaration is recent, i.e. is has been issued within the last two months
- The bank declaration shows that the account is a current, regular savings, or checking account OR the bank declaration mentions that there is no restriction on withdrawal
- The bank declaration is in your own name or in the name of your sponsor
- The account number is stated clearly and in its entirety



- The bank declaration contains specific contact details of the bank representative: address, e-mail and phone number (or a business card with contact details)
- The currency must be stated
- The account balance must be clear and must meet the minimum requirement (tuition fees + living expenses)

**Financial Statement:**

- You downloaded the most recent version from our website [vu.nl/visa](http://vu.nl/visa)
- When you are a Bachelor's, Master's, or Pre-Master's student then please make sure that your sponsor declares to sponsor you for both tuition fees and living expenses (if sponsorship is the only option you use for the proof of financial means)
- The living expenses are listed as at least €1000 per month
- The dates of sponsorship meet the dates of the academic year/academic semester in which you are enrolled

**Loan award letter:**

- 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 your 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 your 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 loan
- The dates meet the dates of the academic year

**TB statement:**



VRIJE  
UNIVERSITEIT  
AMSTERDAM

International  
Office

- You filled out the correct form; i.e. either the TB statement or Appendix B
- Your name matches the name in your passport
- You signed the form with a signature that matches the signature on your passport
- You fill in the place and date of signing the form. Do not fill in your place and date of birth!
- You signed the form by hand. Digital signatures cannot be accepted