



Application

Student finance higher education for study programmes abroad

This form

You can quickly and easily apply for student finance for a higher education programme abroad in Mijn DUO. If that doesn't work, you can use this form. It's not possible to apply for student finance if your course is fully online.

Where to send this form

Please send the fully completed form to:
Dienst Uitvoering Onderwijs (DUO)
Postbus 50061
9702 DA Groningen

Or email the fully completed form to: documenten@duo.nl

Further information

duo.nl

1 Your details

See the explanatory notes

1.1 Citizen Service Number

1.2 Surname (birth name)

First name

Other initials

Official first name and other initials

Male

Female

Day

Month

Year

1.3 Date of birth

1.4 Do you have the Dutch nationality?

Yes

No > Please enclose a supporting document

1.5 Bank account number (IBAN)

> This may not be a savings account. You can also enter a non-Dutch bank account number here. Please include the relevant BIC for non-Dutch bank accounts.

BIC

1.6 What name is this account number in?

Street and house number

1.7 Address abroad (if already known)

Postal code and town/city

Country

Day

Month

Year

1.8 Start date for (new) address



2 Postal address

See the explanatory notes

2.1 At which address do you wish to receive correspondence about your student finance?

At my (new) home address

At a postal address (this can be the address of an authorised representative) > Please enter the address below. Also complete question 2.2.

PO Box or street and house number

Postal code

Town/City

Country

Day

Month

Year

2.2 Start date of postal address

3 Details of educational programme

See the explanatory notes

3.1 Have you lived legally in the Netherlands for at least three years in the six years prior to starting your education abroad?

Yes, for at least three years

No, but I have the nationality of an EU or EEA country / I am a Swiss citizen. I meet the conditions for student finance for non-Dutch nationals..

No, less than three years, because I or one of my parents works or worked for a Dutch government organisation abroad now or in the past six years. > Please enclose an employer's statement showing this

No, for less than three years, because for some time I have been following a study programme that entitles me to student finance at a university of applied sciences or university abroad > Please enclose a supporting document from the educational institution showing this

No, but I have the Dutch nationality and I live (or lived) in another country of the EU or EEA/I live (or lived) in Switzerland. I have a demonstrable link with the Netherlands. > Please see the explanatory notes for how to demonstrate that you have a link with the Netherlands.

3.2 Do you receive an allowance (directly or indirectly) from a country other than the Netherlands for the costs of your education or living expenses abroad?

No

Yes > You are not eligible for student finance

3.3 What is the name of the non-Dutch institution?

3.4 Name of faculty/site

Location of main site

Country

3.5 What study programme are you following or will you be following?

> Please give the name of the institution, faculty, study programme and diploma or degree in the language of the country where you will be studying. Translate foreign languages such as Chinese and Russian into the letters of the Latin alphabet that are customary in the Netherlands.

3.6 What is the web page (URL) of the programme?

> This means the URL that leads directly to the specific study programme, so do not simply enter the general website of the educational institution.

3.7 What is the level of the programme?

Higher professional education (HBO)

University education

3.8 What type of study programme is the programme you specified in question 3.5?

Associate degree

Bachelor's degree programme

Master's degree programme

Other (please specify)

Application

Student finance higher education for study programmes abroad
Dienst Uitvoering Onderwijs
Ministerie van Onderwijs, Cultuur en Wetenschap

- 3.9 What is the name of the diploma or degree you are studying for? _____
- 3.10 Are you following the study programme on a full-time or part-time basis?
(For Flemish studies, DUO considers a minimum of 30 study credits per year as full-time.)
- Full-time study programme > *It is not possible to apply for student finance if your course is fully online*
- Part-time study programme > *You are not eligible for student finance*
- 3.11 What is the duration of this study programme?
- Less than one year > *You are not eligible for student finance*
- One year or more, i.e. _____ year
- Day Month Year
- 3.12 From what date have you been enrolled in this study programme?
- > *This refers to the official enrolment date (study start date), not the date when you applied to the educational institution.*
- Day Month Year
- 3.13 When did, or will, your enrolment in your previous study programme end?
- Day Month Year
- 3.14 Would you like to receive student finance for the period between your previous and your next study programme?
- Yes
- No

4

Student finance components

See the explanatory notes

- 4.1 Do you want a basic grant for living at home or living away from home?
- Living at home
- Living away from home > *Also answer question 5*
- Day Month Year
- 4.2 From what date do you want to receive student finance?
- Day Month Year
- 4.3 Which components of student finance do you want to apply for?
- Basic grant
- Supplementary grant > *Also answer question 5*
- Interest bearing loan € _____ per month
- Tuition fees loan > *Also answer questions 4.4 and 4.5*
- Student travel product > *Choose a product below*
- Weekday product
- Weekend product
- Foreign public transport allowance
- 4.4 How much are the institutional tuition fees you are paying this academic year?
- € _____ > *Please enclose a supporting document*
- 4.5 How much tuition fees loan do you wish to receive per month?
- Maximum amount > *Go to duo.nl to see the amounts*
- Less, namely € _____ per month

5

Details of parents

You must complete this question if you are applying for a living away from home grant and/or supplementary grant

- 5.1 Do you know who your legal parents are?
- Yes > *Go to question 5.2*
- No > *Complete the appendix Parental details for a living away from home grant and/or supplementary grant*
- 5.2 Are both parents registered with a Dutch municipality?
- Yes > *DUO will request details of your parents from the municipality*
- No > *Complete the appendix Parental details for a living away from home grant and/or supplementary grant*

6 Signature and permission statement

6.1 Surname

First name Initials

First name and initials

Male Female

6.2 Date of birth

Day Month Year

I declare that I filled in this form completely and truthfully. I declare that I give permission to the Dienst Uitvoering Onderwijs (DUO) in Groningen to ask for any information about my registration at the educational institution I receive student finance for, in order to use this information for control purposes.

Day Month Year

Telephone number*

E-mail*

Signature

DUO and your details

Your details will be included in DUO's systems. DUO will use and secure your personal details carefully to carry out its legal duties. DUO does so under the requirements set by privacy legislation. For more information on how DUO handles your personal details, please see duo.nl. Naturally DUO will check your details with other authorities to ensure you receive what you are entitled to. In case of misconduct, DUO will file an official report with the Public Prosecution Service.

* Sometimes it can be easier to call you or send you an email, for example about your application or rejection. If you would like DUO to contact you in that way, please fill in your telephone number and email address.



Arranging DUO affairs from abroad soon? See duo.nl/buitenland

General

Mijn DUO

In Mijn DUO you can quickly and easily apply for student finance and submit changes. For Mijn DUO you need a DigiD with a text message function.

You can log in to Mijn DUO in two ways: with the DigiD application and with a text message function. With the DigiD app, you log in with a QR code and a PIN code of your choice. That PIN is always the same, so you will no longer receive text messages. This can be useful if you are abroad. Install the app before leaving for a foreign country.

Authorising a third party

Do you want to authorise someone to take care of your arrangements in Mijn DUO? You can do this easily at DigiD Authorisation. If you would like to authorise your representative at DUO to request information about you or submit changes using a form, then you should also enclose the *Authorisation* form. This is because DUO does not have access to an authorisation that has been arranged via DigiD Authorisation. You can find the form on our website.

Know what you're borrowing

DUO calculates interest from the first month after the loan has been issued. After completing your studies you will have to repay the loan.

Re. 1.1 Citizen Service Number (Burgerservicenummer)

If you are registered with a Dutch municipality you have a citizen service number. This 9-digit number can be found in your passport, identity card and driving licence. You can apply for student finance without a citizen service number. However, if you want to use the student travel product you do need a citizen service number.

Re. 1.2 First name and surname

Please include your official surname, first name and other initials as registered with the municipality.

Re. 1.4 Nationality

If you do not have the Dutch nationality, but you do have a residence document of type II, III, IV or V, then enclose a copy of this with your application (including the front and back of the residence document). If you have a different document, check at duo.nl whether you are eligible for student finance. Staying abroad may have consequences for your right of residence in the Netherlands. Please contact the IND for further information.

Explanatory notes

Student finance higher education for study programmes abroad

More information
duo.nl

Re. 1.5 Bank account number

Do you have your student finance deposited into a bank account number outside the European Payment Area (SEPA)? Then you will have to pay any possible transaction fees.

Re. 1.7 Address

Do you live in the Netherlands? Then you do not need to complete this question. DUO will request your address details from the municipality. Make sure your address details are registered with the municipality correctly and in good time. The municipality will automatically inform DUO of any change of address. Do you live abroad? Then please enter your address abroad here. Are you moving abroad? Then you will have to report your new address to DUO yourself.

Re. 2.1 Postal address

It only makes sense to pass on a postal address if you receive correspondence on paper. If you currently receive your post digitally but would like to receive it on paper, you should first change your postal preferences in Mijn DUO. If you live abroad and are no longer able to log onto Mijn DUO, go to duo.nl/buitenland to see how to change your postal preferences.

Bij 3.1 The '3 out of 6' requirement and demonstrating your link with the Netherlands

The '3 out of 6' requirement

You must have lived legally in the Netherlands for at least 3 of the 6 years preceding the time of your enrolment in the foreign educational programme (the '3 out of 6' requirement). You do not have to fulfil the '3 out of 6' requirement if:

- you are a migrant worker, or a child of a migrant worker
- you are working abroad for a Dutch government organisation
- one or both of your parents works for a Dutch government organisation abroad.

Have you, or one or both of your parents, worked for a Dutch government organisation abroad in the past? Then this period counts as 'living in the Netherlands'.

Have you previously completed an educational programme abroad that entitles you to student finance? Then the years you were following this study programme count as 'living in the Netherlands'.

Demonstrating your links with the Netherlands

To demonstrate that you have links with the Netherlands, you must at least have a good command of the Dutch language. You can show that, for example, with an NT2 diploma. In addition, you must meet one of the following requirements:

Before the start of your study programme abroad, you have:

- lived legally in the Netherlands for at least 3 years, or
- followed at least 6 consecutive years of primary or secondary education in the Netherlands, or
- followed fully Dutch-language primary or secondary education in the Netherlands, or
- worked for at least 56 hours per month in the Netherlands for at least 3 years. Do you work for fewer than 56 hours per month? If so, DUO will assess your situation separately.

Or:

Before the start of your study programme abroad, your parent or partner has:

- lived legally in the Netherlands for at least 3 years, or
- worked for at least 56 hours per month in the Netherlands for at least 3 years. Has your parent or partner worked for fewer than 56 hours per month? If so, DUO will assess your situation separately.

Please enclose a statement indicating which condition you meet.

The 3-year period need not have been exactly 3 or 6 years before (i.e. consecutive to) your education; it may also be earlier. In addition, the period living and working in the Netherlands does not have to be a continuous period.

Re. 3.2 Allowance abroad

By an allowance, DUO means an allowance for e.g. tuition fees or living expenses, provided (directly or indirectly) by a country other than the Netherlands. If you receive such an allowance, you are not (or are no longer) entitled to a Dutch student finance.

Re. 3.12 Enrolment date

Indicate here the date on which you will be officially enrolled by the educational institution (i.e. not the moment you register).

The academic year for higher education runs from 1 September to 31 August. Does your enrolment start on a date other than 1 September or 1 February? Then choose 'Other' and indicate the date on which you will be enrolled. If you are not sure which enrolment date to enter, then please contact your educational institution.

Re. 3.14 Student finance between two study programmes

From full-time secondary education or MBO to higher education

Are there no more than 4 months between your old and your new study programme? If so, you can also receive an allowance, student finance and/or a travel product in the months between your old and your new study programme.

From higher education to higher education

Can you not be enrolled consecutively due to non-standard academic years of study? Then you can continue to receive student finance (for a period of up to 4 months) between the two courses, and continue to use your student travel product, on condition that you are then enrolled until the end of the previous academic year.

Re. 4.3 Student finance components

Basic grant

The basic grant depends on your living situation. If you are living on your own, the grant is higher than if you live at home. The basic grant is a gift or can become one.

Supplementary grant

You will receive the amount that you are entitled to. Always apply for the supplementary grant. Each year we will calculate whether you are entitled to it. How much you will receive depends, among other things, on your parents' income and the number of siblings with a supplementary grant. DUO calculates your supplementary grant using your parents' income from two years ago.

Tuition fees loan

You can apply for a loan to pay your tuition fees. This is known as 'tuition fees loan'. After finishing your studies, you repay the amount loaned to you under the same conditions as the student debt. You may decide yourself whether to borrow the full amount of your tuition fees, or just a partial amount. State how much 'tuition fees loan' you would like to receive per month, because DUO pays out the loan in monthly instalments. You can find the current amounts at duo.nl.

Student travel product

With a weekly or weekend season ticket you can travel free or at a discounted rate on public transport in the Netherlands only. You can therefore also opt for a monthly public transport allowance abroad. Go to duo.nl for more information on the public transport allowance abroad.

Performance-related grant

The basic grant, supplementary grant and student travel product are performance-related grants. The performance-related grant is a loan. If you obtain your higher education degree within the 10-year diploma period, then your performance-related grant will be converted into a gift. The basic grant and supplementary grant are converted into a gift in the first five months, even if you do not obtain a degree. If you have obtained an MBO diploma and are you going on to an HBO study afterwards, then you have 12 months to try out the HBO study programme. If you decide to stop within 12 months and terminate your student finance, these months of basic grant and supplementary grant are converted into a gift. Don't want to risk student debt in case you fail to graduate? Then you can choose not to have the performance-related grant paid out, in full or in part. If you do obtain a degree within the 10-year diploma period, then you will still receive the unpaid performance-related grant from DUO. You can change the amount of the performance-related grant quickly and easily in Mijn DUO. If you cannot use Mijn DUO, you can use the *Change student higher education abroad* form

Interest bearing loan

In addition to the basic grant and any supplementary grant, you can apply for a loan. You must always repay the loan after your studies. DUO calculates interest from the first month after the loan is issued. Don't borrow more than you need: use the calculation tool at duo.nl/rekenhulp. For more information on repayment, go to duo.nl/terugbetalen.

Re. 4.4 en 4.5 Tuition fees loan

You only need to complete these questions if you are applying for tuition fees loan.

Re. 4.4 Documentary proof of institutional tuition fees

Are you paying more than the full statutory tuition fees? And would you like to borrow more than the full statutory tuition fees? If so, you must enclose proof of the amount you have to pay. Use the *Tuition fee statement* for this. You can download this from duo.nl/controles

Re. 5 Details of parents

Question 5 determines whether you need to complete a Parent Details Statement appendix.

If you apply for a supplementary grant and/or a living away from home grant, DUO needs the details of your legal parents. Your legal parents are the persons registered as your parents in the civil registry. Natural parents or adoptive parents are considered legal parents; foster parents or step-parents are not.

Are both parents registered with a Dutch municipality? Then DUO can request their details there. This is done automatically. If your parents are not registered with a Dutch municipality, or if you do not know who your legal parents are, you will have to send details, and sometimes supporting documents, to DUO yourself.

Problems with your parents

In the following five situations, you can ask DUO not to count your parents' income when calculating the supplementary grant:

1. Contact with your parent was ended before your 12th birthday.
2. You have a serious ongoing conflict with your parents. This conflict is not just about money matters.
3. Parental responsibility has ended.
4. The whereabouts of your parents is unknown.
5. The alimony determined for you has been unable to be collected for at least 12 consecutive months.

To do so, use the *Request to leave parental income out of consideration* form.



Statement

Parental details for a living away from home grant and/or supplementary grant

Complete this appendix if you have applied for a living away from home grant and/or a supplementary grant. By 'parent 1' and 'parent 2' we mean the persons registered as your legal parents in the civil registry. An adoptive parent counts as a legal parent; a foster parent or step-parent does not. It doesn't matter in which order you list your parents. Enclose the appendix together with the requested supporting documents with the application form.

1 Your details

See the explanatory notes

1.1 Citizen Service Number (Burgerservicenummer)

1.2 Surname (birth name)

First name

Other initials

Official first name and other initials

Male

Female

1.3 Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

2 Which situation applies?

Please indicate which situation applies to both parents. Please note: if you are only applying for a living away from home grant, you do not need to send supporting documents. If you are only applying for a supplementary grant or a supplementary grant and a living away from home grant, in some cases you need to enclose supporting documents.

Parent 1

Parent 2

2.1 Do you know who your legal parent is?

Yes, my parent is registered with a Dutch municipality
> DUO will request details from the municipality. Continue with Parent 2.

Yes, my parent is registered with a Dutch municipality
> DUO will request details from the municipality

Yes, my parent is living abroad > Fill in question 2.2

Yes, my parent is living abroad > Fill in question 2.2

Yes, my parent has died > Fill in question 2.2

Yes, my parent has died > Fill in question 2.2

I have not been acknowledged by my parents > For a supplementary grant you must send a supporting document. The explanatory note states which supporting document. For a living away from home grant only, you do not need to send supporting documents.

I have not been acknowledged by my parents > For a supplementary grant you must send a supporting document. The explanatory note states which supporting document. For a living away from home grant only, you do not need to send supporting documents.

I came to the Netherlands as a refugee, without a parent > For a supplementary grant you must send a supporting document. The explanatory note states which supporting document. For a living away from home grant only, you do not need to send supporting documents.

I came to the Netherlands as a refugee, without a parent > For a supplementary grant you must send a supporting document. The explanatory note states which supporting document. For a living away from home grant only, you do not need to send supporting documents.

I don't know where my parent is > Fill in what you know about this parent in question 2.2. For a supplementary grant you must send supporting documents. The explanatory note states which supporting documents. For a living away from home grant only, you do not need to send supporting documents.

I don't know where my parent is > Fill in what you know about this parent in question 2.2. For a supplementary grant you must send supporting documents. The explanatory note states which supporting documents. For a living away from home grant only, you do not need to send supporting documents.

	Parent 1	Parent 2
2.2 Details parent		
Citizen Service Number (Burgerservicenummer)	<input type="text"/>	<input type="text"/>
Surname (birth name)	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Official first name and other initials	First name <input type="text"/> Other initials <input type="text"/>	First name <input type="text"/> Other initials <input type="text"/>
Date of birth	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
Address	Street <input type="text"/> House number <input type="text"/>	Street <input type="text"/> House number <input type="text"/>
	Postcode <input type="text"/> Town/city <input type="text"/>	Postcode <input type="text"/> Town/city <input type="text"/>
	Country <input type="text"/>	Country <input type="text"/>
Date of death, if applicable	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
	Country of death <input type="text"/>	Country of death <input type="text"/>

Explanatory notes

Statement of details of parents

DUO needs details of your legal parents to determine whether you are entitled to a living away from home grant and to calculate a supplementary grant.

If your parents are registered with a Dutch municipality, DUO can request details of your parents from the municipality. This is done automatically.

You do not have to fill in this form if both of your parents are registered with a Dutch municipality.

If your parents are not registered with a Dutch municipality, or if you do not know who your legal parents are, you will have to send details, and sometimes supporting documents, to DUO yourself.

Re. 2 What is your situation?

If you are only applying for a supplementary grant, you will have to send supporting documents in some situations. Which ones are listed below for each situation:

My parent is living abroad:

If your parent has an income from outside of the Netherlands, you or your parent must provide income details yourselves. DUO calculates the supplementary grant per calendar year, with the income of two years ago. You

can enclose the income details with this form. This concerns the following income details:

- from two years ago for a supplementary grant in the current calendar year, and/or
- from the previous year for a supplementary grant in the following calendar year.

Or your parent can wait for a letter from DUO.

I have not been acknowledged by my father:

- A copy or scan of a recent original copy of your birth certificate. Without this supporting document DUO will not calculate a supplementary grant.

I don't know where my parent lives

Fill in all the details you have of your parent in question 2.2. DUO will then try to find out the parent's income details. Enclose these supporting documents:

- a detailed statement by you stating why you don't know where your parent lives.
- if possible, a detailed statement from the other parent showing why you don't know where your parent lives.
- a recent detailed expert statement. This could be a tutor, a social worker, a psychologist or a youth worker, for example. You can read what information the statement needs to contain in the 'Expert statement' folder, which can be downloaded from duo.nl.

Without the requested information DUO will not calculate a supplementary grant.

Refugee

If you came to the Netherlands as a refugee, we need the following supporting documents:

- A recently signed statement on official letter-headed paper from an institution (for example, Vluchtelingenwerk or Stichting Nidos) or an expert (a tutor, mentor, study advisor, social worker or school social worker). The statement must show that you fled to the Netherlands or requested asylum and that your parent or parents are still abroad.