



ACADEMIC
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RESIDENCE PERMIT MAASTRICHT, THE NETHERLANDS

This residence permit information applies to U.S. passport holders aged 18+ who will study in the Netherlands for 90 days or more.

What is a residence permit? A residence permit is a plastic card the size of a credit card issued by the Dutch Immigration Service (IND). This card serves as proof of your identity, nationality and lawful residence in the Netherlands. It allows you to enter and exit the Netherlands and travel in the Schengen area.

How to obtain a residence permit? In conjunction with the Maastricht University Visa Office, Maastricht University will handle the arrangements to simplify things and make this process easier for you. Roughly 5-6 weeks after you are accepted to study abroad with ASA, your program manager will email you a list of documents to complete and sign. These documents will come with instructions on how to begin gathering a certified copy of your birth certificate and an apostilled birth certificate.

STEP 1: COMPLETE ASA EMBARK APPLICATION

STEP 2: WAIT FOR EMAIL DIRECTION FROM YOUR ASA PROGRAM MANAGER ABOUT THE RESIDENT PERMIT

STEP 3: OBTAIN A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE.

STEP 4: HAVE THE CERTIFIED COPY OF YOUR BIRTH CERTIFICATE APOSTILLED.

STEP 5: EMAIL A SCAN OF THE APOSTILLED DOCUMENT TO YOUR PROGRAM MANAGER.

THE ENTIRE PROCESS USUALLY TAKES AROUND 6 WEEKS (SOMETIMES MORE).

What is an Apostille?

An apostille is a certification that makes a document from one country valid in another country. An apostille can be obtained from the State Office of Vital Records in the state you were born, or you can pay extra to have a third party company get the apostille for you.

Why do I need to bring an Apostilled Birth Certificate?

You must bring an apostilled birth certificate to the municipality in the Netherlands so that they can issue you your Residence Permit. The apostilled birth certificate is a required document and you will not be able to stay in the Netherlands unless you provide them with this document.

How do I obtain a certified copy of my Birth Certificate?

The cheapest way to get this is through the State Office of Vital Records in the state where you were born. Visit their website to get started. To find it, Google "State Office of Vital Records (insert your state of birth)".

It can take several weeks to get this, so start NOW. Typically you can do one of two things:

- 1) **Mail-in Request:** Contact the State Office of Vital Records (in the state you were born) and follow the directions to have it sent to you via mail.
- 2) **Walk-in Service:** Appear at the State Office of Vital Records (in the state you were born) during their walk-in hours and request a certified copy. Pro: They may be able to give you the document right then. Con: Potentially long lines.

There are also some third party companies out there that can get this document for you by ordering it online. Pro: It can be faster – you can receive the certified birth certificate in as little as 5 days. Con: Can cost a lot of money. ASA does not vouch for any third party companies providing copies of birth certificates.

How much does a certified Birth Certificate cost?

It varies in every state but can be estimated at about \$25.00 if you go through the State Office of Vital Records. Going through a third party company will cost more.

How do I get the Apostille put on my certified Birth Certificate?

You can only apostille a birth certificate in the state that the document originated from. Example: If your birth certificate is from Georgia, the document can only be apostilled in Georgia.

You can get an Apostille yourself through your state's government (this is the cheapest way – can be as little as \$10) or you can pay a third party company to get it for you (may be faster and more convenient, but more expensive – as much as \$150). These estimated costs do not include the shipping cost of sending the document back to you.

To get the Apostille yourself, you have to contact the appropriate office within your state's government. Typically, you can get the Apostille by either:

- 1) **Mail-In Service**
- 2) **Walk-in Service:** Be sure to check the office's walk-in hours

Do I have to attend a visa appointment in the United States prior to departure? You will not be required to attend a visa appointment in the United States prior to departure.

There are also third party companies* that will apostille documents for you; however, this can cost \$150 or more. If you procrastinate and do not start immediately then you will be forced to use one of these companies and pay the exorbitant fee! Here are a few companies:

- National Apostille: <https://www.nationalapostille.com/>
- Apostille Pros: <https://www.apostillepros.com/>
- Apostille Please: <https://www.apostilleplease.com/>

*ASA does not vouch for the above companies as we have never used them ourselves. It is always a better idea (and cheaper) to go through your state's government directly.

Do summer students need to obtain a residence permit? Summer students are not required to obtain a residence permit.

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