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Application

Student finance higher education for students from the Caribbean region

This form

If you live on Aruba, Curacao or Sint Maarten or in the Caribbean Netherlands and you are going to study in the Netherlands, you will need this form to apply for student finance for higher education in the Netherlands.

Tip: please read the folder on student finance first: duo.nl/antillen.

Send in

E-mail the completed form, including the supporting documents, as one PDF to:

documenten@duo.nl or send by post to:

Dienst Uitvoering Onderwijs

Postbus 50061

9702 DA Groningen

The Netherlands

More information

duo.nl/antillen

1

Your personal details

Read the explanation

1.1 Do you already have a citizen service number in the Netherlands?

☐ Yes > Fill in your citizen service number here

☐ No > Apply for a citizen service number with the local authorities as soon as you arrive in the Netherlands

1.2 ID- or Sédulnummer

1.3 Surname (birth name)

All official first names in full

1.4 Date of birth

1.5 Do you hold Dutch nationality?

☐ Yes > Include a copy of your proof of identity (passport, ID card or Sedula)

☐ No > In most cases you will not be eligible for student finance from the Netherlands. Read the explanation.

1.6 In which bank account (IBAN) do you want to receive your student finance?

> If you don't yet have a Dutch bank account number, please leave this question open
> If you want to list a non-Dutch bank account number, please read the explanation

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2

Your address

Read the explanation

Street and house number

2.1 What is your current address?

Town

Country/island

2.2 At what address do you want to receive correspondence about student finance?

☐ At my address under question 2.1☐ At another address in the Netherlands > Fill out the address below

Postbus or street and house number

Postcode

Town/City

Country

3

Study details in the Netherlands

Read the explanation

3.1 Name of the educational institution you will be attending

3.2 Name of the degree programme you will be taking

3.3 Place where you will have the lessons

3.4 How will you be enrolled?

☐ Full-time or dual training:☐ Associate degree☐ Bachelor's degree programme☐ Master's degree programme☐ Post-initial Master's degree programme☐ Other, namely:☐ Part-time degree programme > You are not entitled to student finance. You may be eligible for a lifelong learning credit, check duo.nl/levenlanglerenkrediet for more information.

3.5 What is the start date of your new course?

☐ 1 September☐ 1 February

Day

Month

Year

☐ Other, i.e.

4

Student finance components

Read the explanation and use the calculator on duo.nl/rekenhulp

4.1 When do you want to receive student finance?

☐ From the date that I am entitled to it

Day

Month

Year

☐ Later, from

4.2 Do you want to receive a basic grant for living at home or living away from home?

☐ Living at home☐ Living away from home > Fill in question 5 as well

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Dienst Uitvoering Onderwijs
Ministerie van Onderwijs, Cultuur en Wetenschap

- 4.3 For what components of the student finance do you apply?
Check what you are entitled to. Always apply for the supplementary grant.

- ☐ Basic grant
- ☐ Supplementary grant > Also fill out question 5
- ☐ Interest bearing loan > Fill out amount € _____ per month
- ☐ Tuition fee loan > Also fill out questions 4.4 and 4.5
- ☐ Student travel product > Choose a product
- ☐ Weekday product
- ☐ Weekend product

- 4.4 Only if applying for a tuition fee loan: what type of tuition fees are you paying this academic year?

- ☐ Statutory tuition fees (half/full) > Go to 4.5
- ☐ Institutional tuition fees > Include evidence of the tuition amount

- 4.5 How much tuition fees loan do you wish to receive per month?

- ☐ Maximum amount > See duo.nl for the amounts
- ☐ Less, namely € _____ per month

5

Information about your parents

DUO requires information about your legal parents to calculate your supplementary grant. It does not matter which parent's details you fill in first. Read the explanation.

Parent 1

Parent 2

- 5.1 Do you know who your legal parents are?

- | | |
|---|---|
| <input type="checkbox"/> I know who my parent is > Fill in question 5.2 | <input type="checkbox"/> I know who my parent is > Fill in question 5.3 |
| <input type="checkbox"/> I do not know who my parent is > Read the explanation to see which evidence to include | <input type="checkbox"/> I do not know who my parent is > Read the explanation to see which evidence to include |
| <input type="checkbox"/> I have not been legally acknowledged > Read the explanation to see which evidence to include | <input type="checkbox"/> I have not been legally acknowledged > Read the explanation to see which evidence to include |

- 5.2 Details about **parent 1**

Does your parent have a citizen service number?

- ☐ Yes > Fill in the citizen service number here
- ☐ No

ID- or Sédulanummer

CRIB or personal identification number

Surname (birth name)

All official first names in full

Date of birth

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

Date of death, if applicable

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

> Include a copy of the death certificate. Go to question 5.3

Street and house number

Address

Town/city

Country/island

> Are you applying for a supplementary grant? Please send your parent's personal income statement from the local tax authorities going back two years, along with your application. Read the explanation.

5.3 Details about **parent 2**

Does your parent have a citizen service number?

☐ Yes > Fill in the citizen service number here

☐ No

ID- or Sédulanummer

CRIB or personal identification number

Surname (birth name)

All official first names in full

Date of birth

Day

Month

Year

Date of death, if applicable

Day

Month

Year

> Include a copy of the death certificate. Go to question 6

Address

Street and house number

Town/city

Country/island

> Are you applying for a supplementary grant? Please send your parent's personal income statement from the local tax authorities going back two years, along with your application. Read the explanation.

6

Signature

Day

Month

Year

2

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Telephone*

Email*

Signature

- 6.1 I declare that I have completed this form fully and truthfully. I know that I am obligated to always provide my most recent contact details as long as I am receiving student finance or repaying a student loan.

Checklist

Please tick the appropriate box

☐ I include a copy of my proof of identity (passport, ID card or Sedula)

☐ I include a copy of my parents' personal income statements

☐ I have signed the form

☐ I have made a single PDF (20MB max.) of all the documents. This is the order:

- application form
- copy of my proof of identity
- other documents

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.



Explanation

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More information

duo.nl/antillen

General

Your application will be handled within 4 to 6 weeks. You will then be sent a Student Finance notice with a 'Bevraging BSN' form. Take this form with you to the Netherlands. You must fill out the form and return it to us once you have your citizen service number and Dutch bank account number. The form can also be downloaded from duo.nl/antillen.

DUO is here to help!

If you need any help filling out this form, please contact us at KS-AA-UAF@duo.nl.

The brochure *Student finance for students from Aruba, Curacao, Sint Maarten and the Dutch Caribbean* contains more information about student finance. The brochure can be found on duo.nl/antillen in Dutch, English, Papiamentu or Papiamentu.

Make sure you do not forget anything. The [Checklist Caribisch gebied – zaken regelen voor studiefinanciering](#) has an overview of everything you need to do regarding student finance and other things you need to arrange in the Netherlands.

Support

Students from the Caribbean region who are coming to the Netherlands to study, can register for a free support scheme to help them get accustomed to Dutch society, cultural habits and public transport. The support starts on the students' own island and continues in the Netherlands.

Students from the Dutch Caribbean can contact [TuranGoeloe](#) for a support scheme. For more information about local student finance they can contact [RCN-study financing](#). Students from Aruba can go to [Arubahuis](#) for information about support. Students on Curacao can go to [Stichting Studiefinanciering Curacao \(SSC\)](#) and on St Maarten to [Division Study Financing](#).

1.5 Nationality

If you do not hold Dutch nationality, please contact DUO at KS-AA-UAF@duo.nl and ask for the student finance options.

1.6 Non-Dutch bank account number

If you want to list a non-Dutch bank account number, you will have to pay the bank's transaction charges yourself. Contact DUO at KS-AA-UAF@duo.nl to discuss the options.

2.3 Receiving post

If you have family or friends in the Netherlands, they may want to receive your post temporarily until you have moved there. Ask them if you can use their address in the Netherlands as your postal address. DUO will then send your post to that address.

3.5 Starting date

The academic year runs from 1 August to 31 July. If you are unsure what the correct starting date is, please contact your educational institution or check your education agreement.

4.3 Student finance components

Student finance comprises 5 possible components: a basic grant, a supplementary grant, an interest bearing loan, a tuition fees loan and a student travel product.

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.

Student travel product

The student travel product is either a weekday product or a weekend product that you can use to travel on public transport for free or with a discount. If you do not yet have a citizen service number, the travel product will be compensated temporarily on a monthly basis. Please let us know as soon as you have your citizen service number, so we can get your travel product ready.

Interest bearing loan

Do not borrow more than you need to. Have you already applied for a supplementary grant? If you are entitled to one, you may not have to borrow as much, and possibly nothing at all. Use the calculation tool on duo.nl/rekenhulp.

After your studies, you must always repay the loan. DUO charges interest on your loan, from the first monthly instalment. More information about repayment can be found on duo.nl/terugbetalen. If you check the box for a loan but fail to enter an amount, you will not receive a loan. You can always reapply for the loan at a later date.

Tuition fee loan

You can apply for a loan to pay your tuition fees. That loan is called a tuition fee loan ('collegegeldkrediet'). You can take out a loan for the statutory tuition fees or the institutional tuition fees.

Per academic year you cannot borrow more tuition fee loan than the amount of the tuition fees you have to pay, with a maximum of 5 times the amount of the statutory tuition fees. Per month you can receive 1/12 of your tuition fee loan.

After your degree programme, you repay the tuition fee loan under the same conditions as the loan.

5.1 Your parents' details

If you apply for a supplementary grant, we need the details of your legal parents. Your legal parents are the parents registered as your parents with the civil affairs department (Afdeling burgerzaken). A natural parent or adoptive parent counts as a legal parent, a foster parent or stepparent does not.

You should include evidence in the situations below:

I was not acknowledged by my parent:

- A copy or photo of a recent true copy of your birth certificate. You can request this copy at the civil affairs department of the island where you live.

I do not know who my legal parent is:

- a statement by you, explaining why you do not have the requested information about your parent.
- a recent, detailed statement by a professional, for example a student counsellor, a social worker, a psychologist or child services. The brochure Verklaring deskundige, which you can download from duo.nl/antillen, has more information about what that statement should contain.
- If possible, a statement by your other parent, showing why you do not have the requested information about your parent.

Problems with your parent(s)

In the following five situations, you can ask DUO to disregard your parents' income when calculating the supplementary grant:

1. Contact with your parent(s) was severed before your 12th birthday.
2. You have a severe and fundamental conflict with your parent(s). That conflict is not just about financial matters.
3. Your parent(s)' custody of you has ended.
4. The whereabouts of your parent(s) are unknown.
5. The maintenance established for you cannot be collected for at least twelve consecutive months.

Use the form *Verzoek inkomen ouders buiten beschouwing laten* (Request to disregard parents' income) on duo.nl/antillen and add the form and requested documents to your application.

5.2 and 5.3 Details parent 1 and Details parent 2

Include the income details of your parent(s) in your application to speed up the calculation of the supplementary grant.

Your parent can request a personal income statement from the local tax authority, or download the form Verklaring inkomstenbelasting from duo.nl/antillen. We also need this statement when your parent has no income.

If you are as yet unable to send the income statements, please send your application for study finance to DUO. DUO will ask for the income details at a later date, so we can calculate your supplementary grant.