

# Osiris student

Team Immigration

Erasmus University Rotterdam



# Content

<u>Starting page Osiris</u>	3
<u>Osiris case – first immigration case</u>	4
<u>Osiris case – adjusting your documents</u>	11
<u>Osiris case – downloading IND letter</u>	19

# Starting page Osiris

The screenshot shows the Osiris starting page with a dark green header and a sidebar on the left. The main content area is divided into sections: 'Calendar' (with 'No activities'), 'Cases', 'Messages', and 'Go To'. The 'Cases' section is highlighted with a red arrow pointing to a card for 'Request a Dutch residence permit - 2023'. The card displays the user's name 'testopleiding ID', case number '5071031', start date '09-02-2024', and a deadline of '15-11-2023'. Below the card, there are two buttons: 'STAY ABROAD' and 'UPLOAD PHOTO'. A red box highlights a note about browser settings, and another red box highlights the 'Cases' section header.

When you log into Osiris Student, you will see the section "Cases". In this overview you can see all of your recent uncompleted cases.

**Note:** If the case does not open, you need to allow pop-ups for this website in your browser settings or in the browser bar.

Request a Dutch residence permit - 2023  
testopleiding ID  
Case number: 5071031  
Started on: 09-02-2024  
My Immigration case: MVV and residence permit  
Deadline: 15-11-2023

Messages  
eur-osiris  
28-09-2023

Go To  
STAY ABROAD UPLOAD PHOTO

# Osiris case – first immigration case

Calendar

No activities

1. After you have opened the case, you arrive at the introduction page of your case. You can read our instructions first.

2. Click on the application form below to open your case form, circled red. It will be opened in the same screen (see next page).

4

Cases

ABO testopleiding IO (tbv testen koppelingen)  
Case number: 5071031  
Started on: 9 February 2024

Request a Dutch residence permit - 2023

MY IMMIGRATION CASE: MVV AND RESIDENCE PERMIT

OVERVIEW

DOCUMENTS & FORMS

Explanation

Dear student,

welcome, to your personal immigration case.

This immigration case contains all the necessary documents that you need in order to apply for a Dutch residence permit. It will also ask you to upload some documents (e.g. passport scan). Don't worry, you can download all the forms you need in your case.

To start your immigration case, click on **My immigration case: MVV (long-stay entry visa) and residence permit below**. You can save the form at all times; you don't need to complete it at once. When completed, please SAVE FIRST and then click SUBMIT.

*\* please note: do not fill in any of the other forms in the OVERVIEW section, those are not for you \**

Kind regards,  
Team Immigration

Deadline

15-11-2023

Documents & Forms

FORM FOR MVV + RESIDENCE PERMIT \*

Last login: 9 februari 2024

2023

Started on: 09-02-2024

Deadline: 15-11-2023

Note: It is important to submit your documents and transfer the invoice amount before the given deadline, circled green. If you are too late to submit your documents, your immigration case will be closed, and this has effect on your enrollment.

Erasmus

Select your case at the bottom.

# Osiris case – first immigration case

Calendar

No activities

This is what we refer to as your "Immigration Case". You can always save temporarily without submitting and finish the form at a later stage.

Read the texts and follow the links carefully to avoid making mistakes and delaying your application procedure.

Form for MVV + residence permit

SAVE TEMPORARILY

Visa and residence permit application

1 Application form

You need a visa and/or Dutch residence permit to study in the Netherlands. It is therefore essential to carefully fill in this form.

Fill in the front office of a Dutch embassy/consulate where you should pick-up your long-stay entry visa (mvv). You MUST click on the link below and fill in your country to see the available locations.

If there is no embassy in the country where you live, you need to choose a Dutch embassy in a neighbouring country or your current country of permanent residence.

[Click here for the MVV locations website.](#)

City\*

Mandatory field

Country\*

Mandatory field

*If you wrote down your current country of residence instead of your home country, attach your valid visa/permit for this country to your passport upload. Do not fill in random locations!*

Do you declare that you will get a valid healthcare insurance policy that covers your entire stay in the Netherlands?\*

Last login: 9 februari 2024

NL

2023 (en)

Started on: 09-02-2024

permit Deadline: 15-11-2023

28-09-2023

5

This is your case where you upload your documents.

# Osiris case – first immigration case

The screenshot displays the Osiris web application interface. The main content area is titled "Form for MVV + residence permit" and includes a "SAVE TEMPORARILY" button. The form contains the following elements:

- A link: "Click here for extra information on health insurance."
- A statement: "I agree with the terms and conditions related to the Immigration procedures facilitated by EUR."
- A radio button selection: "Yes, I agree with the terms & conditions" (selected).
- A link: "Click here for the terms and conditions. Opens as a PDF-file."
- A red box highlighting a "Mandatory field" label and a green "NEXT" button.
- A progress indicator with steps: 1. Financial means, 2. Passport, 3. Antecedents certificate, 4. Study Progress Monitoring, 5. End of your case.

The left sidebar shows a "Calendar" section with "No activities". The right sidebar displays a table of cases:

Case ID	Status	Start Date	Deadline
2023 (en)	Started	09-02-2024	
permit	Deadline		15-11-2023
		28-09-2023	

6

Select 'Next' to continue to the next page of your case.

# Osiris case – first immigration case

The screenshot shows the 'Form for MVV + residence permit' page in the Osiris system. The page is titled '2 Financial means' and contains the following sections:

- Proof of financial means and immigration costs**
  - Make sure to double-check the payment details and payment reference before transferring! You can also read up on the payment procedure on our website.
- Immigration costs**
- Please note:**
  - The International Office cannot send your application to the Dutch Immigration and Naturalization Services if you did not transfer the financial means to Erasmus University Rotterdam.
  - If you have transferred the requested amount, you can continue this step by uploading a transfer receipt from your own bank.
- Scholarships, grants, Sallie Mae loans and tuition fee waivers:**
  - A scholarship, grant or Sallie Mae loan can **only** be part of your proof of living fee amount.
  - A tuition fee waiver can **only** be part of your tuition fee amount.
  - The remaining parts still need to be transferred to the university's bank account. You may use the same invoice and just deduct the amounts yourself.
  - We will review your scholarship and/or waiver documents. If the documents are incorrect, we will notify you and request an additional payment if needed.
- Please upload the proof of payment\* (in PDF format) below.**
  - \* This should be a transfer receipt from you with the payment details. It can be from an online payment system or your own bank.

A red box highlights the 'BROWSE...' button, which is used to upload the proof of payment document. Below the button, it specifies 'PDF, Maximum 10MB'.

7

Select 'Browse' to upload your documents in PDF format.

# Osiris case – first immigration case

The screenshot displays the 'Form for MVV + residence permit' in the Osiris system. The interface is dark-themed with a green sidebar on the left containing navigation icons. The main content area is white with a green header. The header includes a close button (X), the title 'Form for MVV + residence permit', a 'SAVE TEMPORARILY' button, and the user's last login information: 'Last login: 9 februari 2024'. The sidebar shows a 'Calendar' section with 'No activities'.

The form is at step 6, 'End of your case'. The previous step, 'Study Progress Monitoring', is indicated by a grey circle with the number 5. Step 6 is highlighted with a green circle and the number 6. The main heading for this step is 'Last step, submit your immigration application'.

The form contains the following text:

Before you submit your case, you have to make sure that all forms are printed out and signed with a physical pen by hand.

Forms signed with a digital (tablet pen) signature will NOT be accepted and your case will be sent back to you. These easily avoidable mistakes result in a delay, as your case will be put last in queue again each time you resubmit.

I declare that the forms are printed and signed with a physical pen\*

Yes, I did

Thank you for uploading all your documents.

To complete your immigration case, click save. You will then return to the start page of your immigration case, where you can find the SUBMIT button in the right corner. By clicking on the submit button, your information will be sent to us. You will automatically receive an email that we have received your documents.

Kind regards,  
Team Immigration.

\* Mandatory field

At the bottom of the form, there are two buttons: 'PREVIOUS' and 'SAVE'. The 'SAVE' button is highlighted with a red square.

On the right side of the screen, there is a sidebar with a calendar view. It shows a date '28-09-2023' and a 'Deadline: 15-11-2023' with a clock icon. There is also a 'Started on: 09-02-2024' label.

8

Save your case at the last page.



# Osiris case – first immigration case

Calendar

No activities

Cases

Started on: 9 February 2024

Request a Dutch residence permit - 2023

MY IMMIGRATION CASE: MVV AND RESIDENCE PERMIT OVERVIEW DOCUMENTS & FORMS

Always click on **SUBMIT** after saving your form and the form is complete and ready for review. Without doing this step, we will **NOT** see your documents for review.

Explanation

Dear student,

welcome, to your personal immigration case.

This immigration case contains all the necessary documents that you need in order to apply for a Dutch residence permit. It will also ask you to upload some documents (e.g. passport scan). Don't worry, you can download all the forms you need in your case.

To start your immigration case, click on **My Immigration case: MVV (long-stay entry visa) and residence permit below**. You can save the form at all times; you don't need to complete it at once. When completed, please **SAVE FIRST** and then click **SUBMIT**.

*\* please note: do not fill in any of the other forms in the OVERVIEW section, those are not for you \**

Kind regards,  
Team Immigration

Deadline

🕒 15-11-2023

Documents & Forms

📄 FORM FOR MVV + RESIDENCE PERMIT \*

Documents on form

📄 VOORBEELD STUDENT INFORMATIE.PDF

Sub sidebar: 2023 (en) Started on: 09-02-2024 permit 🕒 Deadline: 15-11-2023 28-09-2023

Top right: Last login: 9 februari 2024 ? NL I

*Erasmus*

After saving your case, click on submit to send it for review.

# Osiris case – first immigration case

Calendar

No activities

Cases

ABO testopleiding IO (tbv testen koppelingen)  
Case number: 5071031  
Started on: 9 February 2024

Request a Dutch residence permit - 2023

MY IMMIGRATION CASE: MVV AND RESIDENCE PERMIT OVERVIEW DOCUMENTS & FORMS

Progress Completed

- Faculty has submitted the request 09-02-2024
- Team Immigration reviewed your nationality 09-02-2024
- Student needs to submit the application 09-02-2024

Submitted application is waiting for review by Team Immigration

Team Immigration forwarded application to the IND

Students waits for pick up letter from Team Immigration

Student can pick up a residence permit

Current activity/activities Actor

My Immigration case: MVV and residence permit Student

Type of case

Last login: 9 februari 2024 ? NL I

2023 (en)

Started on: 09-02-2024

Deadline: 15-11-2023

28-09-2023

Click on 'Overview' to view the progress of your case.

# Osiris case – adjusting your documents

The screenshot displays the Osiris web application interface. At the top, the Osiris logo is on the left, and the text "Last login: 9 februari 2024" is on the right. The main content area is divided into sections: "Calendar" (showing "No activities"), "Cases", "Messages", and "Go To". The "Cases" section contains a card for "Request a Dutch residence permit - 2023" with details: "testopleiding ID", "Case number: 5071031", "Started on: 09-02-2024", and "My Immigration case: MVV and residence permit". A red triangle with an exclamation mark is positioned to the left of the case title. A red arrow points from a text box on the left to this warning icon. Below the case card is a "Messages" section with a message from "eur-osiris" dated "28-09-2023". At the bottom, there are two buttons: "STAY ABROAD" and "UPLOAD PHOTO".

**Note:** The red triangle with an exclamation mark in it, indicates that you'll have to submit or adjust something in your case.

# Osiris case – adjusting your documents

The screenshot displays the Osiris web application interface. On the left is a dark green sidebar with navigation icons and a 'Calendar' section showing 'No activities'. The main content area is titled 'Cases' and shows details for a case: 'ABO testopleiding IO (tbv testen koppelingen)', 'Case number: 5071031', and 'Started on: 9 February 2024'. The case title is 'Request a Dutch residence permit - 2023'. Below this, there are tabs for 'MY IMMIGRATION CASE: MVV AND RESIDENCE PERMIT', 'OVERVIEW', and 'DOCUMENTS & FORMS'. A green 'SUBMIT' button is visible. The main text area contains an explanation: 'Dear student, welcome, to your personal immigration case. This immigration case contains all the necessary documents that you need in order to apply for a Dutch residence permit. It will also ask you to upload some documents (e.g. passport scan). Don't worry, you can download all the forms you need in your case. To start your immigration case, click on **My immigration case: MVV (long-stay entry visa) and residence permit below**. You can save the form at all times; you don't need to complete it at once. When completed, please SAVE FIRST and then click SUBMIT. \* please note: do not fill in any of the other forms in the OVERVIEW section, those are not for you \* Kind regards, Team Immigration'. A deadline of '15-11-2023' is shown with a clock icon. A red box highlights a 'Remark' section at the bottom: 'Dear student, your MVV location is incorrect. You filled out the wrong MVV location, please adjust this and select one from the official website mentioned in the form. Thank you in advance. - Team Immigration'. On the right side, there is a calendar view showing dates from 2023 to 2024, with a specific date '28-09-2023' highlighted.

12

Read our 'Remark' under the introduction of your immigration case.

# Osiris case – adjusting your documents

The screenshot displays the Osiris web application interface. On the left is a dark green sidebar with navigation icons. The main content area is titled 'Cases' and shows details for a specific case. A red box highlights a document link titled 'FORM FOR MVV + RESIDENCE PERMIT \*'. Below this, there is a list of document thumbnails, each labeled 'VOORBEELD STUDENT INFORMATIE.PDF'. The right sidebar shows a calendar view with a date '28-09-2023' highlighted.

Calendar

No activities

× Cases

Last login: 9 februari 2024

\* please note: do not fill in any of the other forms in the OVERVIEW section, those are not for you \*

Kind regards,  
Team Immigration

Deadline

15-11-2023

Remark

Dear student, your MVV location is incorrect. You filled out the wrong MVV location, please adjust this and select one from the official website mentioned in the form. Thank you in advance. - Team Immigration

Documents & Forms

FORM FOR MVV + RESIDENCE PERMIT \*

Documents on form

VOORBEELD STUDENT INFORMATIE.PDF

VOORBEELD STUDENT INFORMATIE.PDF

VOORBEELD STUDENT INFORMATIE.PDF

VOORBEELD STUDENT INFORMATIE.PDF

VOORBEELD STUDENT INFORMATIE.PDF

VOORBEELD STUDENT INFORMATIE.PDF

2023

(en)

Started on: 09-02-2024

permit

Deadline: 15-11-2023

28-09-2023

Click on your immigration form under the 'Remark' to adjust your documents.

# Osiris case – adjusting your documents

The screenshot displays the 'Form for MVV + residence permit' in the Osiris system. The interface includes a sidebar with navigation icons, a main content area, and a right-hand panel with a calendar and document list. The main content area contains instructions and upload fields. A red box highlights the 'BROWSE...' button for the 'Proof of payment\*' field, which is also labeled as a 'Mandatory field'. Another red box highlights a trash icon next to a document named 'VOORBEELD STUDENT INFORMATIE.PDF' in the document list. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, and a progress indicator showing steps 3 (Passport) and 4 (Antecedents certificate).

Form for MVV + residence permit SAVE TEMPORARILY

The remaining parts still need to be transferred to the university's bank account. You may use the same invoice and just deduct the amounts yourself.  
We will review your scholarship and/or waiver documents. If the documents are incorrect, we will notify you and request an additional payment if needed.

Please upload the proof of payment\* (in PDF format) below.  
\*This should be a transfer receipt from you with the payment details. It can be from an online payment system or your own bank.

Proof of payment\* **BROWSE...**  
PDF, Maximum 10MB  
Mandatory field

For additional documents: **BROWSE...**  
PDF, .JPG, .JPEG, .DOC, .DOCX, .XLS, .XLSX, .MSG, .EML, Maximum 10MB

VOORBEELD STUDENT INFORMATIE.PDF

\* Mandatory field **PREVIOUS** **NEXT**

3 Passport  
4 Antecedents certificate

Calendar  
No activities

2023  
(en)  
Started on: 09-02-2024  
permit Deadline: 15-11-2023  
28-09-2023

14

Click on the garbage bin to delete a document and then upload a new one.

# Osiris case – adjusting your documents

The screenshot displays the 'Form for MVV + residence permit' in the Osiris system. The interface includes a dark green sidebar with navigation icons and a main content area. The form title is 'Form for MVV + residence permit' with a 'SAVE TEMPORARILY' button. The form content includes instructions about payment, a 'Proof of payment\*' section with a 'BROWSE...' button, and a list of uploaded documents. One document, 'ADJUSTED DOCUMENT STUDENT.PDF', is highlighted with a red rectangle. Below this, there is another 'BROWSE...' button and a list of additional documents, including 'VOORBEELD STUDENT INFORMATIE.PDF'. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons and a progress indicator showing '3 Passport' and '4 Antecedents certificate'.

Form for MVV + residence permit SAVE TEMPORARILY

The remaining parts still need to be transferred to the university's bank account. You may use the same invoice and just deduct the amounts yourself.  
We will review your scholarship and/or waiver documents. If the documents are incorrect, we will notify you and request an additional payment if needed.

Please upload the proof of payment\* (in PDF format) below.  
*\*This should be a transfer receipt from you with the payment details. It can be from an online payment system or your own bank.*

Proof of payment\*  
**BROWSE...**

PDF, Maximum 10MB

**ADJUSTED DOCUMENT STUDENT.PDF**

For additional documents:  
**BROWSE...**

.PDF, .JPG, .JPEG, .DOC, .DOCX, .XLS, .XLSX, .MSG, .EML, Maximum 10MB

**VOORBEELD STUDENT INFORMATIE.PDF**

\* Mandatory field

**PREVIOUS** **NEXT**

3 Passport

4 Antecedents certificate

Once you uploaded your adjusted file, you can see the new file name.

# Osiris case – adjusting your documents

The screenshot displays the 'Form for MVV + residence permit' in the Osiris system. The interface is dark-themed with a green sidebar on the left containing navigation icons. The main content area shows a progress indicator with two steps: '5 Study Progress Monitoring' and '6 End of your case'. The current step, '6', is highlighted with a green circle. Below the progress indicator, the text reads: 'Last step, submit your immigration application'. A paragraph follows: 'Before you submit your case, you have to make sure that all forms are printed out and signed with a physical pen by hand.' Another paragraph states: 'Forms signed with a digital (tablet pen) signature will NOT be accepted and your case will be sent back to you. These easily avoidable mistakes result in a delay, as your case will be put last in queue again each time you resubmit.' A declaration section asks: 'I declare that the forms are printed and signed with a physical pen\*' with a radio button selected for 'Yes, I did'. Below this, there is a thank you message and instructions: 'Thank you for uploading all your documents. To complete your immigration case, click save. You will then return to the start page of your immigration case, where you can find the SUBMIT button in the right corner. By clicking on the submit button, your information will be sent to us. You will automatically receive an email that we have received your documents.' A sign-off follows: 'Kind regards, Team Immigration.' At the bottom, there is a note: '\* Mandatory field' and two buttons: 'PREVIOUS' and 'SAVE'. The 'SAVE' button is highlighted with a red rectangular box. In the top right corner of the interface, there is a 'SAVE TEMPORARILY' button and a 'Last login: 9 februari 2024' notification. On the right side, a calendar view is partially visible, showing dates from 2023 to 2024, with a 'Deadline: 15-11-2023' and another date '28-09-2023'.



# Osiris case – adjusting your documents

The screenshot displays the Osiris web application interface. On the left is a dark green sidebar with navigation icons. The main content area is titled 'Cases' and shows details for a case: 'ABO testopleiding IO (tbv testen koppelingen)', 'Case number: 5071031', and 'Started on: 9 February 2024'. Below this, the case title is 'Request a Dutch residence permit - 2023'. There are three tabs: 'MY IMMIGRATION CASE: MVV AND RESIDENCE PERMIT' (selected), 'OVERVIEW', and 'DOCUMENTS & FORMS'. A red box highlights a green 'SUBMIT' button. The main text area contains an explanation, a greeting 'Dear student, welcome, to your personal immigration case.', and instructions on how to apply for a Dutch residence permit, including a note to click 'SUBMIT' after saving the form. A deadline of '15-11-2023' is shown with a clock icon. A remark at the bottom states: 'Dear student, your MVV location is incorrect. You filled out the wrong MVV location, please adjust this and select one from the official website mentioned in the form. Thank you in advance. - Team Immigration'. On the right, a calendar view shows the current date as '28-09-2023' and a 'Deadline: 15-11-2023'.

17

After saving your case, click on submit to send it for review.

# Osiris case – adjusting your documents

The screenshot displays the Osiris case management interface. On the left is a dark green sidebar with navigation icons. The main content area is divided into three sections:

- Calendar:** Shows "No activities".
- Cases:** A modal window for case "Request a Dutch residence permit - 2023". It includes details like "ABO testopleiding IO (tbv testen koppelingen)", "Case number: 5071031", and "Started on: 9 February 2024". Below this is a table with two columns: "OVERVIEW" and "DOCUMENTS & FORMS".
- Right Panel:** Shows "Last login: 9 februari 2024" and a list of cases, including "2023 (en)" with a "Started on: 09-02-2024" date.

Progress	Completed
Faculty has submitted the request	09-02-2024
Team Immigration reviewed your nationality	09-02-2024
Student needs to submit the applicaton	09-02-2024
Submitted application is waiting for review by Team Immigration	09-02-2024
Team Immigration forwarded application to the IND	
Students waits for pick up letter from Team Immigration	
Student can pick up a residence permit	

Type of case  
Immigration and permits

After submitting your case, this is how your case looks like.



# Osiris case – downloading IND letter

The screenshot displays the Osiris web application interface. At the top, the Osiris logo is on the left, and the text 'Last login: 9 februari 2024' is on the right. A vertical navigation bar on the left contains icons for home, calendar, cases, messages, and other functions. The main content area is divided into three sections: 'Calendar' (showing 'No activities'), 'Cases' (showing a case titled 'Request a Dutch residence permit - 2023' with details 'ABO testopleiding IO (tbv testen koppelingen)' and 'Case number: 5071031', and 'Started on: 09-02-2024'), and 'Messages' (showing a message dated '28-09-2023'). Below the 'Messages' section is a 'Go To' section with two buttons: 'STAY ABROAD' and 'UPLOAD PHOTO'.

19

Open your case in Osiris cases.



# Osiris case – downloading IND letter

The screenshot displays the Osiris web application interface. On the left is a dark green sidebar with navigation icons. The main content area is titled 'Cases' and shows 'Request a Dutch residence permit - 2023'. It has two tabs: 'OVERVIEW' and 'DOCUMENTS & FORMS'. Under 'DOCUMENTS & FORMS', there are several document cards. A red box highlights the card for 'IND Letter positive decision', which contains a download icon, the file name 'IND APPROVAL LETTER.PDF', and the timestamp '19 February 2024, 09:29'. Other cards include 'FORM FOR RESIDENCE PERMIT (NO MVV)', 'FORM FOR MVV + RESIDENCE PERMIT', and various 'ADJUSTED DOCUMENT' and 'VOORBEELD STUDENT INFORMATIE.PDF' files. The right sidebar shows the user's last login as '9 februari 2024' and the language 'NL'.

20

Click on 'Documents & Forms' and click on the document under 'IND Letter positive decision' to download your IND letter.