



+

Application

Student finance higher education for students from the Caribbean region

This form

Do you live on Aruba, Curaçao, Sint Maarten or in the Caribbean Netherlands and are you going to study in the Netherlands? Use this form to apply for higher education in the Netherlands.

Tip: complete the form electronically and e-mail it to DUO. This will allow DUO to process your application more quickly. If you choose to complete the form on paper, use upper case rather than lower case letters.

Send in

Scan the signed form and the supporting documents and e-mail them as a single PDF to:

documenten@duo.nl

Or send the form and the supporting documents to:

Dienst Uitvoering Onderwijs (DUO)

Postbus 50061

9702 DA Groningen

The Netherlands

More information

duo.nl/cariben

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 > You will receive your citizen service number once your application for student finance has been processed. Read the explanation.

1.2 ID- or Sédulanumber

1.3 Surname (birth name)

All official first names in full

1.4 Date of birth

Day Month Year

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

1.7 What is the name of the account holder?

> If you do not yet have a Dutch bank account number, leave this question blank

+

+

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

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 Year 2 0☐ 1 February Year 2 0☐ From Day Month Year 2 0

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☐ Later, from Month Year 2 0

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

☐ Living at home, from Month Year 2 0☐ Living away from home, from Month Year 2 0 > Fill in question 5 as well

Application

Student finance higher education for students from the Caribbean region
 Dienst Uitvoering Onderwijs
 Ministerie van Onderwijs, Cultuur en Wetenschap

- 4.3 For what components of the student finance do you apply?
We recommend that you always apply for the supplementary grant. You only have to do this once – we will then calculate whether you are entitled to the grant every year.

- ☐ Basic grant
- ☐ Supplementary grant > Also fill out question 5
- ☐ Interest bearing loan > Also fill out question 4.4
- ☐ Tuition fees loan > Also fill out questions 4.5 and 4.6
- ☐ Student travel product > Choose a product
- ☐ Weekday product
- ☐ Weekend product

- 4.4 How much would you like to borrow? Only answer this question if you checked interest bearing loan under 4.3

- ☐ € per month
- ☐ Maximum amount > See duo.nl for the amounts

- 4.5 What type of tuition fees are you paying this academic year? Only answer this question if you checked tuition fees loan under 4.3

- ☐ Statutory tuition fees > Go to 4.6
- ☐ Institutional tuition fees > Include evidence of the tuition amount

- 4.6 How much tuition fees loan do you wish to receive per month? Only answer this question if you checked tuition fees loan under 4.3

- ☐ € per month
- ☐ Maximum amount > See duo.nl for the amounts

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?

- | | |
|---|---|
| ☐ I know who my parent is > Fill in question 5.2 | ☐ I know who my parent is > Fill in question 5.3 |
| ☐ I do not know who my parent is > Read the explanation to see which evidence to include | ☐ I do not know who my parent is > Read the explanation to see which evidence to include |
| ☐ I have not been legally acknowledged > Read the explanation to see which evidence to include | ☐ 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

Gender

- ☐ Male
- ☐ Female
- ☐ Other
- ☐ Parent prefers not to respond

Date of death, if applicable

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

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.

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 Sédulnummer

CRIB or personal identification number

Surname (birth name)

All official first names in full

Date of birth

Day Month Year

Gender

☐ Male

☐ Female

☐ Other

☐ Parent prefers not to respond

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.

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.

6

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.

Day Month Year
| | | | | 2 | 0 | | | |

Telephone*

| | | | | | | | | | |

Email*

|

Signature

|

Checklist

Make sure you have added all of the following:

- My signature above
- A copy of my identity document (passport, ID card or Sedula)
- Income statements for my parents (only when applying for a supplementary grant)
- 1 PDF (max. 20MB) containing all the documents. This is the sequence:
 - The application form;
 - A copy of my identity document;
 - Other documents.



Explanation

Application student finance higher education for students from the Caribbean region

More information

duo.nl/cariben

General

DUO will process your application within 6 weeks. You will receive an e-mail telling you when your application has been processed. After this, you will get a letter telling you the amount and starting date of your student finance.

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/cariben in Dutch, English, Papiamentu or Papiamentu.

Make sure you do not forget anything. The [Checklist Applying for student finance from the Caribbean](#) 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.

These agencies can help you arrange everything:

- [TuranGoeloe](#)
- [Kabinet van Aruba](#)
- [Stichting Studiefinanciering Curacao \(SSC\)](#)
- [Division Study Financing](#)

1.1 Citizen Service Number (BSN)

If you have Dutch nationality but you don't yet have a citizen service number (BSN), you will receive one when you apply for student finance. You can use your BSN to arrange a number of matters in the Netherlands, even if you are not yet in the Netherlands.

You will receive your BSN by post from the National Office for Identity Data (RvIG). Because post to the Caribbean region sometimes takes a long time, you can also phone DUO to get your BSN while you wait for the letter to arrive. First wait for the e-mail from DUO telling you that your student finance application has been processed. This e-mail will contain the phone number you can call to request your BSN.

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 Bank account number

Once you have a BSN, you can open a Dutch bank account. As soon as you have your bank account number, inform DUO in Mijn DUO. DUO needs your bank account number to pay out your student finance.

If you choose to give DUO a non-Dutch account number instead, you will have to pay the transaction costs charged by the bank yourself. Contact DUO via KS-AA-UAF@duo.nl to discuss the options.

2.2 Receiving post

If you have family or friends in the Netherlands, they may be willing to temporarily receive your post until you are living in the Netherlands yourself. Ask whether you can use their address in the Netherlands as your postal address. DUO will then send your correspondence to that address.

You can also manage your affairs with DUO quickly and easily online with Mijn DUO. Mijn DUO allows you to access your student finance information online, pass on changes and read personal messages. Log in using your DigiD. In the Checklist Applying for a DigiD from abroad, we explain how to request and activate a DigiD. You can find the checklist at duo.nl/abroad.

3.4 Your enrolment

If you are unsure for what pathway or level you are enrolling, ask your educational institution or check your education agreement.

3.5 Starting date

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

4.2 Living at home or away from home

If you are living with one or both parents when you become eligible for student finance, you are considered to be living at home (thuiswonend). You are living away from home (uitwonend) if you do not live at the same address as one or both parents.

If you intend to live away from home but have not yet registered with the local authorities in the Netherlands, you will receive a grant for students living at home until you do.

4.3 Student finance components

Student finance for higher education consists of five components: a basic grant, the supplementary grant, the student travel product, an interest-bearing loan and tuition fees loan.

Basic grant

The basic grant depends on your living situation: if you are living away from home, the grant will be higher than if you are living at home with your parents or one of your parents.

Supplementary grant

Whether you are eligible for a supplementary grant and how much depends on factors including your parents' income. We recommend that you always apply for the supplementary grant. You only have to do this once – we will then calculate whether you are entitled to the grant every year.

Student travel product

The student travel product allows you to travel on public transport throughout the Netherlands for free or at a discounted rate. You can choose either a weekday or weekend subscription.

Loan and tuition fees loan

If you need extra money for your studies, you may be able to borrow money from DUO. You can adjust the amount you borrow every month. Interest is charged on the loan. Because of the accrued interest, the total debt you will have to pay back after your studies will be bigger.

You can also borrow money to pay your tuition fees: the tuition fees loan. How much you can borrow will depend on the type of tuition fees you need to pay. You can never borrow more than the tuition fees you have to pay, up to a maximum of five times the level of the statutory tuition fees. Interest is also charged on the tuition fee loan.

Know how much you are borrowing

Your loan and the tuition fees loan are student debts which you have to repay with interest after your studies. The interest rate can differ from year to year. Because of the interest, you will end up paying back more than you borrowed. You can always adjust or stop your loan in Mijn DUO.

Gift or repayment

From the first month you receive student finance, you build up a student debt. Each month, interest is charged on this debt. In Mijn DUO, you can see a total overview of your student debt and how it can increase monthly with interest. If you graduate within ten years, the basic grant, the supplementary grant and the student travel product are converted into a gift. That means you don't have to pay back the basic grant, the supplementary grant, the student travel product or the accrued interest on them. If you do not graduate, the student debt remains as a debt and you will have to pay everything back with interest. The loan and the tuition fees loan always have to be repaid, with interest.

4.5 Tuition fees statement

Are you paying more than the statutory tuition fees and did you apply for a tuition fees loan? Please complete your part of the statement and ask your educational institution to complete the rest. Use the form [Tuition fee statement / Verklaring collegegeld](#). You can download the form from duo.nl/checks.

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 Statement by a specialist](#), which you can download from duo.nl/cariben, 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 serious ongoing dispute with your parent about issues other than just money.
3. Parental responsibility has ended by order of a court.
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 [Request to leave parental income out of consideration](#) on duo.nl/cariben 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 [Statement income tax](#) from duo.nl/cariben. 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.