

# **DUO PROCEDURE**

## **FOR DUTCH STUDENTS WITHOUT BSN.**

*Please note: applying for DUO funding is your own responsibility.*

### **STEP 1: APPLY FOR ADMISSION TO GS4E**

Make an application through our website, or ask your education counsellor to do so for you.

### **STEP 2: ATTEND AN ADMISSIONS INTERVIEW**

You will be invited for an admissions call with one of our team members, to ensure that there is a good fit between your expectations and our study program.

### **STEP 3: RECEIVE YOUR ADMISSION NOTICE FROM GS4E**

If a good fit is determined in the interview, you will receive an admission notice from GS4E.

### **STEP 4A: MOVE TO THE NETHERLANDS**

As a Dutch citizen, you are free to move to the Netherlands. Welcome home!

### **STEP 4B: REGISTER WITH THE MUNICIPALITY AND APPLY FOR A BSN**

As a lot of international students move to the Netherlands during summer, it can take a little while to get an appointment with the Municipality to register as a resident and get your BSN (your public registration and tax number). As a Dutch citizen, you are allowed to live and work in the Netherlands while waiting for your appointment, so this is not a problem. Any services you apply for once you have received your BSN will be backdated to your arrival, as the Dutch authorities know things can take some time to organise.

### **STEP 5: NOTIFY GS4E**

Notify us that you want to use DUO funding for your studies. GS4E will notify DUO that you are a current student at GS4E once you have notified us. We will send you a letter to use with your DUO application, to ensure you get the right amount of loans to cover your tuition fees.

### **STEP 6: RECEIVE YOUR BSN**

You will receive the letter from the Municipality with your BSN usually within one week of your appointment.

### **STEP 7: APPLY FOR A DIGID**

This online login is used to log in to all Dutch government services.

You can apply for it here: <https://www.digid.nl/en/apply-or-activate-digid/>

### **STEP 8: APPLY ONLINE FOR YOUR DUO LOANS**

You can backdate to when you started studies, as long as the delayed application is due to processing time of Dutch services (such as the Municipality for your BSN, DigiD, etc).

You can apply through the DUO website here: <https://duo.nl/particulier/student-finance/apply.jsp>- Don't forget to upload the tuition fees letter we sent you!

### **STEP 9: SEND PROOF OF DUO APPLICATION TO GS4E**

... and wait for 6-8 weeks for DUO to process your application. They will send you a message.

### **STEP 10: RECEIVE CONFIRMATION LETTER AND FUNDS FROM DUO**

You're all set!