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## Application

# Student finance for MBO 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 student finance for a programme in secondary vocational education (MBO) 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.



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### 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/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 > 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  Male  female
- 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

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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

## 3 Study details in the Netherlands

Read the explanation

3.1 Name of the school you will be attending

3.2 Name of the course you will be taking

3.3 Place where you will have the lessons

3.4 How will you be enrolled?

School-based learning pathway ('BOL')

Level 1 Entry level training (Entree-opleiding)

Level 2 Basic vocational training (Basisberoepsopleiding)

Level 3 Full professional training (Vakopleiding)

Level 4 Middle-management training (Middenkaderopleiding)

Level 4 Specialist training (Specialistenopleiding)

Work-based learning pathway ('BBL') > You are not entitled to student finance and/or a student travel product

Part-time education > You are not entitled to student finance and/or a student travel product

Exam participant > You are not entitled to student finance and/or a student travel product

3.5 What is the start date of your new course?

From the start of the school year

Day Month Year

Another date

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

Day Month Year

Later, from

2 0

4.2 Do you want student finance for

Living at home

Living away from home, from

Month Year

2 0

# Application

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Dienst Uitvoering Onderwijs  
Ministerie van Onderwijs, Cultuur en Wetenschap

- 4.3 For what components of student finance do you want to 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 > Fill out amount €  per month
- 
- Student travel product > Select a product
- 
- Weekday travel product
- 
- Weekend travel product
- 

## 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

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 Sédulanummer

CRIB or personal identification number

Surname (birth name)

All official first names in full

Date of birth

Date of death, if applicable

Day Month Year

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

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

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.

**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

# Application student finance for MBO students from the Caribbean region

### More information

[duo.nl/antillen](https://duo.nl/antillen)

## 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](mailto: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](https://duo.nl/antillen) 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](mailto: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](mailto: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](https://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 school 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.

## 4.1 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 MBO students consists of four components: a basic grant, the supplementary grant, the student travel product and an interest-bearing 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.

### Interest-bearing 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.

**Know how much you are borrowing.** Your loan is a student debt that 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

For secondary vocational education (MBO) levels 1 and 2, the basic grant, supplementary grant and student travel product are always a gift, which means you don't have to pay them back. For MBO levels 3 and 4, these components represent a performance-related grant. 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 10 years, the performance-related grant is 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.

## 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/antillen](https://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 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/antillen](https://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 [Statement income tax](#) from [duo.nl/antillen](https://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.