

ENCLOSURE 1
REGISTRATION FORM exchange students 2006-2007
The Hague School of European Studies (HEBO)

This form must be received **before May 31st 2006** for the first semester and **before November 15th 2006** for the second semester. **Registration is only possible through this form.** Please make a copy for yourself. Please use CAPITALS.

I am registering for* the first semester the second semester the whole year (two semesters)

I PERSONAL DETAILS *This box should be filled in correctly and completely*

Family name: _____

First name(s): _____

Date of birth: _____ Place of birth: _____
 (Please write your date of birth as follows: **day-month-year**)

Country of birth: _____ Nationality: _____

I am male, female (tick as appropriate); single, married

(Passport number/valid from-until):

Passport number: _____ Valid from: _____ Valid until: _____

Home address(**please note this is the address we will use to contact you before your departure**):

_____ City: _____

Country: _____ Telephone: _____ Mobile: _____

Fax: _____ E-mail address: _____

Please give the name of a contact person, who can be contacted in your home country in the event of an emergency:

Name: _____ Address: _____

Relation to you: _____ Telephone: _____ Fax: _____
 (E.g. parents, friend, teacher)

e-mail address: _____

II ACADEMIC INFORMATION *This box should be filled in as completely as possible.*

Name Home Institution: _____

Faculty: _____

Contact person: _____

Name of current study programme: _____

Year of study*: 1st 2nd 3rd 4th Name of diploma to be received: _____
 *tick as appropriate (e.g. BA)

III: BANK ACCOUNT DETAILS

(fill out even if you do not wish housing through The Hague University)

The account number to which the deposit can be returned is: _____

(This should be an account number in your country of origin!)

IBAN-number (= international bank account number): _____

Name of the bank: _____

The account is in the name of: _____

Address of the bank: _____

_____ Town: _____

Country: _____ Bank swift code: _____

The remaining sum of the deposit will be returned within three months after a student's departure and after an exit form has been completed by the student and handed in. Please pay close attention while completing this section, as the refund of your money depends on it.

IV APPLICATION FOR OTHER SERVICES

I would like to apply for the following insurance (see leaflet of Insurance Broker in "Guide for Exchange students"):

Insurance Passport for Students (approx. € 36,50 per month)

Third Party Insurance (approx. € 14 for one semester)

Please note that a Third Party Insurance is compulsory. The cost of € 14 for one semester was correct at the time of print.

I would like to have a guest mentor (guest mentors are regular Dutch HEBO students, who will help exchange students during their stay in The Hague. They can help with practical things and help the exchange student adjust to student life in The Hague.

Remarks: (any remarks you would like to make regarding your registration)

V STATEMENT

I have read all the information provided to me and have filled in this form correctly to the best of my knowledge. I understand that if any information I have given in this registration form should prove to be incorrect, I may be excluded from the study programme and from sitting exams. I have enclosed the information referred to in section VI.

For official (Dutch Immigration Department) use only (not applicable for EU-students):

I declare that I do not have a criminal record.

If you do not tick this box you will be asked to produce a translated copy in English of your record to the office of the Aliens Police in The Hague.

Name: _____ Date: _____

Signature:

For Home University:

The student named above is a registered student at this institution and is in financial and academic good standing with it. He/She has been nominated as an exchange student with The Hague University.

Name: _____ Date: _____

Signature:

Stamp University:

VI ENCLOSURES

The **registration form** must be accompanied by the following documents:

1. A copy of your certified birth certificate with English translation if necessary
2. Three copies of your passport (the page(s) with your photo and personal data). These copies have to be legible and the photo should be recognisable.
NOTE: EU-students send just one (1)
3. Written proof of sufficient income (minimum € 775,- per month) for the period you are staying in The Netherlands.
NOTE: only if you have to apply for a residence permit and/or visa!! Not for EU-students!!
4. Written proof of valid health insurance
5. Written proof of valid third party insurance cover (insurance against liability claims by others in the case of accidents and/or damage caused by the insured person etc.)**. **Or tick the appropriate box in section IV.**
NOTE: this insurance is compulsory!
6. The accommodation registration form.
7. Written proof that you have transferred the money you owe us into our bank account.
8. Four quality passport photos, size 3x4 cm

EU-students should send:

- 1) copy of birth certificate, translated in English
- 2) copy of passport
- 3) proof of valid third party insurance
- 4) copy of valid health insurance
- 5) bank wire/proof of bank transferral
- 6) accommodation registration form
- 7) subject choice form
- 8) 3 passport photos, size 3x4 cm

NON-EU students should send:

- 1) copy of birth certificate, translated in English
- 2) 3 copies of passport
- 3) proof of valid third party insurance
- 4) copy of valid health insurance
- 5) bank wire/proof of bank transferral
- 6) accommodation registration form
- 7) subject choice form
- 8) 5 passphotos, size 3x4 cm
- 9) written proof of sufficient income

Be aware that if you are required to have a visa or MVV to enter the Netherlands (see sheet 4), The Hague University will take care of this. Please **DO NOT** apply for a visa yourself. This will obstruct the procedure considerably and can result in much extra effort and cost on your part.

Please note that this form will be returned, and registration stopped, if the required information is not enclosed!

For your return mail, please use **ONLY** the following address:

If you use any other address, or address it to someone outside the International Office, the registration procedure may suffer a delay

The Hague University
International Office
P.O. Box 13336
2501 EH The Hague
The Netherlands

Telephone: ++31 70 445 8505
Fax: ++31 70 445 8594
e-mail: Internationaloffice@hhs.nl

Note that this (original) form has to be sent in by post. It can be faxed, but only to start the administrative process, the original form has to follow the fax the same day! The registration process will be stopped if no original form has been received after five days, or after the official deadlines.

For your own convenience, make a copy of this form for yourself!

This box is for official use only!

Formulier verwerkt door: _____ Datum: _____