

ORIGINAL BANK LETTER REQUIREMENTS

You can prove your financial means for living expenses is through sending us a copy of an original bank letter. It must meet the following requirements:

- The account must be held solely in your name and must contain your full name. When you have a joint account you must attach a copy passport and financial statement of all joint account holders.
- Issued on official company paper in one of the following languages: English or Dutch
- The bank letter must state checking or (regular) savings account. With a checking account or a regular savings account you can always withdraw cash freely. Do you have a different type of account? The bank letter must state in print that funds are “freely accessible and can be withdrawn at any time”. Unfortunately we cannot accept handwritten sentences due to the fact that this can be seen as fraud-sensitive. For Certificates of Deposits the sentence that funds are freely accessible and can be withdrawn at any time must always be present;
- The date of issue (not issued more than 3 months before the deadline);
- The account number must be specified in full;
- Must state that the funds in the account are sufficient to meet your financial means in euros or their equivalent in your local currency;
- Must mention the bank’s contact details (branch address, phone number, e-mail address and/or website);
- Must mention a contact person and a signature.

If you can already tell that the letter you receive from the bank does not meet the requirements as mentioned above then directly request a new one from them for the letters can take some time.

For an example of the bank letter see the next page.

EXAMPLE BANK LETTER FOR STUDENTS

(ON BANK LETTERHEAD)

Name of bank

Address

Date:

To: Hogeschool van Amsterdam/Amsterdam University of Applied Sciences
Student Affairs, International Office
Coordinator Immigration Affairs, Ms. Rachel Armbrister
Hogehilweg (HHW), Hogehilweg 21, 1101 CB Amsterdam, The Netherlands

To Whom It May Concern:

We can confirm that Mr/Ms _____ **(NAME STUDENT)** who is applying via your institution for an MVV/VVR, has had a bank account, number: _____ **(FULL BANK ACCOUNT NUMBER)** with the _____ **(NAME BANK)** to our entire satisfaction since _____ **(YEAR)**.

On this date: _____ he/she has an amount of _____ (local currency) in his/her account. which is for one semester at least **€6.600,-** and for two semesters/ one academic year at least **€13.200** according to the exchange rate today.

This money is freely accessible and can be withdrawn at any time.

We trust this information will be treated as confidential.

No liabilities should be attached to _____ **(NAME BANK)** or any of its employees in connection with this information.

Yours faithfully,

NAME OF BANK

NAME AND FUNCTION OF BANK EMPLOYEE

STAMP BANK BRANCH

SIGNATURE