

## Town hall registration

Dear student,

Registration at the town hall is required for students studying at Fontys University of Applied Sciences .  
After registering a 'proof of registration' document (uittreksel GBA) will be sent to your home address in Eindhoven. Your BSN number (Civil registration number) is stated on the summary of personal details which you will receive by post a number of weeks after your registration.  
You will need this BSN number in case you want to open a Dutch bank account.

**Please take the following documents with you:**

- **Valid passport**
- **Original birth certificate or original legalised true copy of the birth certificate (not older than six months)**  
If your birth certificate was not issued in Dutch, English, French or German, you will also need to submit a sworn translation.
- The **letter of confirmation** that your application for a residence permit has been approved by the immigration service (for non-EU/EEA students only)
- **Your original rental contract**
- Students from Belgium, Aruba and the Dutch Antilles need to show a proof of deregistration from their home municipality

**Chinese students** are required to bring **the following documents in addition:**

- Legalized notarized declaration which includes name, given names, date of birth, place of birth, name of father and name of mother and
- Notarized certified true copy of the document or documents on which the notary has based his statement regarding the birth and the data of the parents.

The documents that are accepted are:

- Hukou (\*) of the parents in which the birth of the child is registered;
- Declaration of the hospital which explicitly states that this statement can be used for the registration of the birth in the Hukou registry;  
A statement from the Public Security Bureau where the requested data prove out and
- Notarized certified copy of the updated and complete Hukou (\*) of the child itself.

**Please make sure you are there at the correct time and correct date!**

**NOTE:**

If you **change your address** during your stay in the Netherlands, you'll have to inform the town hall yourself.

Stadskantoor (town hall)  
Stadhuisplein 10  
5611 EM Eindhoven  
Telephone number: 14 040