



CMU

School  
of Medicine

Est. 2007

The following requirements are issued directly from Curacao Immigration office, your compliance with these terms ensures a smooth functioning of application.

The following documents will be used to apply for a landing permit that will allow you to remain on the beautiful island of Curacao as a temporary student resident while you complete your basic science courses at Caribbean Medical University.

Once you have completed ALL the necessary documents, please scan and email a copy of your packet to our Immigration department for pre-approval. Once you receive WRITTEN approval of your completed package, you can then MAIL the original packet along with all the ORIGINAL documentation to our administrative office in Curacao.

To proceed with your application at CMU, you must submit all ORIGINAL documents and complete the payment for the Immigration document processing fee. Once we have received all the necessary documents and the fee has been paid, we will promptly submit your packet.

To ensure that your application is accepted by Curacao Immigration and your landing permit is issued promptly, it is vital that you strictly adhere to all the instructions provided below. Please pay close attention to any **highlighted** instructions.

Carefully review all instructions provided and print out a copy of the checklist mentioned below. This checklist will serve as a helpful tool to ensure that all necessary documents are complete and signed.

Please note that to be able to access these forms you must log in with your MYCMU e-mail.

All forms must be typed out. All signatures are required by hand in  
**BLUE INK** and must match your passport.

Don't hesitate to contact us with any questions or concerns.

Sincerely,

Immigration Department  
Caribbean Medical University

E-mail: [immigration@cmumed.org](mailto:immigration@cmumed.org)

Toll Free: +1 888 877 4268

Direct: +1 224 585 3401

Email: [courses@cmumed.org](mailto:courses@cmumed.org)





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## IMMIGRATION CHECKLIST

- ☐ A copy of your valid passport
- ☐ True copy of birth Certificate, not older than 1 year  
(Certified by a notary or apostilled by the state)
- ☐ National or federal police clearance, not older than 3 months
- ☐ Proof of sufficient funds
- ☐ Filled out Model 1 form
- ☐ Filled out student statement form
- ☐ Filled out Authorization form  
(This must be completely typed out and signed by hand)
- ☐ Filled out health clearance form

I confirm that I have been informed and made aware that it is my responsibility to provide all above listed requirements to the school as soon as possible after being accepted. Neither Caribbean Medical University nor its employees can be held responsible for any liability (legal academic and financial) resulting from my choice not to comply in the immigration laws of Curacao.

Signature:



## 1. PASSPORT COPY

TWO (2) copies of your passport photo page/signature page

- The expiration date of passport should be over 6 months.
- Photo page must be signed.
- Must be clear and visible color copy.

## 2. APOSTILLED/CERTIFIED BIRTH CERTIFICATE

STEP 1: request a newly issued copy of your birth certificate.

Date of issue **MUST** be current within the last 12 months (1 calendar year).

STEP 2: Have your certificate APOSTILLED by the ministry of foreign affairs. You can find out how to do this on your country's website. If your country does not fall under The Hague Convention, this must be certified by a notary and followed by STEP 3.

STEP 3: The document must also be legalized by the DUTCH EMBASSY.

This is in case you do NOT fall under countries that are not required to obtain a visa or the waiver program (see link below)

[www.netherlandsworldwide.nl/caribbean-visa/visa-needed-caribbean](http://www.netherlandsworldwide.nl/caribbean-visa/visa-needed-caribbean)

Your birth certificate must be legalized no more than 6 months prior to submitting all documents.

## 3. CERTIFICATE OF GOOD CONDUCT (POLICE CLEARANCE)

A Certificate of good conduct can be obtained by contacting the state police or federal office.

- The background check **must be at a national or state level from the state/region where you have lived in the past 5 years.**

Pre-check or online police clearance searches will not be accepted by the Curacao Immigration office.

Please MAIL the ORIGINAL (issued from the above institutions) printed report.

**This certificate's date of issue cannot be older than 3 months.**



#### 4. PROOF OF SUFFICIENT FUNDS

Date of issue **MUST** be current within 30 days of when we submit all documents to Curacao Immigration.

OPTION1: Bank statements or declaration must include the following information:

- Your name shown as account holder (a joint account with your name listed is acceptable if all the requirements are met)
- Current date
- Account balance showing \$6600 USD or more

OR

OPTION 2: Guarantor's letter:

- Guarantor's letter- print ONE copy and sign with **BLUE BALLPOINT PEN**
- Your guarantor's name is shown as account holder
- Current date
- Account balance showing \$6600 USD or more
- Guarantor's identity verification with signature (passport)

**Guarantor's signature MUST match the one shown on passport.**

#### 5. APPLICATION FORMS

The following forms can be found [HERE](#)

- The Model 1 Form must be completed and sent in DUTCH VERSION ONLY.  
The translated version is for your reference only. Link HERE: [US student](#) & [International student](#)
- The Student Declaration Form  
A copy of this form can be found [HERE](#)
- Authorization Form  
A copy of this form can be found [HERE](#)  
  
Please type this form in its original PDF format and sign in **BLUE BALLPOINT PEN**
- Health Clearance Form  
A copy of this form can be found [HERE](#)  
This must be completed by your family Doctor. Immunization records must also be provided.

#### **IMPORTANT**

**All forms must be typed out and only signature must be signed with BLUE BALLPOINT PEN.  
Your signature MUST match the one shown on your passport.**



## PROCESS FOLLOWING SUBMITTAL

After the immigration documents have been submitted to the immigration office and have been accepted, they will issue a proof of submittal. After the proof of submittal has been issued, it can take a maximum of 4 months for the temporary student residence permit to be completed. When the permit is ready the immigration office will issue a landing permit.

**STEP 1.** To collect the temporary student residence permit, the student needs to go to the immigration office with the following documents:

- Original valid passport
- Original submitted birth certificate
- Original police clearance
- Landing permit
- Enrollment letter (issued by the university)
- Waiver (issued by the university)
- Proof of health insurance

**STEP 2.** After the permit is collected, it must be registered at the Civil Registry 'Kranshi'. To register the permit, you need the following:

- Original Temporary Student Residence Permit
- Original valid Passport
- Original Birth Certificate, less than 1-year-old. Apostilled accordingly.
- Enrollment letter
- Housing Rental contract

**STEP 3.** Once the permit is registered at the Civil Registry, you can apply for the ID-card, also known as the 'Sedula'. On your appointment date you must bring the following:

- Proof of registration
- Original passport
- Original permit
- Naf. 15,-



## RENEWAL OF THE TEMPORARY STUDENT RESIDENCE PERMIT

The first permit is usually granted for a period of 1 year. For US passport holders, it is granted for a minimum of 3 years.

The student should start the renewal process 3 months before the expiration date of the current permit.

Documents necessary for the renewal are the following:

- Model 1 Form
- Student Statement Form
- Authorization Form
- Copy stamp passport
- Copy current student permit

• Proof of sufficient funds (Bank statement in your name with at least \$6600 available in the account). In case of sponsorship, the sponsor must provide the bank statement with sufficient funds, a copy of the passport and a sponsorship letter. The process of registration of the permit and ID card following the renewal is equal to the process after the first petition of the temporary student residence permit.

### IMPORTANT

Curacao Immigration takes about 6-16 WEEKS to process a complete application. This does not include the time it takes to collect and complete all above listed documents.

Documents will not be submitted until the following fees have been paid:

- Seat deposit and registration fee (\$1075)
- Immigration processing fee (\$390)

Please note; if you arrive on the Island without your landing permit from Curacao Immigration, you MUST have a return ticket booked with the return date being within the time frame possible in your country.

If you do not have a landing permit and do not have a return ticket booked within the time frame, you may be denied entry into Curacao and sent home.