

## **Welkom in Nederland!**

Seeking new creative opportunities, improving your artistic skills in a dynamic interdisciplinary environment? Welcome to ArtEZ University of the arts! Every year we welcome students from Brazil to Japan in our visual art, architecture, fashion, design, music, theatre, creative writing, dance and art education departments.

With locations in Arnhem, Enschede and Zwolle, ArtEZ is one of the major art institutes in the Netherlands for approximately 3000 students, ArtEZ employs 900 lecturers and other staff. Among our alumni we proudly count fashion designers Viktor & Rolf, Jan Taminiau, actor Jacob Derwig, all-round musician Bertolf Lentink, artist and innovator Daan Roosegaarde, Mark Manders and many others.

To get started, register in our Osiris system [here](#).

If you have any questions, don't hesitate to contact us at [studentaffairs@artez.nl](mailto:studentaffairs@artez.nl). We really look forward to meeting you at ArtEZ!

### **#1 BEFORE LEAVING**

- #1.1 Scholarships
- #1.2 Visa and permit
- #1.3 Finances
- #1.4 Language requirements
- #1.5 Finding a room
- #1.6 Insurance

### **#2 UPON ARRIVAL**

- #2.1 Registration at the municipality
- #2.2 Dutch bank account
- #2.3 Public transport
- #2.4 Residence permit
- #2.5 Tuberculosis test
- #2.6 Erasmus+
- #2.7 Working and studying
- #2.8 Holiday

### **#3 WHO IS THERE FOR ME?**

- #3.1 Student Affairs department
- #3.2 Student counsellor
- #3.3 International Student Circle

## **#1 BEFORE LEAVING**

[#1.1 Erasmus+ scholarship](#)

[#1.2 Visa and residence permit](#)

[#1.3 Finances](#)

[#1.4 Language requirements](#)

[#1.5 Finding a room](#)

[#1.6 Insurance](#)

### **#1.1 Erasmus+ scholarship**

The European Union supports student mobility within its borders. The Erasmus+ programme offers EU-students a scholarship to go abroad. The international office at your home institution can tell you more about the Erasmus+ scholarship

### **#1.2 Visa and residence permit**

As a non-EU student, you need a visa and/or a residence permit to enter and stay in the Netherlands. In this section you can find out what you need to do and what documents you should provide. As soon as we receive your documents and the so called financial guarantee The Student Affairs Department will apply for your visa and/or residence permit. It is not possible to apply for these documents yourself.

As a non-EU student you'll might need an entry visa (MVV) plus a residence permit (VVR). You need to collect the entry visa at a Dutch Embassy or Consulate, which may not be in your own country.

The residence permit is valid for the duration of your exchange. Check the fees for the visa on the website of the Dutch Immigration Service ([IND](#)).

Once you have a VVR visa you are free to travel from Holland to any other Schengen country for a maximum of 90 days within a 180-days period.

The Dutch government has a website for all foreigners to check whether they need an entry visa and/or a residence permit. Go to [www.netherlandsandyou.nl](http://www.netherlandsandyou.nl) and do the check!

### **Visa exception-case**

If you are a non-EU national but study at one of our EU-ArtEZ partner schools a different procedure applies. You can study in the Netherland for up to 360 days based on your EU-residence permit.

However, you are still required to transfer a financial guarantee and upload a few documents (see next pages) in our registration system.

## **Documents for the visa exception case**

All non-EU students need a visa to study at ArtEZ. If you study at an EU-partner institution please make sure to fill out and upload the following documents in [Osiris](#):

- A copy of your passport; i.e. all pages of your passport with stamps or visa on them. A copy of a legalized verified birth certificate (translated in one of the main Europe- an languages: English, French, German or Dutch)
- The filled out and signed Appendix Antecedents Certificate
- Appendix Authorisation of the higher educational institution to notify inbound mobility student
- A copy of your European residence permit (front and back), valid for the duration of your stay at ArtEZ

The Student Affairs Department will notify the Dutch Immigration Services. This usually takes about two until four weeks. As soon as we receive approval from the Immigration Services we will inform you.

## **All other Non-EU students**

Students in need of an entry visa and / or a residence permit have to follow the steps described below.

### **Step 1**

You have to pay your financial guarantee (see section #1.3 Finances) and upload, after our request, the following documents no later than 31 May if you start your Exchange in the first semester of 2020-2021 and no later than 10 December if you start your Exchange in the second semester of 2020-2021:

- a copy of all pages of your passport
- the filled out and signed [Appendix Antecedents Certificate](#)
- the filled out and signed [Declaration of Intent to undergo a TB test upon arrival in the Netherlands](#) (see #2.5 in this brochure to find out if you have to take this test)
- [Nuffic Certificate](#) for Chinese Students only

We will send you a confirmation when we received your documents. We will check them on completeness. When there are missing documents we will send you a notification.

When the set of documents we received is complete and the financial guarantee is received, we will make the demand for your residence permit at the IND.

### Step 2

For students needing an entry visa AND residence permit: once you have completed step 1, we will let you know that you can make an appointment with the embassy / consulate in your home country to have your fingerprints and photo taken.

Bring these documents to your appointment:

- passport (valid for at least 6 months)
- mvv form (download from the website of the Dutch embassy / consulate)
- passport photo (which meets the requirements of the Dutch immigration law. Contact the Dutch embassy / consulate for more information)

Your embassy / consulate will let you know when your entry visa is ready to be collected. This roughly takes another two weeks.

**Please note:** it is only after receiving your entry visa that you can fly to the Netherlands. Do **not** book any flight tickets until you have received your entry visa.

### **Students that only need a residence permit**

You are free to travel to the Netherlands as long as you do not exceed the 90-day validity of your tourist visa. After arriving in the Netherlands you must go to an IND Desk as soon as possible to have a passport photo made, your fingerprints taken and to record your signature.

## #1.3 Finances

If you need a residence permit as a non-EU student you have to transfer a so called financial guarantee. This guarantee consist of the visa fees and the monthly income requirement for the duration of your stay as an exchange student at ArtEZ. This requirement is set up by the Dutch Immigration Services (IND). It proves that you can support yourself financially in the Netherlands.

Income requirement 2020:	€ 897,56 per month of stay (so € 4,487,80 for 5 months)
Visa Fees 2020 (*):	€ 174

*\*Non-EU students studying at one or our EU partner schools AND students from Monaco or with Israeli nationality – you are exempt from paying visa fees.*

### **ArtEZ banking details**

**Beneficiary:** ArtEZ University of the Arts

**Bank:** ABN AMRO

**Swift/BIC code:** ABNANL2A

**IBAN number:** NL63ABNA 06271 78 243

Description: "VISA +[ your name, studentnumber, EXCHANGE]"

**Bank address**

ABN-AMRO bank

Postbus 2059

3500 GB Utrecht

## #1.4 Language requirements

All ArtEZ courses have specific language requirements. Some of our Bachelor courses are taught in Dutch.

If your study programme is in Dutch, we strongly advise you to take a course in your home country. To find Dutch courses in your home country, you can contact the Dutch embassy in your country. Dutch language courses are usually offered at different levels: beginner, intermediate or advanced level.

More information: <https://www.artez.nl/exchange>

There are several ways to go about learning Dutch:

- check the library or council office for brochures on courses  
find a language buddy
- take classes at an evening school
- follow a course at a higher education institution  
follow a summer course

---

### *DUTCH CULTURE*

*Dutch culture is very informal and people mostly use their first names when introducing themselves. When friends get together they greet the girls with 3 kisses starting on the right side. Men mostly just shake hands instead with a friend of the same gender. In general Dutch people are really easy going, but still keep in mind to be on time when you have an appointment. Normally Dutch people show up a couple of minutes before their appointment in order to make sure that they are on time. Dutch people in general are open-minded, freedom loving and very tolerant towards foreigners. A Dutchman might seem a bit close-mouthed, but as soon as you get to know him a bit better, he can turn to a very loyal friend. (source: [www.studyinholland.nl](http://www.studyinholland.nl)).*

---

## **#1.5 Finding a room**

ArtEZ does not provide any accommodation for students. We advise you to start looking for a good and affordable accommodation as soon as possible.

Good to know:

An average room in Holland costs between €300 to € 600 a month. The rooms may be quite small (15-24 m<sup>2</sup>) in comparison to what you are used to. It is common for men and women to live together in a shared house. If this is a problem for you: make this known as soon as possible

You may have to share the shower, toilet, kitchen and living room with other students. Most rental contracts run for at least six months or a year.

More information and a few useful links on our [website](#).

## **# 1.6 Insurance**

The Netherlands have excellent health care, but medical expenses can be very high without proper insurance. Students at Dutch institutes of higher education are NOT automatically insured for health care, liability and theft etc. This means that each student is personally responsible for organizing his or her own insurance.

You have to be insured, even if you're here for a short period of time. Before your arrival in the Netherlands, please check that you are insured according to the Dutch health insurance requirements.

More information: <https://www.studyinholland.nl/prepare/insurance>

### **IMPORTANT**

Some healthcare services such as physiotherapy, Mensendieck therapy, psychotherapy and dentistry are only covered to a very limited extent. Please make sure to be additionally insured if you need any of these specific services.

More information: <http://www.studyinholland.nl/practical-matters/working-while-studying>

Roughly there are three main options to make sure you are well insured:

a. You stay insured in your home country. Please check whether your insurance provides unlimited cover for ALL medical expenses in the Netherlands, i.e.: GPs, specialist treatment and hospital costs and if it covers you when you are living abroad for the duration of your exchange.

b. EU-students only: If you want to stay insured with an insurance company in your home country, you need to bring a so called EHIC (European Health

Insurance Card). You can apply for the EHIC in your home country. More information on the EHIC is available on the website of the European Commission.

c. The ArtEZ Student Affairs Department can also inform you about health insurance coverage for students and/or arrange student insurance with our partner AON student insurances. AON student insurance is usually adequate and is accepted by the Dutch Aliens Police. Coverage includes medical expenses, liability and theft. If you want to apply for this insurance, please contact the Student Affairs Department.

d. If you want to work in the Netherlands next to your studies you are obliged by Dutch law to take out a Dutch basic health insurance – which differs from the student insurance. **Important: If you do not meet this requirement you risk a huge fine!**

Come and see us at the Student Affairs Department if you need a Dutch insurance.

## #2 UPON ARRIVAL

[#2.1 Registration at the municipality](#)

[#2.2 Opening a Dutch bank account](#)

[#2.3 Public transport](#)

[#2.4 Pick up your residence permit](#)

[#2.5 Tuberculosis test](#)

[#2.6 Erasmus+](#)

[#2.7 Working and studying](#)

[#2.8 Holidays](#)

### #2.1 Registration at the municipality

Within a few days after arrival you must register yourself as a new resident of the town where you are living. This is done at the city hall. After registration, you receive a tax- and social security number (in Dutch: BSN = burgerservicenummer).

It is best to check the city council website to make an appointment. There you will find which documents you need to hand in. In most cities you have to bring a valid passport, your rental contract and your birth certificate to the city hall.

Unfortunately the websites of your town may not be entirely in English. You can ask a friend or a fellow classmate to help you make an (online) appointment at the the city hall.



## **#2.2 Opening a Dutch bank account**

As a new foreign student in the Netherlands, it is strongly advised to open a Dutch bank account. A Dutch account and debit card will help you in your day-to-day activities by making it easier and more convenient to pay for things such as food, transport, living, utilities, insurance, and other bills.

Internet banking, which manages many of your transactions online, is generally an option that is offered with a Dutch bank account. You can easily pay for your accommodation, medical insurance, phone, internet, and other bills using internet banking. The additional use of the iDeal pay system also makes it very easy to purchase goods online.

There are three main banks in the Netherlands, ABN AMRO, Rabobank, and ING, which international students tend to open an account at. They generally have very similar application procedures for foreign students, but it is recommended to check what is required by the specific bank in advance. The necessary documents to bring are:

- a valid passport or ID
- proof of enrollment at the university
- BSN-number (if available)

## **#2.3 Public transport**

A typical Dutch form of transport is... a bicycle. You have never seen more bicycles anywhere else... We recommend buying a second hand bike once you have arrived in the Netherlands. A useful website for buying a second hand bike could be: [www.marktplaats.nl](http://www.marktplaats.nl) (the Dutch version of Ebay). Also most towns have a group on Facebook where you can exchange or buy cheap second hand stuff.

Instead of buying a bike, you can rent one as well. The company [Swapfiets](#) offers a special long term bike rental service for students in Arnhem, Zwolle, Enschede and a lot of other Dutch cities. You pay a monthly fee for a bike, and if it is broken you can easily swap it for a working bike without extra costs.

For longer distances you can use public transport such as bus and train. The Dutch public transport infrastructure can take you almost anywhere in the country. Most Dutchies own a so called OV-chip card. You can use this card for all forms of public transport. You can find more information [here](#). You can buy an OV-chip card from any NS (Nederlandse Spoorwegen = Dutch Railways) ticket machine or service counter as well as in most supermarkets and bookstores (Primera, AKO, Bruna).

**Please note:** The Dutch Railways offer various [discount options](#). You need a personal OV-chip card for it, which is only available if you have a Dutch bank account.

More information about the Dutch Railways: [www.ns.nl/en](http://www.ns.nl/en).

## **#2.4 Pick up your residence permit**

If you have arrived in the Netherlands with your MVV entry visa the ArtEZ Student Affairs Department will keep you informed about your residence permit and when you can pick it up.

If you did not need an MVV entry visa but you have applied for a residence permit, you have to go to an IND office within 2 weeks after arriving in the Netherlands.

There are Immigration (IND) offices in Amsterdam, Eindhoven, 's Hertogenbosch, Hoofddorp, Rotterdam, Rijswijk, Utrecht and Zwolle. You have to go there, hand in a passport photo and have your fingerprints and signature taken. You don't need an appointment for this. Just go to the immigration desk with your passport and the letter you get from us in which you can find your so called V-Number (= IND registration number). Within a few weeks the IND sends a letter to the Student Affairs Department stating that your residence permit is ready to be picked up. We will inform you when and where you can do so.

## **#2.5 Tuberculosis test**

In order to obtain a Dutch residence permit, some students must undergo a tuberculosis (TB) test and - if necessary - treatment. Should it become clear after the issue of a residence permit that - despite signing the declaration of intent - you failed to undergo a TB test within the period of three months, this may result in a cancellation of the permit that was granted. You can take the test at the GGD (public health department) in the city of your choice.

The obligation to undergo the test does not apply if you are a national of one of the countries mentioned in this [list](#). Nor does the obligation to undergo the test apply if you have an EC residence permit for long-term residents issued by another EU country or are his/her family member and were already admitted to another EU country as a family member of the long-term resident.

To make an appointment with the GGD please call: 088-3555700 (Arnhem), 038-4281636 (Zwolle) or 053-4876980 (Enschede). You can call them from Monday to Friday 08.30 - 09.00 and 12.30 - 14.00 hrs.

## **#2.6 Erasmus+**

Students joining us within the Erasmus+ framework: make sure the final version of learning agreement gets signed by your head of programme at ArtEZ within two weeks after arrival.

## **#2.7 Working and studying in the Netherlands**

As an international student in the Netherlands, you may want to work alongside your studies. If you are a citizen of the EU/EEA and Switzerland you do not need a work permit. There is no restriction on the number of hours you are allowed to work. More information can be found on the [IND website](#).

If you have a part-time job, you will immediately have to take out Dutch public healthcare insurance, since now you are no longer just a student, but also an employee. This applies no matter how many hours you work per week (see section #1.5 Insurance). **If you do not meet this requirement you risk a huge fine!**

You are advised to take this into consideration before starting a job, because Dutch public healthcare insurance may be more expensive than the insurance you otherwise use. This rule also applies to EU citizens who are covered by an EU Health Insurance Card.

Come and see us at the [Student Affairs department](#) if you need a Dutch insurance.

More information on working whilst studying can be found [here](#).

More information on healthcare insurance can be found [here](#).

## **# 2.8 Holidays**

The holiday schedule can be found on our [website](#).

## #3 WHO IS THERE FOR ME?

[#3.1 Student Affairs department](#)

[#3.2 Student counsellor](#)

[#3.3 International Student Circle](#)

### #3.1 Student Affairs department

You can find our main office in Arnhem. Are you studying in Zwolle or Enschede? No worries, we visit the other locations on a regular basis. You can also contact us by e-mail or by phone. What do we do? Support and guidance with regards to:

- visa applications
- admission procedures / requirements
- housing
- insurance
- financial matters
- ArtEZ and Holland Scholarship
- exchange

#### **Student Affairs department**

ArtEZ University of the Arts

Visit: Onderlangs 9, 6812 CE Arnhem, the Netherlands

Post: P.O. box 49, 6800 AA Arnhem, the Netherlands

Online: [studentaffairs@artez.nl](mailto:studentaffairs@artez.nl) or <https://www.artez.nl/en/study-at-artez>

Phone: 0031 26 35 35 650

### **#3.2 Student counsellors**

Every ArtEZ location has its own student counsellor - the person you can talk to whenever you encounter personal issues. Here are some examples of matters you can discuss with him/her:

- I feel homesick, what should I do?
- There are certain subjects in my study programme that I find really hard, how can I discuss this with my teacher?
- I don't get along with my roommate, can you help me?
- I'm running out of money, can you advise me?
- I have dyslexia; can ArtEZ help me with that?
- I'm feeling depressed and lonely. What can I do?

#### **Arnhem:**

Nicoline Lodeweges (Monday, Tuesday, Thursday, Friday)

Next to the Student Affairs department in the building located between the Rietveld building and the Arnhem Conservatory (tel. 026 35 35 657).

#### **Enschede:**

Olav Wissink

Wednesday at the Enschede Conservatory (tel. 053 48 28 124).

Thursday/Friday morning at the Art & Design department (tel. 053 48 24 413)

#### **Zwolle:**

Frederike Bunjes

Monday and Thursday at the Art & Design department (tel. 038 42 70 567)

Tuesday (in exceptional cases) at the Zwolle Conservatory (tel. 06 15 24 30 78)

### #3.3 International Student Circle

The International Student Circle (ISC) of ArtEZ runs as a platform/community for students to exchange information and expertise, get known and connected with each other, and more importantly, share and create possibilities for your study and practices internally and externally via events/activities collaborated by ISC and partners.

In ISC, 'International Student' does not refer to 'foreign student', ISC defines 'International Student' as students with international perspectives. So, we welcome all ArtEZ students, no matter foreign or local!

#### **Vision**

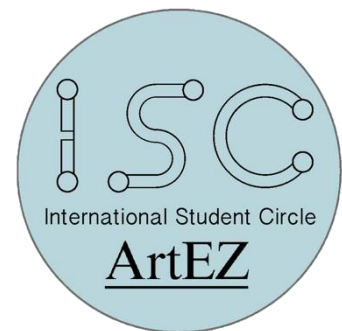
- We value international students' diversity.
- We diversify international students' value.

#### **Contact**

Email: [isc@artez.nl](mailto:isc@artez.nl)

Facebook: <https://www.facebook.com/groups/artez.isc/>

Website: <https://isc.artez.nl>



#### **Join ISC**

Please register simply by <https://goo.gl/forms/F7Im2AHmQxaJg2092>

Or scanning the QR code:



#### **Student Affairs**

ArtEZ University of the Arts

Visit: Onderlang 9, 6812 CE Arnhem, the Netherlands

Post: P.O. box 49, 6800 AA Arnhem, the Netherlands

Online: [studentaffairs@artez.nl](mailto:studentaffairs@artez.nl) or [www.artez.nl/en/home](http://www.artez.nl/en/home)

Phone: 0031 26 35 35 650