

Exchange brochure

Information for Exchange students

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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 arts, 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. In addition to approximately 3000 students, ArtEZ employs 900 lecturers and other staff.

The information in this brochure is relevant for you if you've been accepted for an exchange. It does not go into the application process. To get started, please contact the Exchange office of your institute and ask them to nominate you for an exchange at ArtEZ.

If you have any questions, don't hesitate to contact us at exchanges@artez.nl. We really look forward to meeting you at ArtEZ!

#1 BEFORE LEAVING

#1.1 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 financial guarantee the Student Affairs Department will apply for your visa and/or residence permit. It is not possible to apply for the visa and residence permit yourself.

As a non-EU student, you 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. Once you have a residence permit, you are free to travel from the Netherlands 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 [Visa for the Netherlands | Netherlands Worldwide](#) and do the check!

Visa exception case

If you are a non-EU national but study at one of our EU-ArtEZ partner schools (with the exception of Ireland and Denmark), a different procedure applies. You can study in the Netherlands for up to 360 days based on your EU-residence permit.

If your exchange is up to 90 days, you don't have to do anything in addition to the regular application for exchange.

If your exchange is 91 - 360 days, please see the requirements below to learn what you need to do and reach out to Student Affairs.

Requirements for the visa exception case (91 – 360 days)

All non-EU students need a visa to study at ArtEZ. If you study at an EU-partner institute, please make sure to fill out and upload the following documents during your application, in addition to paying the financial guarantee (see section #1.2 Finances).

- A copy of your passport; i.e. all pages of your passport with stamps or visa on them.
- A filled out and signed [Appendix Antecedents Certificate](#)
- A copy of your European residence permit (front and back), valid for the duration of your stay at ArtEZ
- Your approval in writing for ArtEZ to notify the Dutch Immigration Services of your exchange period in the Netherlands

The Student Affairs Department will notify the Dutch Immigration Services, after you have met all these requirements and we have received your financial guarantee. This usually takes about two to four weeks. We will inform you, as soon as we receive approval from the Immigration Services.

All other Non-EU students

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

Step 1

You have to pay your financial guarantee (see section #1.2 Finances) and upload, after our request, the following documents. This should be no later than 31 May if you start your Exchange in the first semester and no later than 10 December if you start your Exchange in the second semester of the academic year.

- 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)

We will send you a confirmation when we received your documents. When there are documents missing or incomplete, we will send you a notification.

When the set of documents we received is complete and the financial guarantee has been received, we apply 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 (downloadable from the website of the Dutch embassy / consulate)
- passport photo (which meets the requirements of the Dutch immigration law. Go to [Government.nl](#) 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. We will inform you where you can collect your residence permit, at one of the central issuance days of the IND.

#1.2 Finances

If you need a residence permit as a non-EU student, you have to transfer a financial guarantee. This guarantee consists 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 2025: € 1,094.12 per month of stay (so € 5,470.60 for 5 months)
Visa fee 2024: € 243

***Non-EU students studying at one of our EU partner schools AND students from San Marino 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: NL57ABNA 0884 4133 30

Description: "VISA +[your name, ArtEZ student number, EXCHANGE]"

Bank address

ABN-AMRO bank

Postbus 2059

3500 GB Utrecht

Budget plan

Studying abroad can be expensive. Use this [worksheet](#) to see how much money you expect to spend each month. Also take a look at the average costs of living in the Netherlands. Check the video [Financial Plan | Study in NL](#) to find out more about the living expenses in your exchange destination.

#1.3 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. Check this [document](#) to see the language of instruction of your course.

- 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 generally very informal and easy going. For example people mostly use their first names when introducing themselves. One exception are appointments: Dutch people tend to show up a couple of minutes before their appointment in order to make sure that they are on time. Most Dutch people are open-minded, freedom-loving and accepting towards foreigners. At first they might seem a bit close-mouthed, but as soon as you get to know them a bit better, they can become very loyal friends. (source: www.studyinnl.org)

#1.4 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 € 400 to € 700 a month. The rooms may be quite small (10-24 m²) 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](#).

#1.5 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. Being uninsured means, you'll risk a huge fine.

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.

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.

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!

More information

- The website [Study in NL](#) gives you useful information about insurances in the Netherlands in general and has a helpful checklist.

- Check the video: [Applying for health insurance | Study in NL](#) and [Working while studying | Study in NL](#)
- Please contact the [Student Affairs Department](#) if you have any questions about medical insurance.

#2 UPON ARRIVAL

#2.1 Registration at the municipality

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

To arrange your registration, you must go to the municipality of the place you will be residing in. Check the municipality website to make an appointment. There you will find which documents you need to hand in.

Important note: In most cities you need to take a valid passport, your rental contract and your birth certificate (translated in English, German, French or Dutch) with you to city hall.

Also take your residence permit or the IND letter stating that you are in the process of getting a residence permit with you.

More information

- Go to the website of your municipality: [Arnhem](#), [Zwolle](#), [Enschede](#)
Unfortunately, the website of your town may not be entirely in English. You can ask a fellow classmate to help you make an (online) appointment at city hall or contact the [Student Affairs Department](#) so we can help you.
- Check this video: [Registering with the municipality and getting your BSN | Study in NL](#)

#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.

Usually, the required documents are a proof of enrolment at ArtEZ, a proof of residence and a social security number (see section #2.2). We advise you to check the exact requirements on the bank's website. Because ArtEZ will return the remainder of the financial guarantee to a Dutch account, non-EU students should provide the Student Affairs Department with their bank account number as soon as they have it.

#2.3 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.

#2.4 Pick up your residence permit

Students with entry visa

If you have arrived in the Netherlands **with an entry visa**, Student Affairs will keep you informed about where and when you can pick up your residence permit.

We will inform you when you can pick up your residence permit at one of the central issuance days of the IND.

Students without entry visa

If you have come to the Netherlands **without an entry visa** but do need a residence permit, you must go to an IND desk within 2 weeks after arriving in the Netherlands to provide your biometric information. You will need to make an appointment for this on the IND website (see below). You need a second appointment to pick up your residence permit (about two weeks later).

How to make an appointment at the IND for giving your biometrics

1. Go to www.ind.nl (English version available)
2. Click 'make appointment online'
3. Choose 'biometric information'
4. Read the information and click 'Online appointment'
5. Select an IND desk. For biometric information, you can choose a desk in any city. Select date and time
6. Fill in the form with your contact details
7. Confirm appointment
8. Keep the confirmation email and take it to your appointment

What to take to the IND

- Passport
- IND letter you receive from Student Affairs
- Confirmation email with appointment code

#2.5 Tuberculosis test

In order to obtain a residence permit, some students must undergo a tuberculosis (TB) test and - if necessary - treatment. Depending on your nationality you might have to take a tuberculosis (TB) test upon your arrival in the Netherlands. The tuberculosis test is free of charge.

International students need to undergo a tuberculosis test unless they have one of the nationalities listed in the 'Appendix Exemption from the obligation to undergo a TB test' published on the [IND website](#).

Taking the TB test

If your nationality is not on this list, you do need to take the TB test. The test can only be done after your arrival in the Netherlands and only by the Dutch Public Health Authority (GGD).

For taking the test you can make an appointment with the GGD yourself.

- for Arnhem: send an email to tbc@vggm.nl
- for Enschede: send an email to <mailto:minfo@ggdtwente.nl>
- for Zwolle: fill in [this](#) form (only in Dutch)

Please mention the following information in the email:

- name/surname
- date of birth
- nationality
- living address in the Netherlands
- BSN or V-Number (if applicable)

Required documents to take to the test

When you go to the GGD for a tuberculosis check, please make sure to:

- take the [Tuberculosis Examination Referral Form](#), fill in your address and personal information
- take your passport

You have to undergo the TB-check within 3 months of arriving in the Netherlands. Please realise the IND can take measures if you wait too long!

#2.6 Medical care in the Netherlands

Emergency Care

In case you are in immediate need of an ambulance, the police or the fire brigade, call 112. This is the national toll-free emergency phone number.

Family Doctor/General Practitioner

If you are in need of medical help, you go to a General Practitioner (GP=family doctor). Do not go to the Emergency Room at a hospital, unless there is an emergency.

You must register with a GP in your area as soon as you are settled, even if you don't need a doctor right away. We also advise you to register with a pharmacy as soon as you are settled. You can ask the GP for a good pharmacy in the area.

If the GP thinks that further medical examination is necessary, they will refer you to a specialist, often located at the hospital. This is customary in the Netherlands.

If you forget to cancel a scheduled appointment, the GP will charge you for an unattended medical consultation, so make sure you inform the doctor at least 24 hours in advance if you are not able to go!

More information

- You can find more information about health topics and healthcare in the Netherlands via [GPinfo.nl](https://gpinfo.nl).
- Check this video: [General practitioner | Study in NL](#)

#2.7 Working in the Netherlands

As an international student in the Netherlands, you may want to work alongside your studies.

If you want to work in the Netherlands, **it changes your insurance situation!** You are legally obliged to take out Dutch basic health 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.

Financial aid

International students working alongside their studies are often entitled to financial aid from the Dutch government. This is meant to compensate the costs of the Dutch health insurance you had to buy in order to work. To receive this healthcare benefit. Visit the [Dutch Tax Administration website](#) for more information about the criteria you must meet.

More information

- Go to [Insurance | Study in NL](#) to read more about healthcare insurance.
- Check this video: [Work while studying | Study in NL](#)
- Check the video [Volunteer while studying | Study in NL](#) if you want to work as a volunteer while studying.

#2.8 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. Useful websites for buying a second-hand bike could be: [Marktplaats](#) (the Dutch version of Ebay) or [Scalabikes](#) (only in Dutch). 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 which they can use for all forms of public transport. 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). You can also use your bankcard, creditcard or phone to check in and out.

Please note: The Dutch Railways offer various [discount options](#). You need a personal OV-chip card to make use of the discount, which is only available if you have a Dutch bank account. More information about the Dutch Railways: www.ns.nl/en.

More information

- Go to [Travelling with the OV-chipkaart](#) for more information about the OV-chip card.
- Check this video: [Public transport | Study in NL](#)

#2.9 Holidays

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

#3 WHO IS THERE FOR YOU?

#3.1 Student Affairs Department

You can contact the Student Affairs Department about anything you need to sort out to do with your studies. For example, we provide support and guidance with regards to:

- visa applications
- admission procedures / requirements
- insurance
- financial matters
- ArtEZ Scholarship and NL 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 or www.artez.nl

Phone: 0031 26 35 35 650

#3.2 Student counsellor

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 them:

- 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?

You can find the contact information on our [website](#).

Where can you go if you need extra help or support?

Do you wish to talk to someone outside ArtEZ? In Zwolle and Arnhem, you also have the possibility to contact [RE:Link](#) (website is only in Dutch) or the [Arnhem Student Point](#) (ASP). The ASP also organizes activities where you can meet (international) students from all the universities in Arnhem.

#3.3 Study Career Coach

Do you need some extra help during your studies? The study career coach can help you with all your study-related topics. For example, time management, making well-founded choices or improving your study skills. Perhaps you are facing difficulties that you would like to discuss or maybe you need special support due to a disability. Do contact your study career coach. They can talk you through challenges or possibly refer you to resources that could help you successfully complete your studies. To find out who your study career coach is, contact the course office of your study program.

#3.4 Confidential counsellor

ArtEZ has two independent confidential counsellors. You can find the contact information on our [website](#).

What can the confidential counsellor do for you?

If you feel that your studies are being hampered by someone else's behaviour, then you can discuss this with the confidential counsellor. The confidential counsellor will advise you on how best to tackle the situation and, together, you will seek to identify a strategy that best suits you and the situation. Thus, enabling the confidential counsellor to give you guidance when it comes to addressing the party causing the problem, or to enlist the services of a mediator upon your request. The confidential counsellor will be a sympathetic ear and is independent. The confidential counsellor is a member of the [Landelijke Vereniging van Vertrouwenspersonen](#) (National Association of Confidants) (only in Dutch) and is bound by the confidentialitycode that can be found on their site (only in Dutch).

Student Affairs
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 or www.artez.nl
Phone: 0031 26 35 35 650