

Congratulations!

You have been admitted to the Exchange programme at TU Delft. In this document you will find relevant information to prepare for your arrival and enrolment at TU Delft.

We start with an overview to get a picture of what you have to arrange to start your studies at TU Delft. It's quite a lot but just start with the first actions!

The overview on the next page shows what you have to do before you can start your studies at TU Delft. The numbers on this chart correspond with the number of the chapters on this document.

The term Non-EU/EFTA means: all countries out of the EU and EFTA zone.

EU countries: Austria, Belgium, Bulgaria, Cyprus, The Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

EFTA countries: Iceland, Liechtenstein, Norway and Switzerland.

What to do after you received your admission letter?

First actions 1

Return the Exchange Acceptance AFTER READING the website admitted.exchange.tudelft.nl CAREFULLY!

Within 5 working days

You will receive an email with TOIS number, visa/residence permit information (if applicable) and payment details.

Pay the applicable fees (for visa/residence permit, accommodation, optional introduction programme) or the guarantee payment and always mention your TOIS number in the payment description.

Before 1 July 2014

After 1 July you will receive an invitation for Delftulip, the social network for international students at TU Delft

Enrolment and introduction 2

Enrol yourself in Studielink (before 1 July)

Upload your photo for your campus card (before 1 August)

Wait for email with your TU Delft Net-ID (your username)

Wait for email to attend the optional central introduction programme (after paying € 250,00 fee)

Non EU/EFTA only:
Wait for invitation to the registration day

Accommodation 3

Wait for email how to apply for accommodation

Register via DUWO's online registration system

Wait for email with approval (after TU Delft received your payment)

Accept conditions and choose accommodation

DUWO confirms your choice

Wait for housing contract and first invoice from Duwo

Pay invoice within two weeks after receiving contract!

Residence Permit and Visa (if applicable) Non-EU/EFTA only! 4

Arrange the necessary documents for the residence permit and visa (if applicable) application and check with your local coordinator of your home university

Your local coordinator or you sends all necessary documents to TU Delft

If applicable, wait for email when you can collect your visa from the embassy

Collect your visa in your home country

Book your flight

Bank Account 5

Non-EU/EFTA using guarantee payment method

Arranged by TU Delft on the registration day

Voluntary participants introduction programme

Fill in the online form and send it to TU Delft. TU Delft will arrange the bank account on the registration day

Insurance 6

EU/EFTA:

-Arrange an EU Health Insurance Card

-Not possible? Arrange a Dutch health insurance

Non-EU/EFTA:

-You are obliged to arrange a Dutch health insurance

TU Delft requires you to be sufficiently insured for liability

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Don't forget to bring... when traveling to Delft

Attend optional central Introduction Programme OR registration day if you are invited (**Non-EU/EFTA**)

Attend the faculty introduction day

Collect your campuscard and the 'proof of registration (BVI)' at TU Delft' from CSA, Jaffalaan 9a

Change your home address abroad in Studielink to your Dutch address

Collect your keys and sign rental contract at introduction programme (if attended) or DUWO office Kanaalweg 4, Delft

Collect your residence permit at TU Delft

GBA Registration at 8 Municipality (City Hall)

For non-EU/EFTA nationals and for those attending the introduction programme this will be done on your behalf

All others will have to arrange this by themselves:

Register at City Hall and collect your Dutch BSN number

Non-EU/EFTA using bank statement method

AND EU/EFTA:

Arrange a bank account yourself if you don't attend the optional introduction programme:

-Fill in the online application form of ABN AMRO or go to a bank you prefer (you need your Dutch BSN-number!);

-Collect a stamp at international office;

-Take the form to the bank.

Collect your insurance card during registration (if applicable)

Before departure



Mid August



In Delft

Start Classes 1st Semester: 1 September 2014

Good luck in your studies!

1. First actions

Return Exchange Acceptance **AFTER READING CAREFULLY!**

Please ensure to carefully read all information! Once you have read all information please confirm your participation in the Exchange programme by submitting your Exchange Acceptance. Please scan and email or fax the exchange acceptance to the [International Office of the TU Delft Faculty](#) you have applied for within 5 working days after receiving this offer. Failing to return this form before the deadline can lead to delays in the TU Delft admission procedure. Any consequence (financial etc.) on this is your own responsibility and not of TU Delft.

On the Exchange Acceptance you can opt for participating in the introduction programme and accommodation arranged by TU Delft. Further details can be found in chapter 2 and 3.

Students with a nationality other than EU/EFTA need to apply for a residence permit and, if necessary, a visa. For this application you need to prove that you have sufficient financial means during your stay. Please use the Exchange Acceptance form to indicate how you intend to prove that you have sufficient financial means at your disposal. In chapter 4 you will find more information. After you have completed and signed the form, the exchange coordinator of your home university must also check and sign it.

Wait for a mail with your TOIS number

After returning the Exchange Acceptance you will receive an email from the central international office with your 5 digits-TOIS number. You need this number to make payments (see below).

This mail will also include information how to pay the handling fee for accommodation (€ 228,00) and optional introduction programme (€ 250,00) if you opted for them in the Exchange Acceptance.

Non-EU/EFTA students will receive additional information about how to apply for a residence permit and visa (if necessary) and which fees you will have to pay. See also chapter 4 for more information.

Payment of fees

After receipt of the mail follow the instructions how to transfer the applicable amount to TU Delft. Transfer this in one payment.

The payment should be **received** by TU Delft **before 1 July 2014!** Keep in mind that it can take up to two weeks to transfer the money from your bank account to TU Delft.

Invitation Delftulip

After 1 July the central international office will send you an invitation for Delftulip, the social network for international students of TU Delft.

NOTE: As an exchange student use this site for the social network and information on the introduction programme. The enrolment information on this site is NOT applicable for you! It's for other MSc-students who are following a master programme of 2 years at TU Delft.

2 Enrolment and introduction at TU Delft

2.1 Enrolment at TU Delft

Studielink

For your enrolment at TU Delft it's necessary to enrol in Studielink, the national Dutch education database for enrolment at higher education. With this [link](#) you can open the manual on how to enrol in Studielink.

NOTE: Please enrol before 1 July 2014!

We want to emphasize to strictly follow the manual for enrolling in Studielink. If not, you could miss one field and TU Delft will not be able to finish your enrolment! If you have questions about the registration in STUDIELINK, please send an email to csa@tudelft.nl

Upload your photo

For your studies at TU Delft you need a Campus Card. This card is needed for borrowing books at the library, printing documents, entrance to buildings after office hours, sports centre, etc. How to upload follow this link: [upload your photo](#).

NOTE: Do this before 1 August 2014 to be ensured that you can start your studies without any problems!

Wait for mail with your Net-ID of TU Delft

After your enrolment in Studielink, TU Delft will send you an email with your Net-ID. Then it's possible to enter your personal digital entrance to the network of TU Delft (Blackboard).

Obligatory registration at your home university

Exchange students will be enrolled as full-time non-degree students. They can be registered at TU Delft for an uninterrupted period of no more than 12 months. Please note that it is obligatory to remain registered as a regular student at your home university!

Collect your Campus Card and the "certificate of registration at TU Delft (BVI)"

You can collect your Campus Card and BVI from CSA, building 30a, Jaffalaan 9a.

Change your address in Studielink

Once you moved to Delft you are kindly asked to change your address in Studielink in order for TU Delft to send you documents. The central student administration does NOT send documents to addresses outside the Netherlands. You will get a reminder by email.

Cancellation

In case you want to cancel your application of your exchange period at TU Delft, please inform your faculty exchange coordinator as soon as possible. If you opted for accommodation this can be an expensive decision! Don't forget to inform DUWO also (see chapter 3).

2.2 Introduction at TU Delft

Introduction day at the faculty

Your exchange coordinator will inform you when you will be expected to attend the introduction day at the faculty.

Optional Central Introduction Programme

From Friday 15 August till Thursday 28 August, the Central International Office of TU Delft organizes an Introduction Programme for all new international students. The Introduction Programme offers you an introduction to the Netherlands, the city of Delft and the academic life at TU Delft. The programme is a well-balanced mix of activities in order to help you establish a new home and social network, find your way around the city, as well as prepare yourself for the new academic environment and educational methods. A part of the programme is fixed and a part of the programme can be adapted to your own personal needs and interests.

If you participate in the programme, you have to be in Delft before the 21st of August (start of the fixed programme). During the fixed programme you will attend a couple of lectures and work on your first project assignment in Delft. The costs for this programme are € 250,00 and optional for exchange students. After you have paid this non-refundable fee, you will be invited to the programme. Below you will find more details about the Introduction Programme. If you want to participate in the Introduction Programme please indicate this on the Exchange Acceptance. There are 100 places available for exchange students. The places will be allocated on a first-paid, first-served basis.

The Introduction Programme 2014 takes place from 15 August till 28 August.

Friday August 15 till Monday August 18

Arrival & Survival Activities

- **Survival Activities** are designed to help you survive your first days in Delft. Examples of these activities are buy a bicycle, visit your local supermarket, furnish your new home etc. You can pick and choose activities that match your personal needs and interests. Survival Activities take place from August 15 onwards throughout the whole duration of the Introduction Programme.
- On Saturday 16, Sunday 17 and Monday 18 August from 08.00 till 24.00 hr (midnight), our **Schiphol Shuttle Service** runs between Schiphol Airport Amsterdam and Delft. After you arrive at Schiphol Airport we will transfer you to Delft by a touring car shuttle and then to your accommodation (only if your accommodation was arranged by TU Delft/DUWO). If you arrive in Delft by other means of transport you can **meet the TU Delft staff and collect your DUWO housing keys** between 09.00 and 24:00 hr in the Survival Café located in the Aula of TU Delft. **Please note:** it's not possible to collect your keys before Saturday August 16 as the housing contract starts on Saturday August 16.

Tuesday 19 August till Thursday 28 August

During these days a programme is offered that will prepare you for your studies at TU Delft. The programme includes:

- **Registration Round:** sign your housing contract, obtain your bank account (if applicable to you), check your proof of insurance (only non-EU) and get registered as a citizen of Delft.
- a **City Rally** and **Library & Campus Tour** to get to know your new town and the TU Delft campus
- get to know the **IT infrastructure** of TU Delft
- **Survival Activities** to help you with practicalities, build your social network, prepare for your academic studies and get a taste of the Dutch culture.
- getting to know TU **Delft's educational system & services**
- a formal **welcome** by the Rector Magnificus of the TU Delft
- **lectures** on multicultural team work and presentation techniques
- starting your first TU Delft **team project** & give a **presentation** in front of a jury panel
- the first **Friday Night Event** of the new academic year at TU Delft's Sports and Cultural Centre.

If you don't participate in the Introduction Programme EU/EFTA

If you are a EU/EFTA national and you will not participate in the Introduction Programme, you will have to arrange your bank account, insurance and registration at the municipality yourself. You can collect your keys and sign your housing contract at DUWO's office yourself from Monday August 18, 8:30hrs onwards. **Please note:** the DUWO office is **closed** on Saturday August 16 and Sunday August 17, so if you arrive before Monday August 18, you will have to arrange accommodation for the weekend at your own expense!

If you don't participate in the Introduction Programme Non-EU/EFTA

If you are a Non-EU/EFTA national and you will not participate in the Introduction Programme, you will get an invitation for the Registration Round to:

- register at the municipality of Delft;
- arrange your bank account;
- check for proof of Dutch insurance;
- check-up for tuberculosis by the GGD for nationals **not** from Europe, Australia, Canada, Japan, New Zealand, and United States of America.

-

You can collect your keys and sign your housing contract at DUWO's office yourself from Monday August 18, 8:30hrs onwards. **Please note:** the DUWO office is **closed** on Saturday August 16 and Sunday August 17, so if you arrive before Monday August 18, you will have to arrange accommodation for the weekend at your own expense!

3 Accommodation Exchange Students

When you are going to study abroad there are many things to arrange. One of the most important issues is of course finding accommodation.

Finding a room in or around Delft can be quite challenging. In the same period that you are looking for accommodation our future Dutch students are doing the same. And they have the advantage to be able to come to Delft and look for accommodation in person.

Finding accommodation yourself

Of course you are free to arrange accommodation yourself. One advice: when comparing accommodation prices look carefully what is included and what is not. DUWO rents include e.g. basic furniture, energy, taxes and internet; commercial offers mostly do not. Also look if VAT (BTW in Dutch) is included. And remember that complete houses or flats that are offered are usually 'bare'; so without carpets, curtains, furniture a washing machine etc.

Important note for students who arrange accommodation themselves:

TU Delft needs to know the address you'll be living at. Therefore if you arrange accommodation yourself you'll need to **provide us with a copy of your housing contract before 1st of August 2014.** Please mail the contract to: **MSc2@tudelft.nl**

Accommodation through TU Delft

As we know how difficult it is for students to arrange housing, TU Delft entered into an alliance with DUWO, an independent housing corporation in the west of the Netherlands who specializes in student accommodation. Through this alliance TU Delft can arrange priority housing for international Exchange students enrolled. Both private and shared student units are available.

For a first impression of the complexes that are allocated to international students you can visit this [site](#). Note that not all locations may be available at any given time (and please do not use other links than this [site](#), as you may end up with accommodations meant for Dutch students only).

Room facilities

All units are furnished and equipped with sheets, bedding and pillowcases. Almost all rooms are provided with internet and (shared) washing machines and are close to the university (within three kilometres). Shared accommodation means that you share facilities like kitchen, toilet and bathroom; however you always have your own private bedroom.

Rent

The rent for private student units range from € 400,00 to € 700,00 per month, and for units with shared facilities from € 300,00 to € 500,00 per month. Rooms are basically furnished and the rent **includes** gas, water, electricity and internet connection as well as municipal taxes.

Rental period

DUWO accommodation for Exchange students can only be rented for the following fixed periods (see note below for an explanation why).

First semester (one semester): 16 August 2014 – 30 January 2015 (11:00 hrs.)

Second semester (one semester): 3 February 2015 – 15 July 2015 (11:00 hrs.)

Two semesters: 16 August 2014 – 15 July 2015 (11:00 hrs.)

Two semesters: 3 February 2015 – 31 January 2016 (11:00 hrs.) Expiration date is subject to change.

Please note that a rental agreement for a fixed term cannot be terminated prematurely!

Note: Unfortunately rooms cannot be rented for shorter periods.

TU Delft reserves the exact number of rooms that is required. So when people do not show up or leave earlier TU Delft will have to pay for the vacancy during the remainder of the academic year. It is impossible to fill vacant rooms with Dutch students as they are protected by law: if they don't want to leave at the end of the year DUWO cannot force them. So rooms will not be available for next year's international students.

Conditions

Before you apply for DUWO accommodation you should carefully read the detailed information, rental terms and other conditions on the [DUWO website](#). (Please use only this entrance, not the general DUWO web address as you may end up with the wrong accommodation or conditions)! Also note that:

- All rooms TU Delft has reserved are single occupancy; we are unable to provide family accommodation. If you need this you unfortunately will have to find housing yourself.
- Pets are not allowed in DUWO accommodation.
- According to new European legislation you will need to state that you do not (and will not) earn more than € 34.678*) during your stay in the Netherlands on an annual basis. This condition will be included in your rental contract. If you are not able to agree to this condition, you are not eligible for any student housing in the Netherlands.
* level of 2014. Note that this amount has nothing to do with what you could really earn as a student, *if* you can find a job at all. This legislation is mainly meant to get students out of cheap student housing after they graduate and get real jobs!

Cancellation of accommodation and studies at TU Delft

Cancellation of your reservation is possible up until 6 weeks prior to the starting date of your rental contract. The € 228.00 handling fee however is not refundable. Cancellation after this date is only possible with substantial costs. Cancellation is only possible if you are not coming to study at TU Delft. If you want to cancel your exchange at TU Delft send an e-mail to:

- faculty exchange coordinator;
- DUWO;
- MSc2@tudelft.nl
- internationaloffice@tudelft.nl

Application procedure accommodation exchange

1 Request for accommodation in your Exchange Acceptance

In order to be considered for accommodation, you should first answer the question *'Would you like TU Delft to arrange accommodation for you'* in your Exchange Acceptance with 'Yes'.

Important note:

If you apply for accommodation in your Exchange Acceptance this choice is not free of obligations!

You commit yourself to rent a room for the complete fixed rental period (see above) and you cannot withdraw from this without making substantial costs! (see below in case of cancelling your application)

2 Transfer your Guarantee Payment or the TU Delft handling fee

For the efforts TU Delft makes on your behalf we charge a non-refundable handling fee of € 228,-. For payment details see the mail you will receive after you've send in your Exchange Acceptance. Please note the date of the transfer of the Guarantee payment or the handling fee to TU Delft will give the order in which students are given approval in the system: 'First paid, first served'.

The payment has to be **received** in our TU Delft bank account before **1 July** (*1st semester starters*) or **10 December** (*Spring semester starters*). From our experience we know that payment transfers can take up to 2 weeks. So bear this in mind.

Note that you will have to pay certain amounts *to DUWO* as well (see below).

3 Wait for mail with how to register with DUWO

After TU Delft has received your Exchange Acceptance you will receive an e-mail how you can register via DUWO's online registration system.

Make sure to register:

- as a TU Delft *Exchange Student*;
 - 16 August 2014 – 30 January 2015 (one semester) or
 - 16 August 2014 – 15 July 2015 (two semesters) as your rental period
- (It will not be possible to deviate from these fixed rental periods).
- **Do not choose 'Direct Offer' as this will cause you not to be able to choose from the rooms reserved by TU Delft.**

After your registration you will receive an email from DUWO confirming your registration, issuing you your user name and password.

4 Approval by TU Delft

TU Delft has to approve your registration, before you can choose a room. This will be done after receipt of your payment of the handling fee or guarantee payment. Approval will be given in the order in which payments to TU Delft are received. You will receive an e-mail from DUWO that your registration has been approved and that you can reserve a room.

5 Accept conditions and Reserve a room

Now you can login to the DUWO housing database, to view the available accommodation and reserve a room. Some photos of the complexes are available on this [page](#).

6 Confirmation and first invoice by DUWO

DUWO will send you a confirmation and a final confirmation with a copy of the rental contract and your first invoice. The first invoice will consist of: 3 months rent in advance (the first 1,5 months and the last 2 months) and a DUWO administrative fee of € 150,00 (see the DUWO website General Conditions, art. 7);. We advise you to reserve approx. € 1.600 for an initial payment to DUWO.

The payment of the first invoice has to be transferred to DUWO within 2 weeks after you received the contract.

7 Collect your keys

Information on how and where you will receive your keys will be sent to you later.

Note that it is NOT possible to get your accommodation keys earlier than the start of your rental contract (16 August 2014).

Hostel, Hotels and B&B's

If you plan to arrive in Delft before the start of your rental contract you will need to arrange temporary accommodation yourself.

When you arrive in Delft before your rented accommodation is available (or when family or friends come over), you may need a hotel or B&B. Hotels are plenty, and widely spread out. Single rooms are typically available from about €50 per person per night. Most offer breakfast and charge tourist taxes. Below is an overview of the budget options.



Hostel

The first hostel in Delft, right in the city centre, is called [Jorplace](#) (see photo).

Their cheapest option (starting at € 19,00 a night on weekdays and € 23,00 during the weekend) is in a 20 persons room.

Jorplace also offers long stay accommodation (incl. breakfast) for € 450,00 a month.

In Den Haag and Rotterdam you will find a Stayokay hostel (www.stayokay.com).

Hotels

Delft

Hotel Coen Delft * from € 75,00**

Coenderstraat 47

T 015 214 5914

www.hotelcoendelft.nl

Herberg De Uylenburg from €55

Noordeindseweg 70

T 015 214 3732

www.uylenburg.nl

Bed and Breakfast Chez Jean €65 (1-2 pers)

Paardenmarkt 53

T 015 213 4104

home.tiscali.nl/bbchezjean

Hotel Het Konings Huys* from €52**

Markt 38

T 015 212 5115

www.raadhuisdelft.nl

Bed and Breakfast Soul Inn €60 (2 pers).

Willemstraat 55

T 015 215 7246

www.soul-inn.nl

Camping site from €22.50

Korftlaan 5

T 015 213 0040

www.delftsehout.nl

Rotterdam

Eurohotel Centrum * from €60**

Baan 14-20

T 010 214 1922

www.eurohotelcentrum.nl

Hostel Stay Okay Rotterdam from €30

(in the famous cube houses by Piet Blom)

Rochussenstraat 107-109

T 010 436 5763

www.stayokay.com

Den Haag / The Hague

The Hague Hostel Stay Okay from €30

Scheepmakersstraat 27

T 070 315 7888

www.stayokay.com

Hotel La Ville ** from €49

Veenkade 5

T 070 346 3657

www.hotellaville.nl

4 Visa and/ or Residence Permit

NON-EU/EFTA nationals only

Please select your category and read the information carefully:

Group 2 Non EU/EFTA Nationals requiring a residence permit (NOT a visa)

Nationals from Australia, Canada, Japan, Monaco, New Zealand, South Korea, USA and Vatican City require a residence permit (for an intended stay in the Netherlands longer than 3 months) but NOT a visa to enter the Netherlands.

Group 3 Non EU/EFTA Nationals requiring a visa and residence permit

All nationals other than EU/EFTA Nationals and from Australia, Canada, Japan, Monaco, New Zealand, South Korea, United States of America, and Vatican City, who plan to stay in the Netherlands for more than three months require a visa to enter The Netherlands.

This type of visa is called Machtiging Voorlopig Verblijf (MVV visa) which is Dutch for Authorization of Temporary Residence (ATR). You will receive your residence permit shortly after arrival in the Netherlands.

Under no condition should you enter the Netherlands on a so-called short-term, tourist visa or residence permit from another EU Schengen country when you will stay in the Netherlands for more than three months. It is NOT possible to change a tourist visa into a residence permit.

4.1 Visa and/ or Residence Permit application procedure

It is mandatory to possess a VISA and/or Residence Permit to live legally in the Netherlands. This section provides the required documentation, and steps to be taken to secure your VISA and/or Residence Permit.

4.1.1. Follow the next steps to arrange your residence permit

Arrange the required documents

Arrange the required documents together with the exchange officer of your home university. See point 2 Visa or Residence permit confirmation.

Mail documents to Central International Office TU Delft

Then scan and email the documents to TU Delft's Central International Office to check if all required enclosures meet the requirements set by the Dutch Immigration and Naturalization Services (IND) *Immigratie en Naturalisatie Dienst*. The visa department of TU Delft checks the documents.

Send all originals by registered mail to TU Delft before 1st July 2014 (1st semester) or 10th December 2014 (2nd semester)

If the documents have been approved by TU Delft all original documents need to be sent to TU Delft, Central International Office, Attn.: Visa Department, Jaffalaan 9A, 2628 BX Delft, by registered mail.

Reminder: pay the fees in time (received by TU Delft before 1st July 2014 (1st semester) or 10th December 2014 (2nd semester))

Transfer the applicable fees (residence permit/visa, accommodation, introduction programme) in time and in one payment.

Queries and responsibility payment and sending in required enclosures

Any queries should be made through the exchange officer of your university as TU Delft will not correspond directly with individual students about the visa or residence permit application procedure. As a student, you are responsible for delivering all the required enclosures to the Exchange Officer of your home university. You are also responsible for paying all fees (the visa or residence permit application fee etc.) to TU Delft before 1st of July (1st semester) or 10th December (2nd semester) . Failing to return the documents before the deadline can lead to delays in the TU Delft admission procedure. Any consequence (financial etc.) on this is your own responsibility and not of TU Delft.

4.1.2. Visa or Residence Permit confirmation

The Central International Office of TU Delft will send the visa or Residence Permit application procedure with the required documents (Visa confirmation or Residence Permit Confirmation statement, Appendix Antecedents certificate and Appendix Declaration of intent to undergo a TB test, if applicable for you) to the Exchange Officer of your home university.

Arrange the required documents

Arrange the required documents together with the exchange officer of your home university. Your exchange officer will check all required enclosures:

- Confirmation statement;
- Proof of your financial Resources;
- Copy passport;
- Appendix Antecedents certificate;
- Appendix Declaration of intent to undergo a TB test, this is for nationals from South-Korea and group 3 nationals, except of Israel and Surinam
- Valid rental contract if you do not want TU Delft to arrange (DUWO) accommodation for you!

For an explanation on these documents see below:

Confirmation Statement

You need to confirm your participation in the Exchange-programme by submitting your visa or Residence Permit Confirmation Statement before 1st July 2014 (1st semester) or 10th December 2014 (2nd semester).

Proof of your Financial Resources

According to Dutch immigration laws Non-EU/EFTA students must proof that their financial resources meet the criteria set by the IND. This is done by means of a Guarantee Payment,

showing bank statement and/or scholarship letter. More information can be found on the Proof of sufficient financial means page in this section ([see: 4.1.3](#)).

Copy Passport

You need a valid passport that will not expire for at least six months when you leave the Netherlands.

Appendix Antecedents certificate

Fill in this form by using a black ballpoint.

Appendix, Declaration of intent to undergo a TB test

Fill in this form by using a black ballpoint.

Valid rental contract

As a proof of your permanent address in the Netherlands we need a copy of your rental contract. So, if you did not request TU Delft to arrange accommodation, you have to provide us with a valid housing contract (send it to: internationaloffice@tudelft.nl). If you arranged housing through TU Delft/DUWO you need NOT to send us your contract (because we already have a copy of the DUWO contract).

4.1.3 Proof of sufficient financial means

As part of the MVV visa and/ or residence permit application you must be able to prove to the IND that you have sufficient financial means to sustain yourself for the entire study period in the Netherlands. For students the IND has set a monthly minimum of € 833,22 (as of January 2014) for disposable funds.

TU Delft recommends using the guarantee method. The Guarantee method offers the IND ultimate proof that you dispose of the financial means required, so that your visa and/or residence permit application will be dealt with quickly (within 3 months). The bank statement method is prone to problems, which may lead to delays in the processing of the visa and/or residence application.

You can submit financial proof in several ways:

- **Guarantee:** in accordance with IND criteria, the amount of disposable funds required for the study period must first be transferred to a TU Delft bank account (details will be given in de visa confirmation and residence permit confirmation letter). Upon your arrival in Delft, TU Delft will open a Dutch bank account for you and transfer the sum of your guarantee to this account (after deducting the costs for your residence permit and other fees e.g. accommodation, optional introduction programme). It will take a while after your arrival. So keep in mind that you have enough cash or withdrawal possibilities from another account in the first weeks of your arrival.
- **Scholarship:** if, according to the IND criteria, the scholarship on its own will not provide sufficient financial means for the duration of your study, then you may supplement the scholarship with a Guarantee payment or a bank statement. The scholarship letter should contain the following information: **student's full name, date of birth**, the (monthly) **amount of money** the student will receive (preferably in Euros), **starting date and end**

date of the scholarship period, **name and address** of the **organisation** granting the scholarship and a **signature** of a **person in charge** at the organisation granting the scholarship. The letter should be in the Dutch, English, French or German language; alternatively, a translation of the letter into one of these languages must be submitted. This translation has to be made by an official sworn translator. A scholarship letter must be drawn up according to this compulsory format (copy this text below in a new document):

<<insert logo of organization granting scholarship>>

<<insert name, address of organization granting scholarship>>

<<insert name of organization granting scholarship>> will grant the student <<insert student full name>>, <<insert date of birth>> from <<insert name university>> a scholarship for the period abroad as part of the <<insert scholarship programme name>>. The student is going abroad in the period <<insert start and end date>> during the <<insert academic year>> academic year to study at Delft University of Technology. For this period the student is awarded a scholarship of <<insert scholarship amount per month in euros>> euros per month.

<<insert signature and name of person in charge of granting scholarship at organization>>

- **Bank statement:** you can use a bank statement to prove that in accordance with IND criteria you have sufficient financial means at your disposal for your study period. The declaration may not be older than three months, counting from the date on which TU Delft made the visa application. The letter should contain the following information:
 - the date of issue;
 - student's full name;
 - student's account number;
 - the balance;
 - the currency;
 - name, address and phone number of the bank;
 - a signature of a bank employee in charge.

It should be clear that the money in the account is freely accessible (i.e. a checking account). Money in a savings account, certificate of deposits balance/ account, an investment account, internet banking, money in shares or obligations, etc. will not be accepted by the IND. The letter should be in the Dutch, English, French or German language; alternatively a translation of the letter into one of these languages must be submitted. This translation has to be made by an official sworn translator. The bank statement must be drawn up according to this compulsory format (copy this text below in a new document, print on official bank stationary!):

<<insert bank name>>
<<insert bank department>>
<<insert bank address>>
<<insert bank phone number>>

Reference: <<insert contact person for reference>>

Concerning: Balance bank account

Date: <<Insert date and place>>

Dear Sir/Madam,

We, the undersigned, <<insert name bank>>, do hereby certify that the balance at account number: <<insert bank account number>> at this moment is <<insert amount and valuta>>. The account is owned by <<insert full name bank account holder>> The account is freely accessible.

Made and signed on <<insert date and place>>.

<<insert signature>>

<<insert name undersigned>>

<<insert function undersigned>>

<<Note: Make sure this statement is printed on official bank stationary!>>

- **Statement of financial support:** If your parents are prepared to finance the cost of living and other study costs in the Netherlands for you, they can write a statement of financial support. This statement must be drawn up according to this [compulsory format](#).

It must contain the following appendices:

- A copy of the passport of the financer. The passport of the financer must be valid when the visa application is submitted by the Central International Office of TU Delft;
- A bank statement from the financer, which are subject to the same conditions as described above.

4.1.4 Visa and/ or residence permit application

TU Delft will apply for your Residence permit (Group 2) or MVV visa together with the Residence permit (Group 3) at the Ministry of Justice, Immigration and Naturalisation Service (IND). Before we can apply we must have proof that your financial resources meet the criteria set by the IND. You should be able to finance the months you stay in the Netherlands for living expenses (€ 833,22 per month; also see visa confirmation). We can only apply for your visa and residence permit after we have received proof of your financial means, the amount required to cover living expenses has been received by TU Delft, this can be the guarantee money, bank statement or scholarship letter. The financial payment (application fee etc.) should be booked on TU Delft's bank account before 1st July 2014 (1st semester starters) or 10th December 2014 (Spring or 2nd semester starters) . The visa application procedure can take up to six weeks.

Students with the Chinese nationality

Chinese nationals are required to register at the Nuffic in order to obtain a *NUFFIC-certificate*. This certificate is a document that provides an assessment of the candidate's English language proficiency as well as a check on the candidates university degree. Please note that the NUFFIC-certificate is obligatory; without this certificate TU Delft cannot apply for your visa. NUFFIC will send the certificate directly to TU Delft. As soon as the NUFFIC-certificate has been sent to TU Delft, NUFFIC will inform you by e-mail.

As the procedure at NUFFIC can take up to two months, we strongly advise you to apply for the NUFFIC-certificate simultaneously with your application for the Master (exchange) programme of TU Delft. Please click [here](#) for more information and procedure.

Visa and residence permit approval (Group 3)

When your visa and residence permit has been approved by the [IND](#) in the Netherlands, the approval will be send to a Dutch Embassy or Consulate General in your home country. You have to indicate in your Confirmation statement at which Dutch embassy or consulate you would like to collect your visa. Address information and websites of Dutch diplomatic mission(s) in your country can be found at the website of the [Dutch Ministry of Foreign Affairs](#). If you want to collect your visa in another country you need to have a legal residence permit of that particular country.

You have to take a biometric at the Dutch Embassy or Consulate General, it means that you must bring a new (not yet previously used) passport photo with you and they take fingerprints and signature from you. More information you will receive from the Dutch Embassy or Consulate General.

Residence permit approval (Group 2)

When your residence permit has been approved by the IND, we will inform you by email.

When you are in the Netherlands you have to go to the IND desk for a biometric.

It means that the IND will make a passport photo, signature and fingerprints are then taken.

No appointment is necessary for this. The addresses and opening hours of the IND Desks can be found at www.ind.nl.

Validity of visa (Group 3)

Starting from the date on which the IND authorized the embassy or consulate to issue the visa to you, you have three months to go to the embassy or consulate to pick up your visa. When you receive your visa, it will be valid for another three months. You may travel to the Netherlands

during this period of six months. If you have to travel abroad while you have not yet received your residence permit, make sure that your visa is valid for a multiple entry. It allows you to travel for 90 days within the [Schengen area](#).

Birth certificate

TU Delft does not need a legalized birth certificate to apply for your visa but you may need it in order to collect your visa at the Dutch Embassy or Dutch Consulate General. In many countries these certificates have to be legalised by the Ministry of Foreign Affairs and verified by the Dutch Embassy. If your birth certificate is not written in Dutch, English, German or French you should provide a translation (by a sworn translator) attached to the original document. Information about legalization of birth certificates is available at your own Ministry of Foreign Affairs or at the Dutch Embassy/Consulate General in your country.

More information can also be found on the website of [NUFFIC](#) or [Dutch Ministry of Foreign Affairs](#).

Appointment with the Central International Office upon arrival

The Central International Office will contact (sending email) you for our registration day. On this day the Municipality (to register in their administration) en bank (to open a bank account, if you did the guarantee procedure) will be there.

Please note that if you choose to use the guarantee method, we will reimburse the amount intended to cover your living expenses by depositing it to your Dutch bank account. It can take up to 3 weeks after your arrival. So keep in mind that you have enough cash or withdrawal possibilities from another bank account in the first weeks of your arrival.

Residence permit (Group 2 and 3)

As soon as the Central International Office will receive the information, we will let you know when and where you can pick up your Residence Permit card. The residence permit is issued for the duration of your stay, up to a maximum of one year.

Costs of the visa and residence permit

The fee charged by the IND for the visa and residence permit is € 304,-.

Costs lost/stolen residence permit or return visa

If your residence permit card gets lost or stolen, replacement will cost €253,-.

Only for Group 3, Additionally, if you have to travel abroad while waiting for your replacement card (which may take up to 8 weeks) you may apply for a return visa. Costs for this return visa are €142,-

Bringing family

TU Delft only assists in arranging residence permits for students; we do not assist in arranging residence permits for partners or relatives. As we can also only provide accommodation to students we advise you not to bring partners or family. You will need to prove to the IND that your monthly income is at least € 1604,45 per month (as of January 2014).

For more information visit [the website or contact the IND](#) 0900-1234561 (€ 0,10 p.m + telephone costs).

4.2 Extending Residence permit

If you want to extend your stay (with a maximum of one year from the start date), you must apply for an extension of your residence permit and extend your registration with the CSA (Central Student Administration).

You have to inform by email the Central International Office when you need an extension of your residence permit. You will receive an email from the Central International Office what you have to do. The health and liability insurance and your registration at the CSA has to be extended by yourself before your residence permit expires. If you are not registered with the CSA, TU Delft will cancel your residence permit. It is your responsibility to inform the Central International Office to extend your residence permit on time.

Please note: Without a valid residence permit you are residing illegally in the Netherlands and therefore cannot study at the TU Delft. Should you receive a letter from the IND which you do not understand please contact the Central International Office for assistance.

Costs of extending the residence permit

The fee charged by the IND for the extension of your residence permit costs € 152,00 .

4.3 Working Holiday Program (WHP) and Working Holiday Scheme (WHS) for exchange and study abroad programme students from Australia, Canada and New Zealand

Exchange and Study Abroad students from Australia, Canada, and New Zealand now have the opportunity to apply for the WHP (Canada) or WHS (Australia, New Zealand) permit instead of a residence permit for study purposes. These cultural programmes offer students the opportunity to take a 'working holiday' (with the possibility of paid work). The chief purpose must be to learn about Dutch society and culture. No work permit will be required for any work you undertake. The Dutch Immigration Service (IND) has only recently opened the WHP/WHS to Exchange students. Please note: if you have dual citizenship and also have an EU/EEA passport, you do not need to apply for the WHS/WHP. Make sure to inform TU Delft (Delft University of Technology) Central international Office/ Visa Department.

Costs

The fee for the WHP/WHS permit is € 53,00 (2014), whereas a residence permit for study purposes costs € 304,00 (2014).

What conditions do you have to meet?

You wish to come to the Netherlands for longer than 3 months as part of a TU Delft exchange/study abroad programme. You must also:

- have a valid Australian, Canadian or New Zealand passport
- be aged 18 to 30 (at the time of application) and must enter the Netherlands in time to register at the local town hall before your 31st birthday
- not be a risk to public order or national security
- have not previously stayed in the Netherlands illegally
- have not given false information or have withheld important information to support any previous applications
- have a health insurance to cover any medical costs incurred during your stay. This is a legal requirement for all temporary and permanent residents in the Netherlands.

- have not previously held a Dutch residence permit for exchange purposes
 - have a return ticket or sufficient funds to purchase one
 - be able to submit proof that you have €833,22 (as of January 2014) per month at your disposal.
- The Immigration Service (IND) strongly recommends that you have this amount (plus return ticket) at your disposal in the Netherlands, as employment cannot be guaranteed.

Please note that you are only allowed to apply for WHP/WHS once and are not eligible if you have been granted one in the past. The WHP/WHS is valid for one year starting when you arrive in the Netherlands. Furthermore it is not possible to extend a WHP/WHS permit once it expires. If you want to stay in the Netherlands longer than initially intended you will have to apply for a change of permit (e.g. into study permit) which will cost € 304,00 (2014).

Application process

You do not need a visa to enter the Netherlands

Step 1: complete the attached Application for a residence permit without MVV or change to purpose of stay at home and collect the required documents and bring it with you to the Netherlands.

Step 2: You have to apply for the residence permit Working Holiday Program (WHP) or Working Holiday Scheme (WHS), you have two options:

- You have to make an appointment by telephone (0900-1234561) with the IND for registration. During the call you will be asked what is the reason for your stay in the Netherlands. An appointment will be made for you at the IND desk in Rijswijk (Sir Winston Churchilllaan 293). A letter confirming the appointment will be sent to your home address.
- The Central International Office/Visa Department of TU Delft is also willing to organize your appointment with the IND office in Rijswijk. If you want to make use of this service, please inform us by sending an email to internationaloffice@tudelft.nl before 30th August stating when you will arrive in the Netherlands and when you will have time to go to the IND office in Rijswijk.

Step 3: Visit the IND office in Rijswijk to submit your WHP/WHS application

You will need to take the following with you:

- A copy of your return ticket (or proof of having sufficient funds to purchase one)
- A copy of your passport (all pages with personal information or stamps)
- Your passport itself
- Proof of health insurance
- The IND application form
- An official passport photo
- Payment of € 53,00 in cash

The IND checks your registration and issues a registration certificate. This is a sticker that is placed in your passport or attached to other identity papers

Step 4: When you have been to the IND office provide the Central International Office/Visa department of TU Delft with a copy of the sticker in your passport.

Step 5: Register in the Municipal Administration (GBA) of the municipality (City or town hall) where you are staying, the information can be found on our website.

Step 6: The procedure could take up to three months, the IND will send you by post an invitation letter that you can pick up the residence permit card (in person). You have to provide the Central International Office/Visa department of TU Delft with a copy of the front and back of the card.

5 Bank Account

You will need a Dutch bank account because TU Delft and other organizations (insurance companies) such as housing corporation DUWO only use Dutch bank accounts to do transactions.

TU Delft recommends using a bank account of ABN AMRO although you can arrange it with any other bank (in this case you will need your BSN-number (= Citizen Registration Number, see chapter 8). ABN-AMRO is the TU house bank; and they are the only bank willing to arrange a bank account without the officially required municipal BSN-number.

The ABN-AMRO bank account comprises of:

- a World card with Chipknip (a Dutch debit card, to pay with or to withdraw money from your account at most ATM's in the world)
- Access to internet banking and
- a savings account

The fee currently is €3,10 per month (April 2014).

For some groups the bank account is arranged by TU Delft. Other exchange students have to arrange it by themselves. Below you can read which option is applicable to you:

5.1 Arranged by TU Delft for Non-EU/EFTA nationals using the guarantee payment

5.2 Arranged by TU Delft for participants in the voluntary introduction programme

5.3 Arranged by yourself for all nationals who are not using the guarantee payment and are not participating in the voluntary introduction programme

5.1 Arranged by TU Delft

- Non-EU/EFTA nationals using the guarantee payment

TU Delft will apply for a bank account with the ABN-AMRO bank. ABN-AMRO is the TU house bank; and they are the only bank willing to arrange a bank account without the officially required municipal BSN-number. We therefore cannot arrange an account with another bank. We will prepare an application form for you that you need to sign at the Registration day. Having signed the form, the bank will process the applications and you will receive a personal appointment to visit the bank's office to formally open and 'activate' your account. This is necessary because, according to Dutch law, the bank has to verify your identity in person. After the activation your account will be ready to use. However, TU Delft will still have to reimburse the remainder of your Guarantee Payment into this account. This usually takes another two weeks. You therefore should bring enough cash or arrange other possibilities to avail of money during the first weeks in Delft.

For the appointment with the bank you must bring:

- a valid passport;

- the TU Delft Admission Letter;
- a valid (subletting) housing contract.

The address of the bank is:

ABN AMRO Bank
 Pijnepoort 11-13
 2611 MD Delft
 Tel. 0900-0024
www.abnamro.nl

Submit your BSN-number

Within two months after the appointment at the bank you will have to provide the bank with your so-called BSN-number. You will receive this number by regular post from the Municipality after your registration with the Municipality (for more information see chapter 8). As soon as you have received your BSN number, you have to submit it to the bank, if not, your account will be blocked.

SPECIAL NOTE for Non-EU/EFTA nationals using the Guarantee payment

TU Delft will reimburse the total amount, after deducting the fees for:

- a Residence permit or a combined Visa/Residence permit;
- the accommodation handling fee (€ 228,00; *only if you applied for DUWO housing*);
- the voluntary introduction programme (€ 250,00; *only if you choose for this option on the exchange acceptance*).

5.2 Arranged by TU Delft

- Participants in the voluntary introduction programme

TU Delft will arrange a bank account for students who participate in the voluntary introduction programme.

You can fill in the form for a bank account with the ABN AMRO bank through:

https://www.abnamro.nl/en/prive/international_student/f_aanvraag.html.

Then send this form to msc2@tudelft.nl. It's not necessary to sign it. At the registration day (which is part of the introduction programme) you will have to sign the form. Having signed the form, the bank will process the applications and you will receive a personal appointment to visit the bank's office to formally open and 'activate' your account. This is obligatory because, according to Dutch law, the bank has to verify your identity in person. After the activation your account will be ready to use.

For the appointment with the bank you must bring:

- a valid passport;
- the TU Delft Admission Letter;
- a valid (subletting) housing contract.

The address of the bank is:

ABN AMRO Bank
Pijnepoort 11-13
2611 MD Delft
Tel. 0900-0024
www.abnamro.nl

Submit your BSN-number

Within two months after the appointment at the bank you will have to provide the bank with your so-called BSN-number. You will receive this number by regular post from the Municipality after your registration with the Municipality (for more information see chapter 8). As soon as you have received your BSN number, you have to submit it to the bank, if not, your account will be blocked.

5.3 Arranged by yourself

- **Non-EU/EFTA nationals who are not using the guarantee payment;**
- **All nationals who are not participating in the introduction programme.**

Although you are free to choose any bank, TU Delft recommends to apply for an account with ABN AMRO. You can apply for an account with the ABN AMRO bank via:

https://www.abnamro.nl/en/prive/international_student/f_aanvraag.html.

The first page starts with *School Details* and you should fill in "Technical University Delft" and the end date of the course. When filling in the residence permit number you should use some random numbers. Same is applicable if the BSN number isn't available yet.

After finishing the application form print the form and sign it. Please come to the front office of the Central International Office, desk 5&6, Jaffalaan 9A to collect a stamp on the application form.

Afterwards you can take the form to the ABN AMRO, either to make an appointment or immediately arrange your account.

The bank account comprises of a world pass with '*chipknip*' (a Dutch credit card in order to make small payments), access to internet banking and the possibility of opening a savings account. The fee is currently (April 2014) € 3,10 per month.

You must bring:

- A valid passport or identity card;
- The TU Delft admissions letter;
- A valid (subletting) housing contract.

The address of the bank is:

ABN AMRO Bank
Pijnepoort 11-13
2611 MD Delft
Tel. 0900-0024
www.abnamro.nl

Submit your BSN-number

Within two months after the appointment at the bank you will have to provide the bank with your so-called BSN-number. You will receive this number by regular post from the Municipality after your registration with the Municipality (for more information see chapter 8). As soon as you have received your BSN number, you have to submit it to the bank, if not, your account will be blocked.

6 Insurance

For insurances there is a difference in regulations between EU/EFTA nationals and other nationals.

For all nationals: Once you live in the Netherlands read 6.3 to avoid a fine from CVZ (the Dutch organisation for healthcare) if you receive a letter from CVZ!

Choose the link which suits for you:

[6.1 Insurances for EU/EFTA nationals](#)

EU countries: Austria, Belgium, Bulgaria, Cyprus, The Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

EFTA countries: Iceland, Liechtenstein, Norway and Switzerland.

[6.2 Insurances for Non-EU/EFTA nationals](#)

All other countries than EU/EFTA.

For all nationals: 6.3 Letter from CVZ requires you to take action!

More information on blackboard!

Please read also the information about letter from CVZ on Blackboard and follow the instructions carefully.

6.1 Insurances for EU/EFTA Nationals

For your stay in the Netherlands you are legally obliged to have a health insurance. It's also strongly recommended to have a liability insurance which is valid when you are staying in the Netherlands. Additional insurances worth considering, to cover your expenses in any emergency, are: a Home Contents insurance, a Personal Accident insurance and a Legal Aid insurance.

TU Delft does not accept any liability or responsibility for any lack of insurance!

6.1.1 Liability insurance

If you are to blame for an accident that injures someone or damages another person's property, you are generally responsible for paying all the costs (up to a certain amount) arising from the accident. The resulting claim can be very high. We therefore strongly recommend you to take out a liability insurance, which will cover claims of up to € 1,250,000 per event.

6.1.2 Health insurance EU/EFTA

If your health insurance in your home country in the EU also covers you abroad, you have to apply for an European Health Insurance Card **before** leave for the Netherlands. If your European Health Insurance Card is only valid for the initial part of your stay, then you must either renew your EU Insurance Health Card or choose a Dutch health insurance for the remaining part of your stay.

Please inquire at your insurance company whether or not your own insurance covers all the expenses abroad, not only emergencies! If not, you can consider a secondary insurance. Various insurance companies offer this kind of secondary insurance;

If you are unable to use the EU Health Insurance Card you are obliged to take out a Dutch health insurance which covers medical expenses in The Netherlands.

All students are free to contract their obligatory Health Insurance (and all additional insurance) with any Dutch insurance agency they prefer. However, for Exchange students TU Delft recommends OOM insurances arranged by mediator Sucsez B.V.

Sucsez can arrange your Dutch health and liability insurance after you have filled in the form: [application form sucsez](#). Bring a copy of your online application form to your registration appointment at TU Delft if you are attending the introduction programme! The insurance policy will then be given to you. In other cases the insurance policy will be send to your home address in the Netherlands.

Benefits of applying through Sucsez:

- When you have questions/complaints about insurance, claims or hospital you can make an appointment to talk to one of their employees and they will mediate.
- You will receive your insurance policy during one of the registration days if you are attending the introduction programme.
- You don't have to fill in your Dutch address on the application form, you can hand in a copy of your Dutch housing contract during one of the registration days if you are participating in the

introduction programme. If you are not participating Suczez will contact you for the necessary details.

Please find more information by visiting their website: <http://www.sucsez.nl/tude.asp>.

Again: TU Delft does not accept any liability or responsibility for any lack of insurance.

Claiming your bills

Even if you have a European Health Insurance Card, in many cases the medical practitioner/dentist will still ask you to pay the bill in cash. Afterwards you can claim the costs directly from the Dutch insurance company called 'AGIS Zorgverzekeringen' or at your own insurance company. Hospital bills will be claimed directly at AGIS by the hospital.

If you want to claim costs in the Netherlands at AGIS you have to send the original bills and a copy of your insurance card together with a claim form to:

Agis Zorgverzekeringen
[Groep Buitenlands Recht](#)
Postbus 1725
3800 BS AMERSFOORT
Tel. 033 4456870

To claim your costs please use 'claim form' from this [AGIS web page](#). As the form is in Dutch we provide an example how to fill it in: [Claim form Agis](#)

Some helpful information about the EU Health Card can be found on the [website of the European Commission](#).

Special obligation in the event of admission to the hospital

Consult a GP or the Student Medical Practice Delft first (not the hospital!) in case of illness, preferably during daytime. Immediate treatment at a hospital is possible in case of an accident or acute severe illness that needs ambulance transportation to hospital or on referral by your GP.

If you need a doctor, you can consult the general practitioner (GP) of the Student Health Practice at the open consultation hour of the Student Health Practice on the campus from Monday till Friday (except holidays) between 11.00 and 11.45 a.m. The address is Leeghwaterstraat 152. It's also possible to book an appointment with one of the GP's of the Student Health Practice. Appointments will be on the main location of the Student Healthcare in the "Medisch Centrum Delft", Beukenlaan 4, telephone 015- 7999050. Most GP's have clinic hours during daytime. In general you should call between 8.00-10.00 a.m. In urgent cases you can ring for an appointment outside these hours. If you are very ill and unable to come to the clinic, you can ask for a "house call". Please bring your **insurance card and passport** with you.

In case of hospitalization or other special situations you generally should inform your insurance company in advance. The emergency number will usually be shown on your insurance card. Check for conditions!

For more information please visit sgzstudent.nl/for-foreign-students/student-health-practice-delft.

Health insurance and (part-time) work or internships

Although Dutch law allows foreign students to work part-time while studying, it emphasizes that income from employment should be 'additional'. This means that you should be able to finance your studies without working! Any employment you find should fit in with your studying schedule. Ask your faculty exchange coordinator for permission in case you want to work.

You will need a so called 'burgerservicenummer' (bsn number, a new type of Social Security number). This number can be obtained at the municipality in the city where you live.

Finding a (part time) job is not easy. Job centers (uitzendbureau's) may be willing to mediate in finding part-time jobs for students in the business and industry sectors. However, jobs are not always available and you may also encounter a language problem; most employers prefer personnel that speak the Dutch language fluently.

You should also be aware of the fact that when working (even only for a few hours) or doing an internship (where you receive more than € 150,00 per month) you are no longer entitled to a student health insurance or your EU Health Insurance Card. Instead you should take a regular health insurance (premium approximately € 90,- per month). Depending on your personal situation and income you may be entitled to the health care allowance (so-called: 'zorgtoeslag') which is a partial compensation for the higher premium. For more information see:

toeslagen.nl/particulier/zorgtoeslag.html (only available in Dutch).

For more information concerning a part-time job please visit [the nuffic website](#).

6.2 Insurances for Non-EU/EFTA nationals

For your stay in the Netherlands you are legally obliged to have a health insurance. It's also strongly recommended to have a liability insurance which is valid when you are staying in the Netherlands. Additional insurances worth considering, to cover your expenses in any emergency, are: a Home Contents insurance, a Personal Accident insurance and a Legal Aid insurance.

TU Delft does not accept any liability or responsibility for any lack of insurance!

6.2.1 Liability insurance

If you are to blame for an accident that injures someone or damages another person's property, you are generally responsible for paying all the costs (up to a certain amount) arising from the accident. The resulting claim can be very high. We therefore strongly recommend you to take out a liability insurance, which will cover claims of up to € 1,250,000 per event.

6.2.2 Health insurance non-EU/EFTA

All* students from non-EU/EFTA countries are obliged to arrange a Dutch Student Insurance themselves before enrolling at TU Delft. You will need to show a proof of insurance during the TU Delft Registration. If you cannot show an application form upon arrival an insurance will be concluded directly.

Note that your insurance needs to be effective as of the day that you leave for the Netherlands. If that is not possible you need to arrange a (travel) insurance!

All students are free to contract their obligatory Health Insurance (and all additional insurance) with any Dutch insurance agency they prefer. However, for Exchange students TU Delft recommends OOM insurances arranged by mediator Sucsez B.V.

Sucsez can arrange your Dutch health and liability insurance after you have filled in the online application form: [application form sucsez](#). The insurance policy will be given to you during one of the registration days. Bring a copy of your online application form to your registration appointment at TU Delft.

Benefits of applying through Sucsez:

- When you have questions/complaints about insurance, claims or hospital you can make an appointment to talk to one of their employees and they will mediate.
- You will receive your insurance policy during one of the registration days.
- You don't have to fill in your Dutch address on the application form, you can hand in a copy of your Dutch housing contract during one of the registration days.

Please find more information by visiting their website: <http://www.sucsez.nl/tude.asp>.

Again: TU Delft does not accept any liability or responsibility for any lack of insurance.

Special obligation in the event of admission to the hospital

Consult a GP or the Student Medical Practice Delft first (not the hospital!) in case of illness, preferably during daytime. Immediate treatment at a hospital is possible in case of an accident or acute severe illness that needs ambulance transportation to hospital or on referral by your GP.

If you need a doctor, you can consult the general practitioner (GP) of the Student Health Practice at the open consultation hour of the Student Health Practice on the campus from Monday till Friday (except holidays) between 11.00 and 11.45 a.m. The address is Leeghwaterstraat 152. It's also possible to book an appointment with one of the GP's of the Student Health Practice. Appointments will be on the main location of the Student Healthcare in the "Medisch Centrum Delft", Beukenlaan 4, telephone 015-7999050. Most GP's have clinic hours during daytime. In general you should call between 8.00-10.00 a.m. In urgent cases you can ring for an appointment outside these hours. If you are very ill and unable to come to the clinic, you can ask for a "house call". Please bring your **insurance card and passport** with you.

In case of hospitalization or other special situations you generally should inform your insurance company in advance. The emergency number will usually be shown on your insurance card. Check for conditions!

For more information please visit sgzstudent.nl/for-foreign-students/student-health-practice-delft.

Health insurance and (part-time) work or internships

Although Dutch law allows foreign students to work part-time while studying, it emphasizes that income from employment should be 'additional'. This means that you should be able to finance your studies without working! Any employment you find should fit in with your studying schedule. Ask your faculty exchange coordinator for permission in case you want to work.

You will need a so called 'burgerservicenummer' (bsn number, a new type of Social Security number). This number can be obtained at the municipality in the city where you live.

Finding a (part time) job is not easy. Job centers (uitzendbureau's) may be willing to mediate in finding part-time jobs for students in the business and industry sectors. However, jobs are not always available and you may also encounter a language problem; most employers prefer personnel who speak the Dutch language fluently.

You should also be aware of the fact that when working (even only for a few hours) or doing an internship (where you receive more than € 150,00 per month) you are no longer entitled to a student health insurance or your EU Health Insurance Card. Instead you should take an employees health insurance (premium approximately € 90,00 per month). Depending on your personal situation and income you may be entitled to the health care allowance (so-called: 'zorgtoeslag') which is a partial compensation for the higher premium. For more information see: toeslagen.nl/particulier/zorgtoeslag.html (only available in Dutch).

For more information concerning a part-time job please visit [the nuffic website](#).

6.3 Letter from CVZ requires you to take action

Many international students will receive a letter from the College van Zorgverzekeringen (CVZ), about taking out Dutch healthcare insurance.

The CVZ letter will state that you are not covered under healthcare insurance and that according to Dutch law you will have to take out Dutch public healthcare insurance (*basiszorgverzekering*) immediately. The letter will be in Dutch only.

If you do not react to this letter within three months you will receive a fine of around € 350. The fine will increase if you still do not take action at that point.

Who will receive this letter?

The CVZ letter is sent to all foreign students in the Netherlands who:

1. are registered at the local council; and
2. who do not complete a full degree in the Netherlands; and
3. who do not already have Dutch public healthcare insurance (known as *basiszorgverzekering* in Dutch).

Does the obligation to take out insurance apply to you?

The obligation to take out Dutch public healthcare insurance only applies to you if you are:

- economically active, meaning you have a job, a side job or a paid internship; or
- 30 years of age or older and will stay in the Netherlands for longer than one year.

You are exempt from taking out Dutch public healthcare insurance if you are:

- younger than 30 and only in the Netherlands for the purpose of study (without a side job); or
- 30 years of age or older and only in the Netherlands for the purpose of study and you will not stay longer than one year.
- 30 years of age or older and only in the Netherlands for the purpose of study and you receive one of the following scholarships: NFP, HEC, Bolashak, International Ford Foundation, and fellowships from the Vietnamese or Thai government.

Always take action!

When you receive the letter from the CVZ you should always take action to prevent receiving an automatically-generated fine. If you have to take out Dutch public healthcare insurance you have to arrange this as soon as possible.

If you are exempt from the obligation to take out the insurance, or if you are not sure about your status, you should fill in a form that will clarify whether or not you have to take out the insurance. This form is provided in English by the SVB (Sociale Verzekeringsbank). See blackboard or contact the Central International Office by sending an e-mail to MSc2@tudelft.nl.

What will happen next?

Once the SVB has received your form, they will contact the CVZ to make sure your case is put 'on hold' until the SVB has decided on your status. The CVZ will send you a letter to confirm that your case is 'on hold' in their system.²

Once the SVB has made a decision on your case, they will send you a letter informing you about this decision. The SVB will also contact the CVZ with the outcome. The CVZ will then send you another letter about your situation.

More information on blackboard!

Please read the information about letter from CVZ on Blackboard and follow the instructions carefully.



7 Travel to Delft

Don't forget to bring...

When travelling to The Netherlands you should bring:

- Your Admissions letter;
- A valid passport or identity card;
- Your legalised birth certificate (only if your accommodation is not located in the municipality of Delft);
- Form for your bank account (if applicable);
- Proof of insurance (EU health card or copy of your online application form);
- A valid (subletting) housing contract if you don't have accommodation via TU Delft and arranged this already before departure.
- Enough cash or withdrawal possibilities from another bank account than the new Dutch bank account in the first weeks of your arrival.

Travel to Delft



If you arrive in Delft before or after our Schiphol Shuttle Service or if you arrive via another route, the information below may be of interest to you.

You can easily get to Delft by public transport. However, before you start your trip, it is recommended to take a look at the page [Transport and Travel](#) to learn more about the Dutch public transport system, like how to pay for your journey.

From Schiphol airport to Delft by train

The airport's train station is very conveniently located directly below the main airport buildings; just follow the black and yellow Trains signs.

There are several trains you can use to get to Delft. Some go directly (trains to Rotterdam), for others you may need to change at Leiden Centraal (trains to Leiden or Den Haag Centraal). For a time schedule and prices check the [Dutch railways website](#). The ticket vending machines on Schiphol accept only coins and major credit cards (with pin code); no banknotes.



*) All stops of a train will be posted on monitors on the train platforms. At Schiphol Plaza there are also big monitors showing the platforms where the next trains will depart (see blue screens on the photo on the left located next to the red and white meeting point).

Do **not** board the *Fyra* or *Thalys* high speed trains as they do not stop in Delft and you need to pay an extra surcharge.

From Rotterdam - The Hague airport to Delft

The university also has its own airport; well sort of. The Rotterdam - The Hague airport is only 10 km from the campus. So especially for Europeans this airport may be a good alternative, as various price fighters use it. Note however that public transport from the airport to Delft is complicated.

You can take a taxi, as this saves the trouble (and money) of taking buses both in Rotterdam and Delft and carrying your luggage. But be warned that taxi's are expensive in Netherlands. So inquire in advance about the price!

Alternatively you can check out your journey to Delft by bus/metro/train, by using the [public transport journey planner](#) (fill in Rotterdam airport for departure).

Depending on the day and time of departure you will most likely find that you have to change public transport several times (or walk for 16 minutes).

Getting to TU Delft by car:

The TU Campus is easily accessible by car via the A13 (from Rotterdam or The Hague):

- exit 9 Delft / Pijnacker, or
- exit 10 TU Delft / Delft Zuid.

Follow the signs TU Delft.

Getting to Delft by taxi:

You could take a taxi from Schiphol airport to Delft, but taxi's in the Netherlands are very expensive. A one way trip will cost you at least € 75,00.

Negotiate a fixed price before entering the taxi and ask the driver to bring you to Zuidplantsoen 2 Delft, the address of the Survival Café (*1st semester only*).

Be sure to use only official taxi's with a **blue** license plate; other taxi's are operated by illegal drivers.

When in Delft...

Road works warning

Due to construction works the area around Delft station is one huge building site.

To get to **buses or taxi's** from the train platforms, climb the elevated bridge over the railway tracks and follow the *bus* or *taxi* signs. Alternatively you can walk away from the elevated bridge to the end of the platform and take the tunnel under the tracks (longer but easier).

A map of the current layout (autumn 2013) around Delft station can be found [here](#).

From Delft station to the campus by bus



Several buses serve the TU Delft campus; see our [Public transport map 2013](#) (version October 2013):

- RET line 40, direction Rotterdam (Mon - Sat);
- Veolia line 69*, direction Technopolis (Mon - Fri);
- Veolia line 121, direction Zoetermeer (all week); and
- Qbuzz line 174, direction Bleiswijk, Zoetermeer (Mon - Fri).

For the Faculty of Architecture and Life Science/Biotechnology, you can **also** take:

- Veolia line 60, direction Leidschenveen (all week),
- Veolia line 80, direction IKEA or Olof Palmestr/Delftse Hout (all week) or
- Veolia line 82, direction Delfgauw (all week).

Bus rides to the university take about 10 minutes. You will have to buy your ticket from the driver.

Most buses leave at least twice every hour on normal workdays. But during the summer and Christmas vacation frequencies may be lower. The last buses go around midnight.

*Line 69 rides only during rush hours: 7-11 and 15-19h.

From Delft station to the campus by taxi

You can also take a taxi to the TU Delft campus. An ordinary taxi ride within the city of Delft will cost around € 10,00.

Taxi's leave from the bus platform, on the back side of the Delft train station. Coming from Schiphol leave the train platform on the right hand side. Then follow the signs *bus* or *taxi*; and check out the station map [here](#).

If you have questions on how to come to Delft, please use the Forum topic *Coming to Delft*.

8 Registering at the municipality (City Hall)

If you are staying in the Netherlands for more than four months you will need to register as a resident at the local municipality (town hall).

If you have a nationality other than NON EU/EFTA or if you attend the introduction programme this will be arranged for you at the registration day. EU/EFTA students who are not attending the introduction programme will have to arrange this at the City office of the municipality.

The municipality will provide you a BSNumber. You also need this number for your Dutch bank account which will be blocked after 2 months if you don't provide a BSNumber.

You should bring the following documents for your registration at the municipality:

- Valid passport or official identity card;
- Housing contract;
- Birth certificate indicating your name, date of birth and place of birth. The legalised copy must not be older than 6 months. The Municipality in Delft does NOT require a legalised birth certificate. Other Dutch municipalities however may require a legalised birth certificate.

In many countries birth certificates have to be legalised by the Ministry of Foreign Affairs and verified by the Dutch Embassy. Information about legalization is available at your own Ministry of Foreign Affairs or the Dutch Embassy in your country. The certificate has to be written in Dutch, English, German or French; if the certificate is written in another language, translation by a professional translator is necessary; the professional translation has to be attached to the original document. You can also find information about the legalisation of the Birth Certificate on the website of [NUFFIC](#) or [Dutch Ministry of Foreign Affairs](#).

City Office of Delft (town hall)

Address; Phoenixstraat 16
Postal code; 2611 AL Delft
Telephone; 14015

The telephone menu is in Dutch and there are 2 options:

Option 1 Delft

Option 2 Pijnacker/ Nootdorp

In the next menu you have to choose option 4, other questions (GBA, registration at the Municipality Basis Administration)

The next site will give you some extra information when you are going to live in the municipality of Delft.

http://www.delft.nl/delften/Residents/Nieuws/A_warm_welcome

Attachment 2 Upload your photo

UPLOAD YOUR PHOTO FOR THE CAMPUSCARD

- Log in with your Netid and your password on a pc
 - Open Internet Explorer
 - Browse to <http://e-service.tudelft.nl>
 - Log in again with your Netid and your password
 - You are now entering the site with your personal data
 - Make sure you saved a photo of yourself on the pc
 - Browse to your saved photo
 - Upload the file
 - Your photo is now on your personal page
 - Save the changes
 - Log off
-