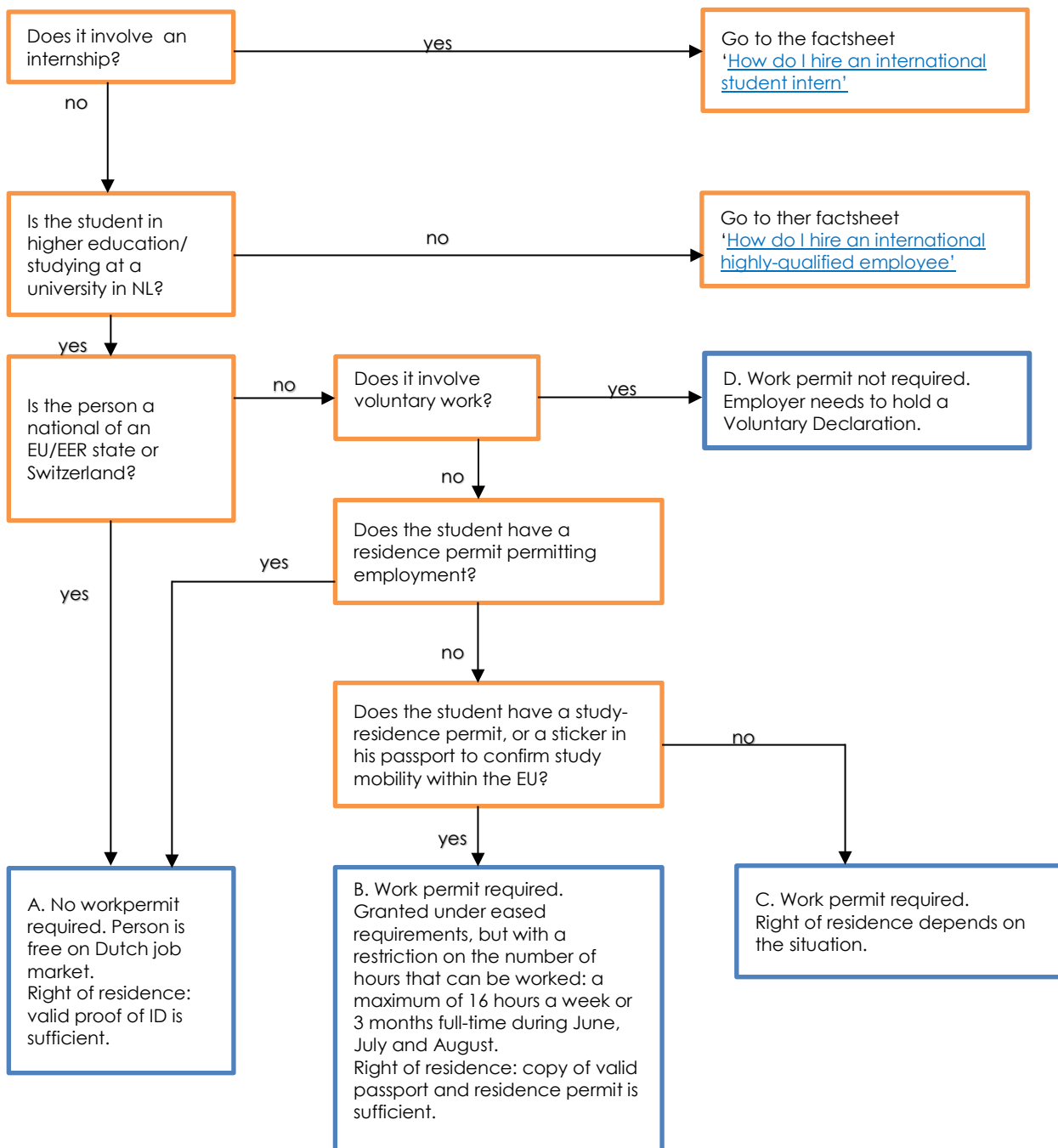


## How do I hire an international student?

*This document contains all you will need to know about the procedures involved when hiring an international student for a part-time job.*

### Flowchart - Is a work permit (TWV) required?



## A. A part-time job which does not require a work permit

The student is from an EU or EEA country or Switzerland, therefore no residence permit or work permit is required. Other regulations which apply concern:

- **Health insurance** - The student must take out Dutch basic health insurance as soon as he or she receives income from employment. Private student insurance will not suffice if he or she is receiving income from employment. The student may, however, claim healthcare benefit (zorgtoeslag). Both the insurance and the benefit are to be arranged by the student.
- **BSN [Citizen Service Number]** - If the student resides in the Netherlands for fewer than four months, he or she may not register in the Persons Database (BRP). This means he or she will not automatically receive a Citizen Service Number (BSN). The student will have to register in the Register of Non-Residents (RNI) to receive a BSN. The [central government website](#) contains details of where and how this can be done.
- **Tax** - The student may complete a T-form (tax refund claim form) at the end of the year for a tax refund. If the student receives a student grant, this can be part of the taxable income and will also be taken onboard when the T-form is applied for.

## B. A part-time job for which a work permit where the requirements have been eased is required

The student carries a nationality from outside of the EU/EEA, Switzerland, and is studying in the Netherlands at a higher education institution, for a stay over 90 days. The student has received a residence permit with the purpose of study is provided to the student.

The arrangements you will need to make include:

- **Maximum hours** – with a student residence permit the student may work a maximum of 16 hours a week **or** three months on a full-time basis in June, July and August.
- **Work permit (TWV)** – A work permit has to be applied for by the employer. A work permit will usually be required for non-EU students (see flowchart); if the student has a student residence permit, a TWV where the requirements have been eased will be issued. This means there will be no checks to establish whether anyone else within the Netherlands or the EU could also do the job concerned. The only checks made will be those to establish whether the job conditions are in order, one of which is the maximum number of hours that the student is allowed to work for you, namely 16 hours a week or three months on a full-time basis in June, July and August.
- **Fine** - You risk a fine of €12,000 if you are not in possession of a TWV for your student.
- **Residence permit** - The student must have a valid residence permit, covering the full duration of the work permit application. Keep a copy of the residence permit together with a copy of the passport in your records.
- **Health insurance** - The student must take out Dutch basic health insurance as soon as he or she receives income from employment. Private student insurance will not suffice if he or she is receiving income from employment. The student may, however, claim healthcare benefit.
- **BSN** - If the student resides in the Netherlands for fewer than four months, he or she may not register in the Persons Database (BRP). This means he or she will not automatically receive a Citizen Service Number (BSN). The student will have to register in the Register of Non-Residents (RNI) to receive a BSN. The [central government website](#) contains details of where and how this can be done.
- **Tax** - The student may complete a T-form (tax refund claim form) at the end of the year for a tax refund. However, if he or she has a student grant, the assessment might possibly have consequences for the grant.

### **How to apply for a work permit where the requirements are eased**

You should [apply for a work permit](#) for a working student (werk student) through the [UWV WERKbedrijf](#) portal. This portal is in Dutch only. Your application for a work permit will be dealt with within five weeks.

You will need the following information/documents of the student in order to complete the application:

- Copy passport (for personalia)
- Copy residence permit (V-number is on the back of the permit, directly following letters VNR)
- BSN (if there is one),
- which study programme the student is attending.

### *Guidance on completing the application form*

The form is intended for a fairly broad target group which means some questions will not be applicable. Answer all the questions. You are shown below when you can give 'not applicable' as the answer:

- Which training or work experience is required for this job? – not applicable

*The application form should be accompanied by:*

- the application form, signed and dated;
- If you are not yet known to the UWV [Employee Insurance Agency], a copy of the Chamber of Commerce Commercial Register extract;
- where there is an authorised representative: authorisation from the employer
- a copy of a draft contract of employment stating the weekly hours and gross pay, signed by the employer;
- a copy of the student residence permit (should be valid for the entire period of employment). A sticker inside the passport will not suffice!;
- a copy of the passport (pages containing personal details);

## **C. The international student will do voluntary work.**

International students from outside the EU/EEA and Switzerland wishing to do voluntary work in the Netherlands, no longer need a work permit (TWV) to do so as of February 2018. Instead, the so-called [Volunteer Declaration \(Vrijwilligersverklaring\)](#) is now sufficient.

The Volunteer Declaration is aimed at asylum seekers, but also applies to international students who have a valid Dutch study-residence permit.

Organisations that want to deploy volunteers can [apply for the Volunteer Declaration](#) at UWV, the Employee Insurance Agency in the Netherlands. The declaration is valid for a period of 3 years and not person related. The UWV tries to decide within 2 weeks on applications. Information about the conditions and application procedure for the Volunteer Declaration can be found on the UWV website.

## **D. A part-time job for which a fully checked work permit is required**

International student in the Netherlands from outside the EU/EEA and Switzerland, who does not hold a residence permit for study and who is not free on the labour market. If you wish to give this

student a job, you will probably need to apply for a full work permit. Please read more in the factsheet '[How do I hire an international employee](#)'.

## **E. Working as entrepreneur**

As of April 2017, all international students (both EU and non-EU/EEA students) are allowed to become self-employed in addition to their studies, without needing a work permit. A regulatory expansion has made it possible for all international students to do self-employed work for an unlimited amount of hours, in addition to their studies and part-time job. These self-employed students need to be registered with the Chamber of Commerce.

The same regulations apply to researchers holding a residence permit EU/2016/801.

## **Key legislation**

- [Foreign Nationals \(Employment\) Act \(Wet arbeid vreemdelingen \(Wav\)\)](#) (mainly sections 2 and 8).
- [Wav Implementation Regulation 33. Ancillary work by \[students\]](#)
- [WAV Executive Regulations article 1f under 1 sub b.](#) (self-employment)

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### **About Nuffic**

We are Nuffic: the Dutch organisation for internationalisation in education. From primary and secondary education to vocational and higher education and research. Our ambition is for every pupil and student to gain international experience.

With this in mind we encourage everyone to expand their limits. Nuffic. Meet the world.



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