

INTERNATIONAL STUDENTS AND PART-TIME JOBS

Working part-time alongside your studies

As an international student in Holland, you might want to take a part-time job, just as Dutch students do. As well as helping you to cover your costs, a job can also give you useful work experience, help you make contact with Dutch society, and make it easier for you to learn the language. The position from which you will be applying for jobs will be somewhat different from that of Dutch students, however. This is what this factsheet is about.

How do I find a part-time job?

The easiest way to find a job is through an employment agency, or uitzendbureau. Some agencies specialize in jobs for students. The student affairs office at your higher education institution can give you addresses, or they might even have their own job agency. You can of course also respond to advertisements or look for a job on the internet. Here are some internet addresses that might be helpful:

- www.undutchables.nl
- internationaal.monsterboard.nl
- www.dutchisnotrequired.nl
- www.studentenbaan.nl (in Dutch)

Formalities and rules

Your position is different from that of Dutch students and you will have to take several practical restrictions into account, such as your lack of fluency in the Dutch language. Certainly if you are enrolled on a programme taught in English and have not had to learn any Dutch, you will realize that certain jobs would be impossible for you. But even if you speak the language well, you will find that some jobs require the spoken fluency of a native speaker. In any case, before you even begin to look for a job, you need to know about certain formalities and rules.

Work permit

Many foreign students will need a work permit in order to take up a part-time job. This depends on your nationality.

- Citizens of Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom:

You don't need a work permit. You are not obliged to register as an EU-student with the Dutch Immigration Service (IND) either, but it is highly advisable as it will make a number of things easier, e.g. applying for a telephone subscription or finding a job. There is no restriction in the number of hours you are allowed to work.

- Citizens of Bulgaria and Romania:

With regard to the labour market transitional rules apply to people from these two new countries of the EU. This means that you will still need a work permit. It is up to your employer or the employment agency to apply for your work permit at the Centre for Work and Income (CWI), tel. 079-750 29 03. However, this rule may change from 1 January 2009. You are not obliged to apply for verification against EU Community Law (proof of lawful residence) at the IND, but it is highly advisable, as it will make a number of things easier, e.g. applying for a telephone subscription or finding a job. There is no restriction in the number of hours you are allowed to work. This is different though if you have chosen to apply for a residence permit for the purpose of study, in which case the number of hours you are allowed to work is restricted. You may either do seasonal work full-time (but only in June, July and August), or you may work part-time throughout the year (but no more than 10 hours a week). A work permit is still needed in this case.

- Citizens of all other countries:

You need a work permit. Also, Dutch immigration laws restrict the number of hours you may work. You may either do seasonal work full-time (but only in June, July and August), or you may work part-time throughout the year (but no more than 10 hours a week). You may not do both. It is up to your employer or the employment agency to apply for your work permit. You cannot do this yourself. The employer can apply for it at the Centre for Work and Income (CWI), tel. 079-750 29 03. The application must be accompanied by a copy of your residence permit for study purposes, and by a document from your institution proving that you are enrolled as a student. It will take about five weeks to process the application. Simplified rules are now in place for the work permit application procedure. This means that the CWI will not check all rules as stipulated in the Foreign Nationals Employment Act (Wet arbeid vreemdelingen, Wav). Employers may not always be aware of the simplified rules, and may be a bit wary about applying for a work permit. There is no need for this, though.

Health insurance

The statutory healthcare insurance is called the basisverzekering, or 'basic healthcare insurance policy'. Dutch law requires that everyone who is considered a resident in the Netherlands or an employee must take out a basic healthcare insurance policy. Students under the age of 30 years who are in the Netherlands solely for study purposes are exempt from the general requirement to take out basic healthcare insurance. However, from the moment you start a part-time job, you will have to take out a basic healthcare insurance policy because you are then no longer just a student, but also an employee. This applies even if you start a job for just one hour a week. You might want to take this into consideration before starting a job, because the basic health care insurance might be much more expensive than the private healthcare insurance you have. If you're an EU citizen and are covered by an EU Health Insurance Card, be aware that the obligation to take out a basic healthcare insurance policy when taking a job takes precedence.

If you intend to take a part-time job on and off, make sure that you choose an insurance company that allows you to easily switch between private healthcare insurance and basic healthcare insurance. For more detailed information, please check the factsheet: 'Healthcare insurance for international students in Holland': www.nuffic.nl/international-students/docs/immigration/health-insurance.pdf.

Healthcare allowance

As the costs of a Dutch public healthcare insurance can weigh heavily on a small budget, the Dutch government provides a healthcare allowance to people with a low income. If you have a Dutch public healthcare insurance you can apply for this healthcare allowance. You can apply for the allowance through internet or by ordering and filling in the application form. As you need an electronic signature in order to apply online it might be easiest to order the form at your local Tax Office or through dialing 0800 – 0543 (in the menu first choose 1 and then choose 3). The phone line is open from Monday to Thursday from

8.00 until 20.00 hours and Friday from 8.00 until 17.00 hours. Since the application form of the healthcare allowance is only available in Dutch, the Nuffic provides you with a translated version. You can find the translation at: www.nuffic.nl/international-students/docs/immigration/health-allowanceapplicationform.pdf. Please note that you are not to fill in this English application form. You can only use it as a tool to help you fill in the original Dutch form.

Social security

Social security contributions will be deducted from your gross pay. These deductions support the systems that provide disability pay and unemployment benefits. Your employer is obliged to deduct these 'social security contributions' from your pay before you get it. For a detailed explanation of your payslip, ask the human resource department of your employer. Furthermore, as an employee you will be insured against the consequences of an accident while at work.

Income tax

Your Dutch income for the year is added up and you have to pay tax on the total. A scholarship you receive may be counted as income and added to the total. But Dutch law says that, in principle, a person is obliged to pay income tax in only one country. The Netherlands has therefore signed tax treaties with many countries, including all the EU member states. For more information about this rather complicated issue, you may contact the human resource department of your employer, or the Tax & Customs Administration's inquiry desk for individuals (Belastingdienst particulieren). The telephone number is 0800-0543, website: www.belastingdienst.nl.

Agreements with the employer

Before you start work, it is wise to talk with your employer about all the formalities, such as the number of vacation days you are entitled to, your insurance cover, and the tax situation. It is also wise to inquire about the organization's own rules and regulations regarding the terms of employment.

Stick to the rules...

Through unofficial channels, some students take on jobs in cafes and restaurants, for example, where the employer does not pay any social security contributions for them. The pay for such jobs is usually higher than for regular jobs, but you must realize that this practice (called *zwartwerken*, or 'working black') is actually illegal, which means you cannot claim any rights as an employee. And you will not be insured if something happens to you. You should also be aware that if you need a work permit and your employer lets you work without one, the employer risks a severe fine or even a jail sentence if this is discovered.

More information

It is wise also to ask your own institution and/or the employment agency for information about all of the formalities regarding employment.

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Nuffic is the Netherlands Organization for International Cooperation in Higher Education. Our motto is Linking Knowledge Worldwide. This means linking people, because it's knowledge that makes us unique as people. Nuffic works in line with Dutch government policy to serve students and higher education institutions in three key areas:

- **Capacity Building & Scholarships**

Administering international mobility programmes (scholarships) and institutional cooperation programmes.

- **Communication**

Providing information about higher education systems in the Netherlands and in other countries; providing credential evaluation services; providing information in the Netherlands about studying abroad, and in other countries about studying in Holland; promoting Dutch higher education in other countries; encouraging international mobility.

- **Knowledge & Innovation**

Conducting studies into international cooperation in higher education; providing information to expert groups and consultation forums; transferring our knowledge of international cooperation in higher education through courses and seminars.

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