Pre arrival

The following information helps you prepare and take the necessary steps before coming to Amsterdam. Read this information carefully.

Email
The Office of International Student Affairs (BIS) and other departments of the University of Amsterdam will use email as a primary means of communication, so please make sure to add ‘@uva.nl’ to your email safe list. Check your email regularly (even your spam box!).

Facebook
We have created a Facebook page for students participating in the Global Exchange Programme. On this page you will also find a list of destination specific Facebook groups. It is a great platform to meet other students from your home university who will or have had an exchange at the University of Amsterdam. It is also a way to meet Dutch students who have gone, still are, or are going on exchange at your home institution. You will be invited to his group after nomination.
Main Facebook page: www.facebook.com/UvAStudyAbroad

Finalise your registration at UvA
UvA Student Services will help you finalise your registration at the UvA. After acceptance, you will receive an email from UvAStudentServices@uva.nl. It will instruct you how to complete your registration at the UvA. During the online registration, you will be guided through visa procedures (if applicable) and you can register for the International Student Network (ISN) introduction activities. After completing the registration, UvA Student Services will send you an invitation to schedule an intake appointment upon arrival.
Visa / Residence permit
Most nationalities require a specific immigration procedure to study in the Netherlands. Based up on the country of which you are a citizen, you will need to apply for an entry visa (to travel into the Netherlands) and/or residence permit (to study in the Netherlands). UvA Student Services will assist you with the immigration procedure. [www.uva.nl/visa](http://www.uva.nl/visa)

Students with the Australian, New Zealand and Canadian nationality can also apply for the Working Holiday Scheme permit (WHS permit) instead of the regular residence permit. When you finalise your registration at the UvA, the online application automatically guided you through the necessary immigration procedure (visa, residence permit, WHS permit). [www.uva.nl/visa](http://www.uva.nl/visa)

Please note that students with a Chinese passport also need to apply for the NUFFIC certificate (former NESO certificate) as it is part of the Dutch visa application.

Insurance
Health insurance is mandatory by Dutch law. For non-EEA/EU students requesting a residence permit through the University of Amsterdam, liability insurance is mandatory. If students have plans to travel outside of the Netherlands, they should make sure that their insurance policy covers those regions as well.

Students carry responsibility for the type of coverage (health and/or liability) and checking whether their insurance will cover the complete period of their stay abroad. [www.uva.nl/insurance](http://www.uva.nl/insurance)

Student email account
All UvA students are assigned their own free UvA email account. You will receive a password and login details. The instructions to set up your UvA account (including UvAnetID and password) will be sent to the email address as listed in your original application file.

Housing
The housing market in Amsterdam is very tight and it can be quite hard to find accommodation on your own. Therefore, the office of International Students Affairs (BIS) offers guaranteed housing. If you apply for accommodation after the housing deadline, we cannot guarantee housing anymore.
Housing Application system
The UvA works with an online application system called ‘Embark’ to process all applications for student accommodation. You will receive an email with a link to this online application around mid-May for studies starting in September, and early November for studies starting in February. You can indicate your preferred price category. Make sure to carefully consider the price category. The UvA works with 3 housing corporations, and forward your application to the appropriate corporation based on your chosen price category.

Price categories per semester - Prices are based on the previous academic year and are subject to change.
< 1900 Euro (only shared rooms)
> 1900 Euro - < 2350 Euro (small single room with shared facilities)
> 2100 Euro - < 2600 Euro (single room with shared facilities or single room with private facilities)
> 2600 Euro (single room with private facilities)

We strongly recommend students to submit the online housing application as soon as possible. Only after having completed the online housing application you can expect an email from one of the housing corporations, with the actual instructions to apply for a room. For more information see www.uva.nl/housing > How to apply

UvA fee
All students renting a room via the UvA will be charged a non-refundable fee. This fee (315 Euro for one semester and 525 Euro for a full year, with reservation) is required to cover the UvA costs in providing the housing service to international students. The fee can only be paid by credit card. You can submit the online housing application after you have paid the UvA fee.

Fixed period
Bear in mind that if you rent a room through the housing corporations DUWO or De Key (via UvA), the lease agreement will last until the end of the semester. It is not possible to shorten the lease agreement.

Finding your own accommodation
Please inform us as soon as possible if you prefer to find your own accommodation and do not wish to arrange housing through the UvA. www.uva.nl/housing

Amsterdam University College - campus
Students admitted at Amsterdam University College (AUC) are not able to use the UvA housing services. They will be placed in accommodation on the AUC campus instead. AUC will contact the students directly.
Course registration
The course registration takes place after receiving the acceptance letter indicating your academic adviser. The accepting faculty will send you information about course registration and other academic matters. Most departments will announce the definitive course registration just before the start of the semester. A full year contains 60 ECTS, a semester 30 ECTS.

Never contact lecturers or professors directly yourself. Please contact the academic adviser instead. Also be aware that each department has its own rules, registration dates and deadlines. Refer to your acceptance letter for the contact details of your academic adviser.

Early leave
If students finish a fulltime course load before the end of the semester (eg. in the first two blocks of the semester), they are allowed to return home earlier. Although the lease contracts cannot be shortened and cover (almost) the entire semester.

Disability
If you are studying with a (minor) disability, and you would like this to be taken into account while studying at the UvA, please contact the office of International Student Affairs as soon as possible. If you already experience a chronic illness or learning disability, you should bring proof from your doctor or home university. www.uva.nl/disability

Dutch language courses
The Institute for Dutch Language Education (INTT) offers courses at various levels, starting six times a year. The costs for the semi-intensive course (recommended) is €260 and need to be paid in advance. All Global Exchange students may apply for a reimbursement of €260 upon successful completion of the course. However, Intensive Dutch summer and winter courses are not eligible for this scholarship and has to be financed by the student. Applications go through the Office of International Student Affairs. The application form can be found on the INTT website www.intt.uva.nl

Dutch culture and society + Dutch language
Each semester the Faculty of Humanities and INTT offer a combined course, consisting of a Dutch language component and a culture and society component. The combined course is worth 12 EC. The Dutch language component is not offered without the culture and society component. However, the Dutch Culture and Society component is offered separately in a 6 EC course. Registration for these two courses is handled by the academic adviser of your UvA host department (not using the INTT application form).
After arrival

Coming to Amsterdam, getting here and around

**Airport pick-up service**
Each semester during the key pick-up day of the housing corporations, the UvA offers a free pick-up service from Amsterdam Schiphol Airport to the offices of the housing corporations and student accommodations. For more details and how to sign up please see the following link. [www.uva.nl/pickup](http://www.uva.nl/pickup)

**Public transport**
For other ways to get to Amsterdam and information on public transport please check: [www.uva.nl/globalexchange > Practical matters > Transportation](http://www.uva.nl/globalexchange)

**ISN introduction days**
Before the start of each semester, *International Student Network Amsterdam* (ISN) offers an introduction programme for all newly arrived international students (costs 65 Euro, with reservation). This is a great way to meet other international and Dutch students and to find out much of what you need to know about the UvA, the city of Amsterdam and Dutch culture. So do not miss it! For more information about the programme: [http://www.isn-amsterdam.nl/ > Events](http://www.isn-amsterdam.nl/)

As soon as you finalise your registration at the UvA, you can register for the introduction activities. Make sure not to wait for the last moment to complete the registration. Available spots tend to fill up quickly! Or check out their Facebook page [https://www.facebook.com/pages/ISN-Amsterdam/359885487498322?fref=ts](https://www.facebook.com/pages/ISN-Amsterdam/359885487498322?fref=ts)

**Faculty information sessions (mandatory)**
All faculties/academic departments will organise an information session. During these sessions, important information will be given about studying at the UvA, course registration and academic environment will be given. The meetings are mandatory. If you cannot attend the meeting, make sure to contact your academic adviser. Please refer to your acceptance letter for contact details.

**Intake appointment**
After completing the online registration, you were asked to schedule an intake appointment. During the intake appointment all practical matters concerning arriving in Amsterdam will be arranged. The meeting covers the following items: your UvA student card, opening a Dutch bank account, civil registration and legal residency in the Netherlands.
Civil registration / registration at the municipality
All residents of the Netherlands must register with their local authority. Student Services can help arrange an appointment to do this. Once you have registered, you will receive your Dutch tax and social security number (BurgerServiceNummer, BSN). You will need this if you want to work in the Netherlands.

Welcome Meeting
In the first week of the semester, the Office of International Student affairs (BIS) will organise a meeting and informal drink to welcome you to Amsterdam and introduce you to Dutch and international students participating in the Global Exchange Programme. More information will be given in the invitation email.

Deadlines, Arrival Advice & Important Dates for the academic year
Make sure to download the ‘Important Dates’ sheet. It will give an indication of the deadlines (for visa, housing application et cetera) recommended date of arrival and other important dates.
www.uva.nl/globalexchange > After application > Important dates

Useful websites
Global exchange website: www.uva.nl/globalexchange
Visa: www.uva.nl/visa
Working in the Netherlands: www.uva.nl/work
Housing: www.uva.nl/housing
Disability: www.uva.nl/disability
International Student Network Amsterdam (ISN): www.isn-amsterdam.nl
Portal to Amsterdam www.iamsterdam.com