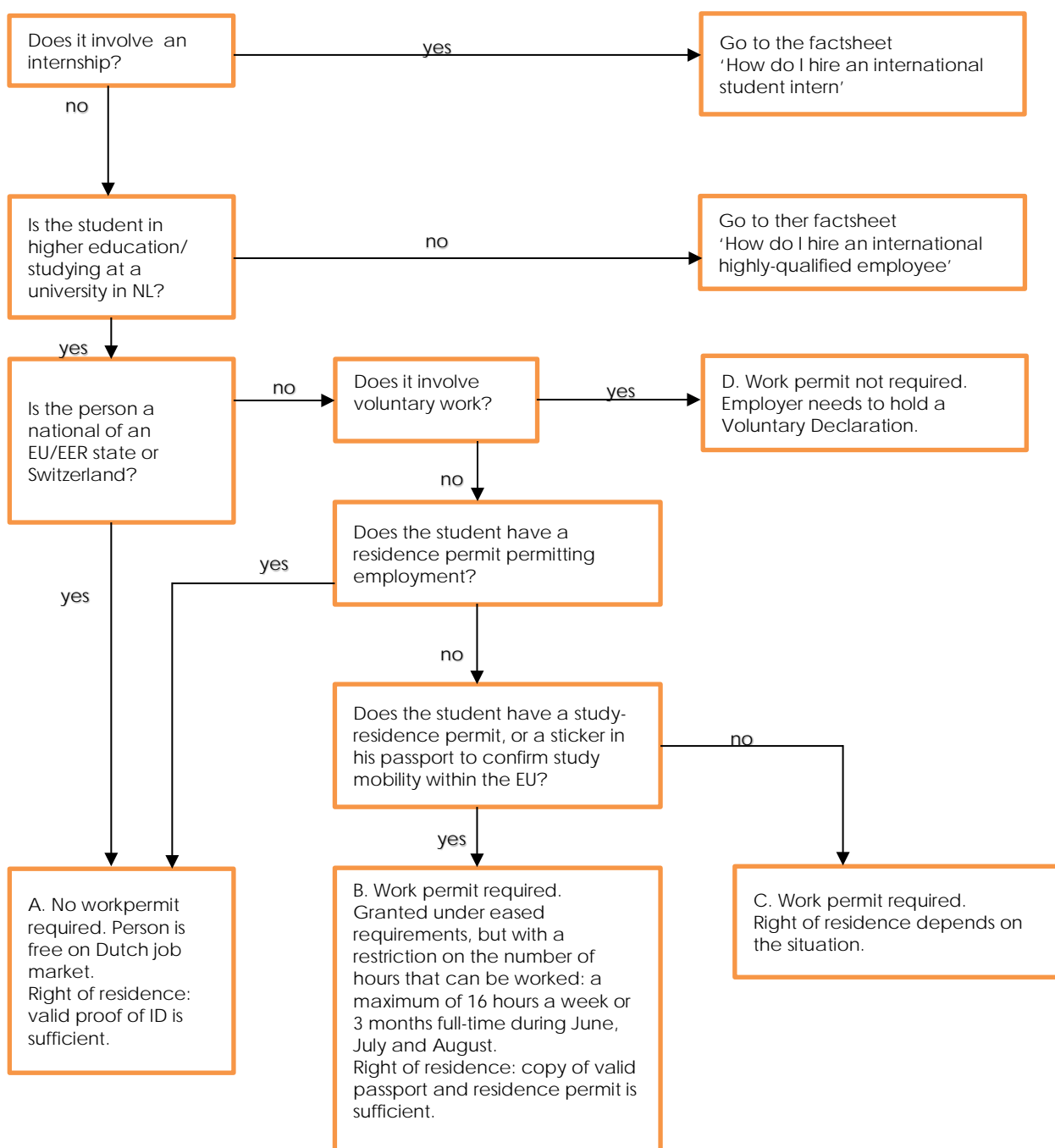


How do I hire an international student?

Offering a part-time job to a European or an international student with a student residence permit is relatively straightforward. This document contains all you will need to know about the procedures involved when hiring an international student. As an employer wishing to hire an international student, you can use the flowchart to determine easily whether you need to apply for a work permit for persons outside the European Economic Area (TWV) and whether this will involve a straightforward or difficult TWV application. You will also see right away the number of hours international students are allowed to work.

Flowchart - Is a work permit required?



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

The arrangements you will need to make include:

- **Work permit** – A work permit for persons from the EU/EEA is not required so you may hire the student in the same way as you would hire a Dutch person. In addition to a copy of the passport, a copy of a valid residence permit will also be required for non-EU students.
- **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 [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, however, he or she is receiving a student grant on which no tax has been paid, it is possible that he or she will be asked to pay tax at a later date. In that case, he or she will not receive a refund, but will have to make an additional payment.
- **Working as an entrepreneur** - As of April 2017, 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 (with a maximum of 16 hours a week). Please note that non-EU/EEA students still need a work permit for a part-time job and have to continue to comply with the conditions for your residence permit. The same applies to students that obtained their residence permit before april 2017. They are also allowed to work as entrepreneurs during their studies.

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

The arrangements you will need to make include:

- **Work permit (TWV)** – A work permit is the 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. Keep a copy of the residence permit together with a copy of the passport in your records.
- **Student residence permit** – with a student residence work 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.
- **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.
- **Working as an entrepreneur** - As of April 2017, 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 (with a maximum of 16 hours a week). Please note that non-EU/EEA students still need a work permit for a part-time job and have to continue to comply with the conditions for your residence permit. The same applies to students that obtained their residence permit before april 2017. They are also allowed to work as entrepreneurs during their studies.

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

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

You will need the following details for the student in order to complete the application:

- name,
- sex,
- date of birth,
- nationality,
- passport number,
- BSN (if there is one),
- the V-number (on the back of the residence permit after the letters VNR)
- home address in the Netherlands,
- which study programme is the student attending,
- the address of the educational institution

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:

- What is the foreign national's previous education? – not applicable
- How many people live at this address? – not applicable
- Is the foreign national's accommodation safe and hygienic? - not applicable or 'yes, it is hygienic and in accordance with the regulations'
- How did the vacancy for this position arise? – not applicable
- Which training or work experience is required for this job? – This part should be completed because the information is needed to establish whether the pay is in line with market rates (the work will often be unskilled or simple work)

You should also send the following documents:

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

The arrangements you will need to make include:

- **Work permit (TWV)** – A work permit has to be applied for by the employer. A TWV is usually required for non-EU or non-EEA students. If the student does not have a student residence permit and it is stated in the residence permit that employment is permitted provided a TWV has been granted, you will have to apply for a fully checked TWV. You will be granted one only if you can prove that there is no one else within the EU who could do the job, and that you have made sufficient efforts to bring this job to the attention of potential candidates. This is an onerous procedure.
- **Fine** - You risk a fine of €12,000 if you are not in possession of a TWV for your student if a TWV is mandatory.
- **Residence permit** - The student must have a valid residence permit
- **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 fully verified work permit

You should apply for a work permit through the [UWV WERKbedrijf](#) (click on the 'Apply for a UWV work permit' link at the bottom of the page). Verification of prioritised supply applies to this work permit: you must show that there are suitable candidates for this job in the Netherlands and the EU. You must also have reported this job to the UWV five weeks before you can submit a TWV application. This is an onerous process and we recommend that you first consider whether this person genuinely is the most suitable person for the job.

D. The international student will do voluntary work.

International students from outside the European Union 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. Information about the conditions and application procedure for the Volunteer Declaration can be found on the UWV website.

Key legislation

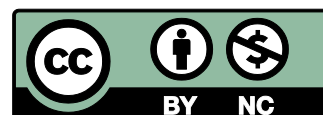
- [Foreign Nationals \(Employment\) Act \(Wet arbeid vreemdelingen \(Wav\)\)](#) (mainly sections 2 and 8).
- [Wav Implementation Regulation 33. Ancillary work by \[students\]](#)

July 2018

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.



Please visit www.nuffic.nl/en/ccl for the rules for reuse of this publication