

**September**  
**2011**

Dear future student,

Welcome to Hanze University Groningen, University of Applied Sciences. The key to your future is now in your hands.

Hanze University Groningen offers you endless possibilities for self-development. We offer bachelor degrees, associate degrees and master degrees, whether full-time, part-time or dual. In Dutch, English or German. In areas ranging from economics to care and well-being, from technology to sport or to art. They are all geared to what you want to become: a professional in the true sense of the word!

We will give you the opportunity to specialize as a part of the programme, but if you prefer, you can choose to expand your studies instead, by taking a minor in another school as part of your studies, for example. Because we are an internationally-oriented university, you will meet many students from different countries. And if you wish, you can do part of your programme abroad.

We work intensively with many partners in secondary education, vocational education, scientific research and the professions. This means your programme is the logical continuation of what you have done up till now, and a logical progression towards what you plan on doing in the future.

Welcome to Hanze University Groningen!

Henk Pijlman

Chairman of the Executive Board

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## **1 About Hanze University Groningen**

University of  
applied  
sciences

Founded in 1798, Hanze University Groningen is the oldest university of applied sciences in The Netherlands. Moreover, with a student body of over 25,000 and approximately 2,700 staff members, Hanze University Groningen is the largest university of applied sciences in the north of the Netherlands. It is widely respected on an international level. It has a broad network of international partnerships with both businesses and educational institutions. Students and lecturers come from over 90 different countries.

Practice  
oriented

Hanze University Groningen offers what is called “practice-oriented” education. This implies that throughout their studies, students not only acquire knowledge, but they also work on practical problems in project groups under the supervision of a lecturer or an expert from the professional field. The project work involves the integration of different disciplines.

Small classes

One of the main didactic principles of Hanze University Groningen is the value it puts on personal attention. The classes are small and each class is assigned a lecturer who acts as a coach. Another example of this principle is the special introduction for first-year students. During these introductory days students get to know the city, meet their fellow students and familiarize themselves with the many facilities and services the university offers.

### **1.1 Code of Conduct**

Code of  
Conduct

Hanze University Groningen offers a fast and easy procedure for foreign students to apply for a study period in The Netherlands. This procedure complies with certain minimal conditions that are comprised in a general Code of Conduct. This Code of Conduct is an initiative of institutions, independent education-related organizations and the Dutch government. Hanze University Groningen is one of the institutions that signed the code. You will find a link on our site.

### **1.2 International Student Office**

Service for  
foreign  
students

Besides offering a fast and easy procedure to apply for a study programme at Hanze University Groningen, we offer special assistance to our international students. The International Student Office (ISO) guides you through the steps you need to take to study at Hanze and live in The Netherlands.

As a foreign student you have more to deal with than Dutch students: you are not only going to be a student at Hanze, but also a new immigrant in The Netherlands. You need help getting registered as a

citizen in a new country, you may need a residence permit and may need to adjust your insurance, you need to deal with banking in a foreign country and you need a room to live in. Some practical matters are essential to start your study period at Hanze successfully. All the more reason to start working on this before you come to Groningen.

Personal  
contact

The International Student Office (ISO) is your central point of contact during preparations for your studies at Hanze University Groningen. From your first contact with our university up until your arrival in Groningen, we will offer you a contact person at Hanze. One of the staff members of the ISO will stay in touch with you during this period. Next to guiding you through the things that need to be arranged, you may have questions about your enrolment, your residence permit, your room or the weather in Groningen. Your contact person at the ISO will know the answer or will find out for you. Our experience learns that it differs a lot per student what is 'nice to know' and 'need to know' before they come to The Netherlands. Some students contact us regularly with lots of questions, others only now and then. Either way, whatever it is you need, we are here. Each year we learn more: we challenge you to challenge us!

Award  
winning  
Team!

Our International Student Office is held in high regard by our visiting students and the people we work with. So much, that we even received awards:

**'Number 1 International Student Office in The Netherlands'**

(International Student Barometer, June 2010)

**'Best admissions office 2010'** (Award Integral Bulgaria)

Meet us!

Each ISO-employee has his or her own student group. Want to know who your contact person is? Come and meet us on our website [www.hanzeuniversity.eu/ISO](http://www.hanzeuniversity.eu/ISO).

Postal  
Address

Hanze University Groningen, International Student Office  
P.O. box 3037, 9701 DA Groningen, The Netherlands

Courier /  
visiting  
address

Zernikeplein 11, room A107, 9747 AS Groningen, The Netherlands

Telephone: +31 (0)50 595 4051

Fax: +31 (0)50 595 7115

Email: [iso@org.hanze.nl](mailto:iso@org.hanze.nl)

Opening hours International Student Office:

Monday – Friday 09.00 – 16.00 hrs

The International Student Office is part of Student Affairs

## 2 Groningen

As its name indicates, Hanze University Groningen is located in Groningen, in the north of the Netherlands.

55,000  
students

Groningen's current population is 185,000 people, making it the seventh largest city in the Netherlands. Groningen's population includes 55,000 students who study either at the University of Groningen or at Hanze University Groningen. This makes Groningen a real university city.

The city offers a buzzing nightlife, as it is just brimming with pubs, restaurants, and discotheques. Art and culture are also well represented. This is reflected in the Groninger Museum, which is internationally renowned for its architectural design. There are numerous cinemas and theatres that offer a wide range of plays, and dance and musical performances. Groningen is also a great place to shop, an excellent place to enjoy sport (professional football and basketball matches), and also offers plenty of places to relax in one of its beautiful parks or at one of its sidewalk cafés. Practically all facilities and places of entertainment in Groningen are within walking or biking distance of each other – a pocket-size metropolis!

Safest city in  
the  
Netherlands

### 'Nice to know':

- ✗ In 2002, best bike city in the world
- ✗ In 2004, Groningen was voted the safest city in the Netherlands.
- ✗ In 2006, Groningen was voted the best downtown in the Netherlands.
- ✗ More than half of the population is younger than 35.
- ✗ Every 5<sup>th</sup> person in Groningen is a student.

**Come and experience Groningen yourself!**

### 3 Admittance & Enrolment

Letter of acceptance

In your letter of acceptance you can read about your admittance (do you have sufficient academic background for the study programme of your choice) and your enrolment (what do you need to do to be formally enrolled as a student).

Rejection

Students who do not meet our admittance requirements will receive a letter of rejection. In this letter it will be stated how to appeal to the decision.

Admittance

Being admitted means that your academic achievements and language level are sufficient to be accepted into the study programme you chose for, for the academic year you applied for. You may enrol at Hanze University Groningen.

Provisional acceptance

In some cases you may receive a letter of provisional acceptance at first. In this case you are not fully admitted yet. You still need to send your diploma and/or your language proficiency. Please be aware that you can not enrol as a student until you have been fully admitted and you have received your final letter of acceptance.

Enrolment

Being enrolled means that you are formally registered as a student at our university. The requirements for your enrolment are stated in your letter of acceptance. You need to be admitted and you need to meet the enrolment requirements in time, in order for you to start your studies at Hanze University Groningen. The requirements applicable to your personal situation are stated in your letter of acceptance. You will find one or more of the requirements below may apply to you.

#### 3.1 Tuition fees

Bachelor students

One of the enrolment requirements is your tuition fee payment. Tuition fees have to be paid before 1 September. In your letter of acceptance you can find the amount that you need to pay for your enrolment at Hanze University Groningen. This amount will cover tuition fees for the academic year 2011/2012.

Tuition fees for enrolment into the **academic year 2011/2012** are published on our website [www.hanzeuniversity.eu](http://www.hanzeuniversity.eu) .

Waiver

If you are an exchange student or Double Degree student, you are not required to pay any tuition fees. You are a student of one of our partner universities and tuition fee is waived.

Course fee If you are a Prep. Course student, a Master student or a Certificate student, you need to pay a course fee which is a total amount for the duration of the course.

### 3.2 Scholarships

Hanze scholarship As of the academic year 2011/2012, Hanze University Groningen offers a Hanze Scholarship. This scholarship is offered to students with a nationality of a country outside the EER who are enrolled at Hanze University Groningen and who pay the institutional tuition fees. The scholarship is awarded for the nominal duration of the study programme, but is subject to study progress.

Students who may be entitled to this scholarship will be nominated by the International Student Office. Hanze University Groningen will contact all students who have been nominated identified shortly after admittance concerning the terms and conditions and for the granting of the scholarship.

Hanze University Groningen also takes part in the HSP Huygens scholarship programme and the NFP Netherlands Fellowship Programme. The Hanze Scholarship is not awarded to students who have been awarded a Huygens scholarship or an NFP fellowship.

### 3.3 Financial guarantee

Non-EU students If you need a visa or a residence permit, you do not need to pay your tuition fees separately. Hanze University Groningen needs to start an immigration procedure for you, for which we need to receive a financial guarantee from you on our bank account, before 1 July. Your financial guarantee will cover your tuition fees and other necessary costs. Please make sure to read Chapter 4 on immigration.

### 3.4 Payment instructions

Two weeks To send money to our university, you need to provide your bank with our banking details. You will find the amount applicable to you and our bank account information in your letter of acceptance. Please make sure to use the Swift/BIC code and IBAN-number. These are international banking codes for an international wire transfer. Still, an international transfer may take one or two weeks before it is credited to the receiving account. Take note of our deadlines and make sure to initiate your payment well in time.



To transfer your payment to Hanze University Groningen, you may use the following banking details:

Banking details	Beneficiary	Hanzehogeschool Groningen
	Account number	48.95.79.256
	Bank	ABN/Amro
		Stationsweg 1
		9726 AC Groningen
		The Netherlands
	Swift/BiC code	ABNANL2A,
	IBAN-number	NL59 ABNA 0489579256

**Description** It is very important that you use the right description in your wire transfer. We need to recognize that the payment is yours, therefore always make sure to mention your full name in the description!

For tuition fees payments, please use the following description:

**‘tuition fees ‘student name and study programme’’**

For financial guarantees, please use the following description:

**‘Immigration ‘student name and study programme’’**

***Please note:***

- ✘ International transfers may be charged with additional costs, make sure the charges are not taken out of the amount.
- ✘ The IND will not accept a financial guarantee if your name is not clearly stated on our bank statement.

**NFP or HSP** In case you are granted a HSP Huygens scholarship or a Netherlands Fellowship Programme scholarship, you do not need to pay your tuition fees or financial guarantee. Your scholarship will take care of all payments and will provide you with a financial guarantee for your immigration procedures.

### **3.5 A-form**

**Bachelor students** Students for our Bachelor programmes have to inform us of having paid the tuition fees by completing a so-called ‘A-form’. In case this is applicable to you, you will receive this form together with your letter of acceptance. On the form, you state that you – or a third party – paid the tuition fees. We will use this statement to make a match between your payment and your registration as a student. You can return this form to us by fax, e-mail or post.

Non-EU Students who have paid a financial guarantee need to complete this form as well. Your financial guarantee will cover your tuition fees.

Exchange students, Double Degree students, Prep. Course students and Master students do not need to complete an A-form.

Part B Part B is an authorisation form with which you authorize Hanze University Groningen to collect the tuition fees from your Dutch bank account in one or more instalments. This is only possible for EU/EEA students who already have an active bank account in The Netherlands.

### **3.6 Student card**

Photo Your student card will be made as soon as you have met all requirements for your enrolment, with the exception of legal residency. Of course, we need to have received your passport size photograph.

1 August Our advice is to make sure you have met all requirements before 1 August, to ensure that your student card is ready for you upon arrival.

### **3.7 Legal residency**

Upon arrival you need to fulfil one more requirement, which is residing legally in the Netherlands.

EU students For EU students this requirement is met by registering as a citizen of Groningen before 1 October.

Non-EU students For non-EU students this requirement is much more difficult. You need a valid residence permit to proof that you are legally residing in The Netherlands. We need to make sure that we start the right immigration procedure for you in time for you to have proof of legally residing in the Netherlands valid on 1 September.

Do make sure to meet this requirement, because it will have consequences for your enrolment if you fail to comply. Please make sure to read chapter 4 on immigration.

### 3.8 Enrolment facts

Bachelor students:

Bachelor  
students

- ✗ Your enrolment is valid for one academic year
- ✗ An academic year starts on 1 September and ends on 31 August
- ✗ Each following year, you need to extend your enrolment and pay tuition fee again
- ✗ The Student Administration of Hanze University Groningen is your point of contact for re-enrolment
- ✗ They will introduce you to 'Studielink' in the coming year
- ✗ From the second year onwards, you may pay your tuition fees in instalments, provided you have a Dutch bank account

Other  
students

All other students are registered for the duration of their programme and do not need to re-enrol.

## 4 Dutch Immigration

Important

To come to The Netherlands and to live in Groningen means that you have some immigration formalities to deal with. Depending on your nationality and length of stay, the amount of paperwork to take care of may vary. Please read this chapter carefully. Failing to meet Dutch immigration requirements may result in you not being able to study at Hanze University Groningen.

IND

The Dutch immigration authorities (the 'IND') make sure that the immigration policy of the Dutch government is carried out accurately. Hanze University Groningen works closely together with the IND to make sure that immigration matters are arranged properly, enabling you to come and study at Hanze University Groningen.



The International Student Office is the office within Hanze that handles all immigration related matters for her students. In this chapter we will point out the requirements to you and will guide you through the rules and regulations. Our aim is to assist you properly and timely for a good start in Groningen. You will read that there is a big difference between the requirements for students with an EU nationality and students with a non-EU nationality.

#### 4.1 Immigration requirements

##### Nationality

Immigration requirements are related to your nationality, not to the country in which you live. A non-EU national living in an EU country still needs an MVV (study visa) and/or residence permit for The Netherlands.

There is no difference between an exchange and a Bachelor student where immigration requirements are concerned. For instance: a student with an African nationality coming from a partner university in Finland still needs an MVV and a residence permit for the Netherlands. You may check your personal requirements yourself at [www.ind.nl](http://www.ind.nl).

#### 4.2 EU students

Students with a nationality of any of the countries below do not need to start an immigration procedure, but do need to register as a citizen of Groningen. Please forward to chapter 5.

##### EU countries

Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland or the United Kingdom

##### Bulgaria and Romania

Students from Bulgaria or Romania do not need to start an immigration procedure either, unless you would like to work next to your studies. In that case you do need a residence permit in order to apply for a work permit.

#### 4.3 Non-EU students

##### MVV and/or residence permit

For all other students we need to start an immigration procedure. In some cases we need to apply for an MVV (study visa) and a residence permit. In other cases we only need to apply for a residence permit. Both procedures need to be started well before you come to The Netherlands.

##### 4.3.1 Conditions

Before we can start an immigration procedure we need to make sure that you will be able to meet all enrolment requirements and all immigration requirements on 1 September.

We need to make sure that:

- ✗ You are admitted
- ✗ You will meet all enrolment requirements before 1 September
- ✗ You have sufficient money according to the guidelines of the IND
- ✗ You have a room in Groningen
- ✗ You are insured

1 July

To meet this timeline, we need to start your immigration procedure before 1 July.

What do we need from you?

1. Together with your letter of acceptance, you will receive an 'Immigration Form'. You need to complete this form and send it to the ISO.
2. You need to transfer a financial guarantee to our bank account.
3. You need to return a photocard with your signature and photo according to Dutch immigration requirements.
4. Chinese students need to send us their Nuffic certificate.

#### **4.3.2 Financial guarantee**

When Hanze University Groningen starts an immigration procedure for you, we need to prove to the IND that you have sufficient funds to live of. The IND uses the guidelines of the Dutch government and therefore states that a foreign student should have available for his/her studies in the Netherlands an amount of app. € 795 per month. Based on this amount we calculated the amount of a financial guarantee, necessary for an immigration application. The amount we require differs per study programme; the financial guarantee has to cover at least the tuition or course fees for your programme and initial costs for immigration, housing and insurance.

The financial guarantees for **September 2011** intake are:

Financial guarantee	Bachelor programme:	€ 9.700
	Preparatory Course:	€ 7.900
	Master programme:	€ 16.000
	Exchange 5 months	€ 4.500
	Exchange 10 months	€ 9.000

From this financial guarantee we will pay the following:

- ✖ your tuition or course fees
- ✖ your immigration costs
- ✖ your housing reservation costs
- ✖ your insurance

The Hanze Scholarship will be added to your financial guarantee and will be booked towards your tuition fees.

Remainder

The remainder of the total sum will be paid back to you once you have opened a Dutch bank account. We will provide you with a complete financial breakdown upon arrival.

***Please note:***

- ✖ The IND will not accept a financial guarantee if your name is not clearly stated on our bank statement.
- ✖ International transfers may be charged with additional costs, make sure the charges are not taken out of the amount.
- ✖ If you pay the housing reservation costs yourself, you cannot deduct this amount from the financial guarantee, we always need to receive the full amount!
- ✖ What is left from your financial guarantee will not be enough to live of, make sure that you have additional funds.
- ✖ A financial guarantee needs to be transferred to our bank account only for the first year. In the years to come, you can transfer it to your own Dutch bank account.

### **4.3.3 Already in The Netherlands?**

Change of purpose

Students with a non-EU nationality who are currently residing in The Netherlands, and are admitted to Hanze University Groningen for the first time, need to change their residence permit to the purpose 'study at Hanze University Groningen'. We as the 'receiving institution' need to start this procedure for you.

1 July

We need to start your immigration procedure before 1 July.

What do we need from you?

1. Together with your letter of acceptance, you will receive a 'change of purpose form'. You need to complete this form and send it to the ISO
2. You need to proof having sufficient financial means on your Dutch bank account

3. You need to pay an immigration fee to us
4. You need to hand in proof of sufficient insurance coverage (for the duration of your new permit)
5. You need to hand in a copy of your current residence permit
6. You need to return a photocard with your signature and (new!) photo according to Dutch immigration requirements.

#### **4.3.4 Exceptions**

If either one of the following situations applies to you, we do not need to start an immigration procedure for you.

##### Stay under 3 months

We do not need to start an immigration procedure for students who are planning on staying shorter than 3 months and have a nationality of one of the following countries:

*Australia, Canada, Japan, Monaco, New Zealand, Vatican City, South-Korea or United States of America*

*Andorra, Argentina, Bolivia, Brazil, Brunei, Chile, Costa Rica, Croatia, El Salvador, Guatemala, Honduras, Israel, Malaysia, Mexico, Nicaragua, Panama, Paraguay, San Marino, Singapore, Uruguay or Venezuela*

##### Working Holiday Scheme

If you are an exchange student from Australia, Canada or New Zealand, you may apply for a Working Holiday Scheme upon arrival, provided you will stay in the Netherlands for less than 12 months.

#### **4.4 Immigration procedures**

If you meet all conditions before our deadline, Hanze University Groningen will start an immigration procedure for you.

MVV

Most students need an MVV (study visa) to travel to The Netherlands. An MVV is a sticker in your passport which is issued by the Dutch embassy or consulate in your own country after the IND in The Netherlands has decided on the MVV application which Hanze University Groningen has applied for. They will check if you are coming here for study purposes, have sufficient financial means to live in the Netherlands, have an address in The Netherlands and they will check if you are properly insured.

Dutch  
embassy

We will make sure to proof all of this to the IND for you. The Dutch embassy will check your identity and has the right to review your complete file again, in case they have any doubts.

Usually they will issue your MVV to you without any problems. With your MVV in your passport, you can book your flight and travel to The Netherlands.

We need to make sure that your MVV is valid on 1 September, so you can proof that you are legally residing in The Netherlands on this date, which is an enrolment requirement.

Residence  
permit

For some students we only need to apply for a residence permit. Your nationality does not require you to travel with an MVV. You may travel with your passport to the Netherlands. In this case we need to start the immigration procedure for a residence permit, in order for the permit to be ready for you upon arrival.

We need to make sure that your residence permit is valid on 1 February, so you can proof that you are legally residing in the Netherlands on this date, which is an enrolment requirement.

Keeping you  
updated

We will keep you informed on the progress of your MVV and/or residence permit application. We will send you an email to inform you of the moment that your MVV and/or residence permit application is sent to the IND. As soon as we have received the decision from the IND, we will send you a second email in which we explain how and where to pick up your MVV and/or how and when your residence permit will be issued to you. Please make sure to read these emails carefully.

#### **4.5 Immigration Costs**

The IND charges a fee for an immigration procedure:

Immigration  
costs

- |  |       |
|--|-------|
| <input type="checkbox"/> MVV   | € 250 |
| <input type="checkbox"/> Residence permit with an MVV                    | € 188 |
| <input type="checkbox"/> Residence permit without an MVV                 | € 433 |
| <input type="checkbox"/> Change of purpose                               | € 433 |
| <input type="checkbox"/> Hanze University's assistance is free of charge |       |

We will pay the applicable fee(s) to the IND out of your financial guarantee.



#### 4.6 Deadlines

1 July

Our deadline for all immigration procedures is 1 July.

Our procedures are worked out in a timeline which will ensure timely arrival in Groningen. The immigration procedure needs to result in you being here in time, but also needs to result in you residing here legally at the start of the academic year, which is on 1 September. This is a legal obligation for our institution: our enrolment files need to show proof of legal residency on this date. Your MVV or your residence permit are proof of legal residency.

Too late

Now you may understand that we will not be able to start an immigration procedure for you after our deadline: we will not be able to enrol you as a student and you therefore will not be able to study here.

#### 4.7 Residence permit

Residence  
permit

Upon arrival the IND will come to Hanze University Groningen to hand out your residence permit to you. Even though Hanze University Groningen can start this procedure for you while you are still abroad, it is important that you meet with the IND in person. They need to check your identity, screen your original passport and you need to sign for your permit.

We will schedule this day right after the Welcoming Day. Make sure not to miss it! In case you do, your card will be sent to the IND in Zwolle where it will be destroyed if you do not pick it up within 2 weeks.

Extension

Each year, in March, we will extend all permits for all Hanze students in order for you to have your extended permit before the summer vacation. This allows you to travel during the summer without worrying about being able to enter the country again. In March, all students will receive an invitation to report to our office.

More information will be given to you upon arrival. It may be good to know that, as long as we start the right procedures in time, you may opt for one preparatory year, 6 bachelor years, 2 master years and 1 search year (to find a job).

When you terminate your enrolment at Hanze University Groningen, this has immediate consequences for your residence permit. You signed a declaration of awareness, in which you state that your main purpose in The Netherlands is to study. If you de-enrol, this means

Termination that your main purpose is not applicable anymore. Please always consult our International Student Office before taking this step. Upon arrival we will give you more information on the ‘immigration years to come’.

Assistance We understand that Dutch immigration rules and regulations are difficult to understand. Our International Student Office constantly updates knowledge on all procedures, changes and updates. In case of any doubts, please always contact us timely.

Our immigration specialist is:

Ms. Etelka Csonka, Phone 050-5954033, [e.csonka@pl.hanze.nl](mailto:e.csonka@pl.hanze.nl)

Working days: Monday – Friday from 9.00 – 16.00 hours

Responsibility Even though we will assist you with any immigration matters you may need assistance for, we need to make it clear to you that the responsibility for your legal status is yours. Whether deadlines are met, sufficient proof is handed in, procedures are started in time depends on you. We will do our utmost to help you out, but in case you – or we – feel that we can not assist you properly, we will advise you to seek legal counselling.

#### **4.8 Modern Migration Policy**

Study progress is obligatory On 1 January 2011, the Modern Migration Policy was supposed to go in effect. It has been postponed but you can count on getting acquainted with it during your studies in The Netherlands. One of the advantages of this new policy is that a residence permit will be issued to you for the nominal duration of your studies. There is no need to extend each year. In return, Dutch institutions are obliged to report on the study progress of her students. Students need to meet the criteria of 50% study progress each year (30 credits of the 60 offered per year). In case you fail to meet this condition, make sure to report to our student counsellors well in time.

#### **5 Registration as a citizen of Groningen**

City Hall All students who are planning on staying in Groningen for longer than 4 months have to register as a citizen of Groningen with City Hall (Municipality of Groningen). They will register at which address you live in Groningen. You can do this upon arrival. As stated in your letter of acceptance, Hanze University Groningen requires you to do this before 1 October.



Your birth  
certificate

You need to bring the following documents for your registration:

- ✕ Your passport or ID
- ✕ Your rental agreement
- ✕ Your residence permit (non-EU/EEA nationals)
- ✕ Your legalized birth certificate
- ✕ Your legalized marriage certificate (if applicable)

## 6 Housing

Housing office

Hanze University Groningen offers assistance in finding furnished accommodation to all foreign students arriving from outside The Netherlands. This assistance is provided by the Housing Office, with whom we work closely together. They offer private housing as well as rooms in international student houses. You can visit [www.housingoffice.nl](http://www.housingoffice.nl) to see what kind of accommodation they offer, how it works and to complete their application form. Please read their website thoroughly before you apply. Note that you can only use this service when you have been accepted for one of Hanze University's study programmes. Their service is aimed to give you a room for the first couple of months. Should you plan on staying longer than 12 months, you may want to look for other housing possibilities. See 6.6.

Note that you can only use this service when you have been accepted for one of Hanze University's study programmes.

Apply now!

Please be aware that you should apply for housing as early as possible. The Housing Office has a limited number of rooms available. You can not apply early enough: experience learns that applications before 1 June are most successful.

### 6.1 Application

You can access the application form at [www.housingoffice.nl](http://www.housingoffice.nl). You need to select Hanze University Groningen ('Where are you going to study?') and your contact person. Here you will find the names of the contact persons from our International Student Office. By selecting a name, your contact person at the ISO will be asked to confirm that you are indeed one of our students. You need to complete your personal details and you need to make a choice for the housing categories. Please check which type of accommodation suits you best.

You also need to enter an arrival and departure date as well as the

Dates	<p>start and the end date of a rental contract. The arrival date is the date on which you plan to come to Groningen. The start of your rental contract is the date on which you start to rent your room. You can rent a room as of the 1<sup>st</sup> of a month.</p> <p>Make sure you enter the correct dates for your rental agreement. For instance: If you stay for an exchange semester of 5 months, you should fill in 01-09-11 to 01-02-12. If you ask for a contract for over 5 months, possibly even for 4 years, you may terminate your contract after the initial 5 months provided you notify the Housing office or landlord in time, according to your rental contract, which you need to sign upon arrival.</p>
Arriving earlier	<p>If the room is empty before the start of your rental contract, the Housing Office may offer you to enter your room a few days before your rental contract starts, but only if that room is empty. Please make sure to contact the Housing Office if you wish to enter your room earlier and check the details about this possibility.</p>
Maximum stay	<p>In case you opt for an international student house, you should be aware that you can rent a room for a maximum of 12 months. If you choose to rent a room in the private market (this can also be done through the Housing Office) you may not have this restriction.</p>
Short stay contract	<p>If you are going to stay in Groningen for a period shorter than 5 months, you can apply for a short stay contract. This contract works the same as a normal contract, but you cannot extend your stay after those three months.</p>

## 6.2 Confirmation

Confirm	<p>When you have completed the application form at <a href="http://www.housingoffice.nl">www.housingoffice.nl</a> and you click on 'Submit', you will receive a confirmation by e-mail. Please make sure to check your mail thoroughly for this confirmation e-mail: it may look like junk mail.</p> <p>You will need to check if all information is correct and make sure to click on the 'confirm' button.</p> <p>Your application is now submitted and will be confirmed by the International Student Office. If everything is correct you will receive an e-mail asking you to transfer housing reservation costs of € 675 to the Housing Office. Banking details are mentioned in the e-mail. Please make sure to transfer this amount as soon as possible, because your application will not be activated until your payment is received.</p>
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Non-EU students	Students who sent us a financial guarantee (and NFP or HSP students) do not need to transfer this fee to the Housing Office. You may forward this e-mail to the International Student Office and we will pay the housing reservation costs for you out of your financial guarantee. Do make sure to forward your e-mail as soon as possible, otherwise your housing application will be put 'on hold' or may even be cancelled.
Deposit	The reservation costs will remain in possession of the Housing Office until you leave your room. If you leave it undamaged you will receive € 375 back when you leave. The amount of € 300 will be charged as a mediation fee.

### **6.3 Receiving an offer**

Offer	<p>A few weeks before your planned arrival in Groningen you will receive an offer from the Housing Office for accommodation. You have to inform the Housing Office whether you will accept the offer or not. In case you would like to receive a second offer you can ask the Housing Office to make you a new offer. Please note that you can only receive 2 offers; if you also decline the second offer you will have to re-apply and pay € 675 again, should you still wish to make use of their services.</p> <p>It is important to know that in some cases the Housing office simply does not have enough rooms to make a second offer. Please check your options immediately at the moment an offer is made. Refusing an offer at a late stage may leave you without a room upon arrival.</p>
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### **6.4 Cancelling your housing application**

If you withdraw your housing application before an offer is made, you will be charged the administration costs of € 300. If you withdraw your application after having accepted an offer for a room, you will be charged the full amount of housing reservation costs: € 675.

### **6.5 Youth Hostel**

If you apply too late (or not at all) for housing or if you arrive too early (you can not enter your room yet), you can opt to stay at the Youth Hostel Simplon initially, while looking for a room. This will cost you app. € 13 per night for a bunk bed and € 4,50 for breakfast. Of course it is not very luxurious, but it should only be for a couple of days, provided they still have space.

Please find their details below.

**Simplon Jongerenhotel**

Boterdiep 73-2

9712 LL Groningen

Tel. +31 (0)50 313 52 21

[www.simplonjongerenhotel.nl](http://www.simplonjongerenhotel.nl)

Another option is:

**Budget Hostels**

Rademarkt 3-3A

9711CS Groningen

Tel +31 (0)50 588 65 58

<http://www.budgethostels.nl/en/>

## 6.6 Long term housing

Other options

The Housing Office only offers temporary furnished accommodation. Students who stay at Hanze University Groningen for 4 years may want to apply for unfurnished housing.

You can try other housing possibilities through real estate agents or commercial organizations: our International Student Office can send you more information on request.

Groningen has several furnishing options for you. From Ikea and Leenbakker to second hand stores, such as Mamamini, Groningen offers relatively cheap furniture. For plates, cups and other utensils Xenos is a common place to go to. Als Hema and Blokker offer lots of things you need to furnish your room.

## 7 Pick-up service

If you are uncertain about finding your way from Schiphol Airport to your room Groningen, you can apply for the Hanze University Pick-up Service. All incoming students can make use of this service. One of our students will pick you up from Schiphol Airport and will take you to your room in Groningen. You will need to inform us at the latest one week in advance on which date and time you need to be picked up. The service is free of charge, but you have to pay for your own transportation tickets (train and bus).

To apply for the Hanze University Pick-up Service please send an e-mail to: **iso@org.hanze.nl** with subject **PICK-UP** and state:

Inform us!

- ✕ your name
- ✕ date, place and time of departure
- ✕ in case of a stop-over, the exact time, place, and new flight number
- ✕ date and time of arrival
- ✕ flight number and airline
- ✕ telephone number

## 8 How much money do you need?

The Dutch government states that a student in the Netherlands needs at least € 795 per month to live of. This is a minimum amount: the Nuffic (Netherlands Organization for International Cooperation in Higher Education) advises that you may need up until € 900. Of course, this depends on your rent and your way of living. Make sure to keep an eye on the amount you have left to spend and make sure to have sufficient money again for the following year(s).

Part-time job

Even though you can work next to your studies, you should not count on earning a substantial income. As soon as you start working, you pay taxes and you will need to take on a Dutch health insurance, which is called a 'Basiszorgverzekering'. This is an expensive insurance.

Non-EU

Possibilities for non-EU students and also students from Bulgaria and Romania are limited. You can work for either 10 hours per week throughout the whole year or 3 months fulltime in the summer. Before you are allowed to work you need to apply for a work permit. You will receive more information upon arrival.

## 9 Insurance

Medical

It is of the utmost importance to be properly insured in the Netherlands. For a carefree time in The Netherlands it is best to insure a few more risks than just medical expenses. In this country liability insurance is virtually a must, and legal assistance insurance is definitely not a luxury. The same goes for insurance covering your possessions and luggage. Consider coverage for emergency assistance and repatriation, or the consequences of an accident.

AON has developed a student package covering all the above: the 'Complete ICS-package' especially for international students coming to study in The Netherlands. You can purchase insurance from them

€ 1,27  
per day

online for € 1,27 per day. Please visit [www.students-insurance.eu](http://www.students-insurance.eu) for more information. Do take into account that coverage is necessary from your first day of travel.

Non-EU

Non-EU students, for whom we started an immigration procedure, will receive their insurance certificate from AON even before their departure for The Netherlands. We will already have purchased this insurance for you out of your financial guarantee. Do make sure to extend your insurance for each year; it is an obligation for your residence permit.

#### **10. Student-to-student contact**

International  
Student Team

Please make sure to meet our Hanze International Student Team. This team consists of Hanze students from all over the world. They were new foreign students once, just like you. They can tell you all about student life in Groningen. They are a great addition to our International Student Office service. Want to know about enrolment, immigration, housing and such? Contact the ISO. Want to know more about student life? Contact the ISTEAM at [isteam@org.hanze.nl](mailto:isteam@org.hanze.nl) or visit them online on Facebook (Hanze University Groningen), Twitter (isteamhanze) or LinkedIn (Hanze University Groningen).



ESN

Erasmus Student Network is an external organisation for all international students in Groningen. They organize social & cultural activities. The board of ESN consist of enthusiastic student volunteers who are determined to make your stay in Groningen a time to never forget. You can already get in touch with them before your arrival. They may even make a match between you and a mentor student here at Hanze. Please make sure to check their website at [www.esn-groningen.nl](http://www.esn-groningen.nl).

#### **11 Welcoming Day**

Official  
welcome

To give a warm welcome to all our new international students, we will organize a Welcoming day. On this day you will be officially introduced to the Hanze University Groningen and get your first real taste of Dutch culture. The programme includes welcoming speeches by the Mayor of Groningen and the Executive Board of Hanze University, an information market, an introduction into Dutch Culture, lunch, and sessions on important practical issues that you need to take care of.

Of course you will also get the chance to meet your new fellow



international students while we present lots of interesting topics in various settings.

Practical matters      You will receive your student card (or a letter with information on what you still need to do to receive your student card) and your login details for your Hanze e-mail account. Information sessions and assistance by the International Student Office will be provided on insurance matters, registration as a citizen of Groningen, opening a bank account, housing in Groningen and immigration matters (residence permit) and various other practical matters.

Social programme      On this day you can also register for the social introduction week that is organized by the student organisations. In this programme you will get to know the different social and cultural aspects of Groningen. It includes a city tour, parties, dinners and cultural events.

Introduction      The school where you are going to study will also organise an introductory programme that will introduce you to the school and its staff. You will get information on schedules, counselling, facilities, modules, projects, et cetera, and you will get to know the students that you will be studying with. Information on dates and times for this programme will be sent to you by the school itself.

Invitation      The Welcoming Day is scheduled on **Friday 2 September 2011**. You will receive an invitation and a possibility to register for our Welcoming Day by e-mail. On [www.hanzeuniversity.eu/welcomingday](http://www.hanzeuniversity.eu/welcomingday) we will publish the programme and more information about this day. You can also register for the event online here. Attending the day is free of charge. Please make sure you are there, because it will provide a good kick-off for your stay at the Hanze University Groningen!

### **Contact**

We hope to have provided you with sufficient information for you to be able to make a good start at Hanze University Groningen. You know which steps to take next to prepare yourself to come to The Netherlands, live in Groningen and study at Hanze University Groningen. If you have any remaining questions do not hesitate to contact us. We look forward to meeting you in person in September!

Our International Student Office team:

**Number 1 International office in The Netherlands**  
**According to the International Student Barometer 2010.**



Top, from left to right: Caspar Kraaijpoel, Corine Venema, Lotte Helmus, Afke Staats, Lennart Pruiksma, Ans Heiting, didi Gutierrez  
Bottom, from left to right: Janine Brons, Hedy Elliott, Etelka Csonka, Adriana Grimme

**We look forward to meeting you in person in September!**

## Your personal checklist

- ☐ Admittance (diploma, language proficiency)

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- ☐ Housing

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- ☐ Finances (financial guarantee, tuition fees)

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- ☐ Immigration

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- ☐ Insurance

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- ☐ Birth certificate

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- ☐ Flight / travel arrangements

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- ☐ Pick- up service

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- ☐ Welcoming Day

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