

Information for International Students

Legal stay & residence permit

All international students over the age of 18 who enrol at an institution for higher education in the Netherlands for the first time must prove that they are residing in the country legally before they may be admitted to the first day of classes. For this purpose, they have to submit a proof of their legal stay in the Netherlands to the institution. They also have to report to the Municipal Registry Office of the municipality (*gemeente*) in which they will be living. Students of an EU/EEA member state (or Switzerland) do not have to apply for a residence permit; they should register with the Dutch Immigration and Naturalisation Service (*Immigratie- en Naturalisatiedienst/IND*) after municipal registration. However, for their enrolment as a student, registration with the *IND* is not required; a photocopy of their passport/national ID card is sufficient to prove their legal stay in the Netherlands.

Non-EU/EEA students should contact the Royal Conservatoire for their residence permit application, before they can report to the Municipal Registry Office for municipal registration (*GBA*). For more details, please see below. The Royal Conservatoire will provide practical guidelines to new international students upon their arrival, relating to the residence permit application (for non-EU/EEA students) and obtaining an official *GBA* document.

Please note: students of the Royal Conservatoire are expected to be full-time available for their studies. For this reason, they should live in the Netherlands. However, as an exception, the Royal Conservatoire might allow them to live in one of the neighbouring countries. Students to be registered for the 2010-2011 academic year, who cannot submit a photocopy of an official municipal residence document as valid in the Netherlands, Belgium, Luxemburg, or one of the German Federal States of North Rhine-Westphalia, Lower Saxony or Bremen before 1 December 2010, have to pay (higher) institutional study fees.

In order to avoid unnecessary delay in starting their studies, students are advised to arrive in the Netherlands around two weeks before the start of the academic year, in order to deal with all the required registration procedures and related practical matters in due time!

EU/EEA & Switzerland

Students of an EU/EEA member state (or Switzerland) who wish to stay in the Netherlands for more than three months should register with the Dutch Immigration and Naturalisation Service (*Immigratie- en Naturalisatiedienst/IND*), after they have been registered in the population records of the municipality in which they will be living. Students of these countries do not require a residence permit, but they should instead register with the *IND*. Registration is not compulsory for EU/EEA nationals, but it is highly advisable. In certain situations, EU/EEA nationals may be required to prove their legal residence in the Netherlands.

Before *IND* registration, EU/EEA students should first register in the population records of the municipality in which they will be living (please see 'Registration with the municipality', below). Only after this procedure, they should contact the *IND* for EU/EEA registration. For this purpose, they will have to complete a registration form, enclose some documents and present it to the local *IND* desk. The *IND* will check the registration and it will enter an EU/EEA registration sticker in the student's passport, or as an enclosure with their national ID card. This EU/EEA registration sticker will serve students of an EU/EEA member state (or Switzerland) as a proof of their legal stay in the Netherlands. The *IND* registration for EU/EEA members is free of charge.

Please note: there are two exceptions to the EU/EEA registration procedure. Students who are a national of Bulgaria or Romania cannot (yet) directly register with the *IND*. They can apply to the *IND* for Verification against EU Community Law and for a residence document (proof of lawful residence). Students who are not a national of an EU/EEA member state (or Switzerland), but are a family member of a national of an EU/EEA member state (or Switzerland) can also apply to the *IND* for Verification against EU Community Law and for a residence document (proof of lawful residence). For this application, they have to pay a fee of €41.

The application form for an EU/EEA residence document (proof of lawful residence) can be ordered from the *IND* website: <http://www.ind.nl/EN/algemeen/brochures/bestellen/index.asp?subhome=&title=&origin=> and it can also be downloaded from the *IND* website: http://www.ind.nl/en/Images/0907%205005%20ENG_M35E_tcm6-590.pdf

Please note: for the purpose of EU/EEA registration or Verification against Community Law, it is not possible to directly go to a nearby *IND* desk. Students should first make an appointment by phone:

Immigratie- en Naturalisatiedienst/IND
Department of Public Information
Telephone 0900-1234561 / from abroad +31 20 889 30 45 (please ask for : appointment desk)
E-mail voorlichting@ind.minjus.nl
Internet <http://www.ind.nl/EN/index.asp>

For more information on EU/EEA registration, please read the following online *IND* brochure: http://www.ind.nl/en/Images/brochure_EU_0907_tcm6-115507.pdf

Non-EU/EEA

All non-EU/EEA students who wish to stay in the Netherlands for a period longer than three months will need a temporary residence permit (Verunning tot Verblijf Regulier/VVR) for study purposes, which is valid for one year. For every extra year of study, students should apply for renewal. The requirements and necessary documents for this residence permit are:

- A valid national passport.
- A colour passport photograph.
- Proof of (provisional) registration at the Royal Conservatoire as a student, to be arranged by the Office for International Relations.
- Sufficient financial means to pay for the study and the cost of living (situation as of 1 January 2010): €794.69 per month/€9,535.20 per year, including tuition. For a preparatory year, or those on the LLP/Erasmus programme (European exchange programme for students and teachers): €659.69 per month/€7,916.28 per year. For more details, see 'Financial documentation', below.
- Adequate medical cover: applicants from many foreign countries are required to take out health insurance that covers all risks in the Netherlands – for further information see 'Medical Insurance', below. However, with their first residence permit application, students are not yet required to enclose proof of valid health insurance.
- Students must not suffer from tuberculosis. Once students have arrived in the Netherlands, they have to undergo a tuberculosis examination. This examination is not required if students come from a European Union (EU)/European Economic Area (EEA) member state, or from Australia, Canada, Israel, Japan, Monaco, New Zealand, Surinam, Switzerland or the USA.
- Students have to sign a declaration of temporary residence, included the residence permit application form. In this 'study declaration', students state that they are staying in the Netherlands exclusively to study, and that they will leave the country on the termination of their studies.
- Students must not have a criminal record. They are required to sign a statement about their past (also included in the residence permit application form) to confirm this.

Financial documentation

There are several ways to prove sufficient financial means to pay for the study and the cost of living, depending on the financial situation of the student:

a. The student has sufficient financial means in his/her own bank account.

In this case, a recent original statement (no photocopy!) from the bank is required, mentioning the following important details:

- Name, address and telephone number (contact details) of the bank
- The student's name (: account holder)
- Date of issue
- Bank account number
- Current balance (could be mentioned in another currency than Euro), which should be freely available to the account holder

As an alternative to an original bank statement, the student could provide a photocopy of a recent account specification from your bank, mentioning the same required details (as listed above).

As another alternative to an original bank statement and in case of an internet bank account, the student can provide a recent internet account balance print, mentioning the same required details (as listed above), plus an original statement (no photocopy!) from the bank, confirming that it is an internet account.

b. The student has been awarded a grant or scholarship. In this case, a photocopy of an official scholarship statement is required, mentioning the following important details:

- The student's name, initials and date of birth
- Date of issue
- Starting and ending date of the scholarship and the amount of money he/she will receive during that period
- Name and address (contact details) of the scholarship awarding organisation
- Signature of authorized person by the scholarship awarding organisation

c. The Royal Conservatoire has received an amount of money in its bank account, covering sufficient financial means to pay for the student's study and cost of living for the entire academic year. In that case, the Royal Conservatoire can provide the required photocopy of a recent account specification, confirming receipt of the amount of money. Upon your arrival in the Netherlands, the Royal Conservatoire will refund to the student the amount of money intended to cover his/her costs of living.

d. A private person outside the Netherlands will provide sufficient financial means for the student. This person has to prove that he/she has sufficient financial means for the student. Following documents from that person are required:

- Original statement, mentioning the monthly amount of money to be transferred to the student and during which period. Please note: it is advised to use a standard example, as available from the Nuffic website: <http://www.nuffic.nl/nederlandse-organisaties/docs/immigratie/Finacialstatement-qarantsteller.pdf>
- Photocopy of his/her valid passport (or identity card)
- Relevant bank documentation (for important details, please see option 3a, above).
As an alternative to bank documentation, the guaranty person outside the Netherlands could provide photocopies of his/her current employment contract and photocopies of salary specifications (most recent three months).

- e. A company outside the Netherlands will provide sufficient financial means for the student. This company has to prove that it has sufficient financial means for the student. Following documents from that company are required:
- Original statement, mentioning the monthly amount of money to be transferred to the student and during which period. Please note: it is advised to use a standard example, as available from the Nuffic website: <http://www.nuffic.nl/nederlandse-organisaties/docs/immigratie/financialstatement.pdf>
 - Recent original bank statement (no photocopy!) issued on the name of the company (for important details, please see option 3a, above).
- f. A private person employed in the Netherlands will provide sufficient financial means for the student. This person has to prove that he/she has sufficient financial means for both himself/herself (including own family, if relevant), and the student. Following documents from that person in the Netherlands are required:
- A fully completed standard guaranty statement, type M47, as available from the Nuffic website: <http://www.nuffic.nl/nederlandse-organisaties/docs/immigratie/garantverklaring.pdf>
 - Photocopies of his/her current employment contract
 - Original recent employer's certificate
 - Photocopies of salary specifications (most recent three months)
 - Photocopy of his/her valid passport (or identity card)
 - Original extract (no photocopy!) from the Municipal Registry Office (*Gemeentelijke Basis Administratie/GBA*), also confirming the marital state of the guaranty person.
- g. A private person, self-employed in the Netherlands, will provide sufficient financial means for the student. This person has to prove that he/she has sufficient financial means for both himself/herself (including own family, if relevant), and the student. Following documents from that person in the Netherlands are required:
- A fully completed standard guaranty statement, type M47, as available from the Nuffic website: <http://www.nuffic.nl/nederlandse-organisaties/docs/immigratie/garantverklaring.pdf>
 - Photocopies of a current extract from the Dutch Chamber of Commerce (*Kamer van Koophandel*)
 - Photocopy of (provisional) income tax assessment/IB60 form of the most recent year
 - A fully completed standard statement, type M57, as available from the Nuffic website: <http://www.nuffic.nl/nederlandse-organisaties/docs/immigratie/model-57-verklaring-inkomen-zelfstandig-ondernemer.pdf>
 - Photocopy of his/her valid passport (or identity card)
 - Original extract (no photocopy!) from the Municipal Registry Office (*Gemeentelijke Basis Administratie/GBA*), also confirming the marital state of the guaranty person
- h. A company in the Netherlands will provide sufficient financial means for the student. This company has to prove that it has sufficient financial means for the student. Following documents from that company are required:
- Original statement, mentioning the monthly amount of money to be transferred to the student and during which period. Please note: it is advised to use a standard example, as available from the Nuffic website: <http://www.nuffic.nl/nederlandse-organisaties/docs/immigratie/financialstatement.pdf>
 - A fully completed standard guaranty statement, type M47, as available from the Nuffic website: <http://www.nuffic.nl/nederlandse-organisaties/docs/immigratie/garantverklaring.pdf>

Application procedure

Students cannot apply for their residence permit directly to the Immigration and Naturalisation Service (*IND*) of the Dutch Ministry of Justice themselves; they should request the Royal Conservatoire to apply on their behalf. Upon their arrival in the Netherlands, non-EU/EEA students should contact the International Students Adviser in the Office for International Relations (room M208) during regular consulting hours for their residence permit application. For the application, students should submit all relevant documents (as listed above) to the Office for International Relations.

Students will have to pay a handling fee (administration fee) of €433 (without *MVV*) or €188 (with *MVV*); the Royal Conservatoire will pay this fee in advance and it will charge back the amount from the student. For more details on *MVV* see '*MVV*', below. Paying the fee does not automatically mean that the application will be granted! The fee must be paid even if the application is turned down. Changing the purpose of stay (or 'change to restriction') on a residence permit is regarded a new application and it costs €433.

After the *IND* has received the application, the Royal Conservatoire will receive a confirmation letter from the *IND*, as a proof of the application. This letter will serve students as a proof of their legal stay in the Netherlands.

If an applicant meets all the requirements, the *IND* will grant a *VVR*, strictly for studying at the Royal Conservatoire. As soon as the residence permit application is approved, the *IND* will send a letter to the Royal Conservatoire, confirming the approval. Following that, students will receive an invitation letter from the *IND*, mentioning the *IND* office hours, during which they can come in person to a nearby *IND* desk to receive their residence permit.

MVV

Students not coming from the EU/EEA, Australia, Canada, Japan, Monaco, New Zealand, South Korea, Switzerland or the USA also need a Provisional Residence Permit (*Machtiging tot Voorlopig Verblijf/MVV*). This is a visa, required for travel to the Netherlands if a student plans to stay longer than three months. During the application procedure for an *MVV* it will be determined whether the student meets all the requirements for residency in the Netherlands, before arrival in the country.

Please note: if students are required to obtain an *MVV* and they come to the Netherlands without one, they cannot apply for a *VVR* for study purposes and will have to go back to their country to get an *MVV*!

An *MVV* is a sticker that is placed in the passport and it allows the student to cross the border into the Netherlands. Please note: students are strongly advised not to directly apply for their *MVV* at the Dutch embassy or consulate in their country of origin or permanent residence! Newly accepted international students who need an *MVV* are advised to directly contact Mr Eugène Eijken, International Students Adviser in the Office for International Relations

in the Royal Conservatoire, as he will probably be able to apply for their *MVV* through a specially accelerated procedure (please see Accelerated *MVV* procedure, below).

If the student has met all the requirements and the application is approved, they can collect the *MVV* at the embassy/consulate. For information on Dutch diplomatic missions abroad, please visit the following pages on the website of the Dutch Ministry of Foreign Affairs: <http://www.mfa.nl/en>

The student has to pay a handling fee (administration fee) for the *MVV* of either €433 (regular procedure; the student pays the fee directly) or €250 (accelerated procedure; the Royal Conservatoire will pay this fee in advance and it will charge back the amount from the student). For more details on the accelerated *MVV* procedure see 'Accelerated *MVV* procedure', below. Upon arrival in the Netherlands, the student should directly contact the Office for International Relations in the Royal Conservatoire for the residence permit (*VVR*) application.

Applicants for an *MVV* can request the embassy/consulate to issue a special combined D+C visa for them: a combination of an *MVV* (D) + multiple entry visa for short stay (C). Part C of this visa will allow students to enter and leave the Netherlands within a period of 90 days, even outside the Schengen countries, starting from the date of issue of the visa. The Schengen countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovenia, Slovakia, Spain, Sweden and Switzerland.

For the combined D+C visa, students just have to pay the same fee as for a standard *MVV*. Please note that the embassy/consulate might need some more time to issue a combined D+C visa, compared to a regular *MVV*.

For more information on the combined D+C visa, please read the following Nuffic online brochure:

<http://www.nuffic.nl/nederlandse-organisaties/docs/immigratie/handleiding-DC-visum.pdf>

Please note that the applicant should not apply for an *MVV* in order to visit the Netherlands for a few days, for example, for a live audition: for some applicants, only a valid passport might be required for this. For applicants from other countries, a Visa for Short Stay (Visum Kort Verblijf/VKV) might be required for any visit of up to 3 months. Students should apply for this visa to the Dutch embassy or consulate in their country of origin or permanent residence. For information on Dutch diplomatic missions abroad, please visit the following pages on the website of the Dutch Ministry of Foreign Affairs: <http://www.mfa.nl/en>

With their application, students will have to enclose some documents, such as an original invitation letter, as issued by the Royal Conservatoire, mentioning the day and time of the live audition.

For a complete list of visa required countries and for more information on the application procedure, please read the following brochure, as published by the *IND*:

http://www.ind.nl/en/Images/4022_visum_kort_verblijf_tcm6-598.pdf

Accelerated *MVV* procedure

A regular *MVV* application process can take up to six months. Most of the students won't receive notification of their acceptance from the Royal Conservatoire before May/June. As soon as students have received this notification and need an *MVV*, they are advised to directly contact Mr Eugène Eijken, International Students Adviser in the Office for International Relations at the Royal Conservatoire, as he may be able to apply for their *MVV* through a specially accelerated procedure.

For more information on residence permits, *MVV* and related matters:

Dutch Immigration and Naturalisation Service (*IND*), <http://www.ind.nl/EN/index.asp>

Nuffic, <http://www.nuffic.nl/international-students/preparation-stay/preparing-your-stay/visa-and-permits>

Registration with the municipality

In principle, within five days upon their arrival in the Netherlands, all students planning to stay longer than 4 months in the Netherlands must register in the population records of the municipality (*Gemeentelijke Basis Administratie/GBA*) in which they will be living.

Please note: non-EU/EEA students can only register there after the Royal Conservatoire has applied to the *IND* for their *VVR*! For more details, please see 'Application procedure', above.

In The Hague, the Municipal Registry Office for newly arrived international citizens is located in the Immigration Office (*Immigratiekantoor*).

For their first registration, students should request for an appointment by telephone (number as below). The appointment will probably be scheduled within 2-3 weeks.

On the day of their appointment, students are required to bring the following documents:

- A valid passport (or National Identity Card of an EU/EEA country).
- An original birth certificate (plus official translation, preferably to Dutch). In many cases it must be legalised, in some cases verified as well (please see 'Legalisation and verification of documents', below).
- Some proof of where the student lives: for instance, a sale or tenancy contract, or a written statement from the main resident confirming that they allow the student to live there. In this case, photocopy of a passport or identity card of that resident is also required as a check on the signature.
- For non-EU/EEA students: (photocopy of an) *IND* letter, confirming receipt of the application for a residence permit (*VVR*).

Immigratiekantoor (<i>Immigration Office</i>)
Gemeentelijke Basis Administratie (<i>Municipal Registry Office</i>)
Stadhoudersplantsoen 24
2517 JL DEN HAAG
Telephone 14070 (08:00-20:00 hrs)/from abroad: +31 70 353 3000
E-mail burgerzaken@dbz.denhaag.nl
Internet http://www.denhaag.nl/en/expats-and-students/relocation-and-settling.htm
Office hours (only by appointment): Monday-Friday, 08:00-17:00 hrs

As soon as students move to another address in the Netherlands, they must also report their new address to one of the sub-municipal offices within 5 days after moving. More details are available in the website of City Hague: <http://www.denhaag.nl/en/expats-and-students/relocation-and-settling/to/Relocation-within-the-Netherlands.htm>
As soon as students will stay outside the Netherlands for a longer period (longer than 8 months in one year), for example, upon completion of their studies, they must report this fact to one of the sub-municipal offices within 5 days before their departure.

For a list of all the municipal office locations in The Hague, please visit the following website pages of the City Hague: <http://www.denhaag.nl/en/expats-and-students/to/Submunicipal-Offices.htm>

Legalisation and verification of documents

The Dutch authorities are unfortunately often confronted with falsified documents. As a consequence of this, they have become very strict in demanding certification that the document is genuine and says what the student claims.

Legalisation

As a rule, the signature or seal placed on a birth certificate, marriage certificate or certificate of marriage annulment ('decree absolute') must be checked by two relevant authorities and declared to be genuine. This is known as 'legalisation'. The two relevant authorities are:

- The body to which the body that issued the certificate is accountable. Usually this will be the Ministry of Foreign Affairs in the country where the certificate was issued.
- The Dutch embassy or diplomatic representative in the country where the certificate was issued. In some cases, the Dutch diplomatic mission will also complete a questionnaire. Students will receive one copy of this questionnaire and they should bring it to the Netherlands, for municipal registration purpose. Please note: this questionnaire only applies to documents from one of the *MVV*-countries (please see *MVV*, above).

Apostille

Some birth certificates, marriage certificates and certificates of marriage annulment do not need to be legalised, but a so-called 'apostille'-stamp will be enough. This means that a central authority checks the signature of the person who signed the document and declares it to be genuine. The apostille is proof of this.

For more information on legalisation and on the apostille, please visit the website of the Dutch Ministry of Foreign Affairs: http://www.minbuza.nl/en/Services/Consular_Services/Legalisation_of_documents

Verification

In case of doubt, the Dutch authorities could require that documents (such as birth certificates), which are legalized, have to be 'verified' as well. This means that the Dutch embassy in the country in question must examine the contents of the document and declare it valid.

Employment outside the Royal Conservatoire

In order to successfully complete their training in the Royal Conservatoire, students are required to be available for full-time study throughout the entire period of their studies. This means that students who do not have specific permission from their main teacher and the Director of the Royal Conservatoire are not allowed to work. However, if these conditions are met, EU/EEA nationals are legally permitted to work while they are studying here.

For non-EU/EEA nationals, if the student's residence permit allows them to study in the Netherlands, they may work for brief periods, in order to acquire additional financial means. This means that they may not work more than 10 hours per week, or that they may do only full-time seasonal work (in June, July and August). The student's employer will need to get an employment permit for a non-EU subject (*Tewerkstellingsvergunning/TWV*) for them.

Student loans

In order to finance their studies at the Royal Conservatoire, some students might wish to take out a student loan from their home country.

For several years, the Royal Conservatoire has participated in the US Federal Family Education Loan Program. However, as of 30 September 2007, the Royal Conservatoire's participation in this loan program has terminated. For this reason, US students are advised to orientate on alternative loans.

Students from Canada who wish to apply for their student loans should know the relevant Royal Conservatoire's institutional code: QUHV.

Students who need support from the Royal Conservatoire in the framework of their student loan application are advised to contact Mr Eugène Eijken, International Students Adviser.

Grants/Scholarships

The Royal Conservatoire offers a possibility to international students who are charged higher institutional study fees to apply for a concession; for more details on the application procedure:

<http://www.koncon.nl/aanvraag/inschrijvingEN.htm>

Nuffic, the Netherlands Organisation for International Cooperation in Higher Education, provides in a useful search engine for international students who look for financial aid: <http://www.grantfinder.nl/content/index.asp>

The Dutch government offers a number of scholarships to students from abroad. Scholarships are usually granted to advanced students, or to students who have completed their studies and wish to add to their skills and experience at colleges or academies of music of international repute. For more information, see 'HSP Huygens Programme', below.

Loan tuition fees for EU/EEA students

Students from the EU/EEA who study at a higher education institution in the Netherlands can apply for loan tuition fees (*collegegeldkrediet*). Loan tuition fees is a monthly loan intended specifically for the payment of the tuition fees. Students are required to repay the loan after their graduation. When students comply with the conditions of loan tuition fees, they can always borrow the amount of tuition fees as paid to the institution.

To be eligible, students should:

- be a national of an EU/EEA country, or of Switzerland;
- follow a course or study programme in the Netherlands that qualifies for an allowance or grant. Please note: this refers to a (HBO) study programme leading to a diploma (Bachelor or Master). Please note: a preparatory year (VB) and the Sonology Course do not meet this requirement!
- pay their tuition fees in the Netherlands;
- not qualify for an allowance or grant under the nationality rules;
- be between 18 and 30 years old and
- have a personal bank account in the Netherlands.

In order to receive loan tuition fees, students must complete the relevant application form and send it to the *DUO - Informatie Beheer Groep* (Study Finance Bureau) in Groningen, along with the necessary documents. The *DUO - Informatie Beheer Groep* assesses whether students are eligible for loan tuition fees. If so, they will receive notification from the *DUO - Informatie Beheer Groep*. If they are not eligible, they will also be notified. A correspondence number is given on the notification; this correspondence number will also serve as a reference when contacting the *DUO - Informatie Beheer Groep*.

Compensation for the 2009-2010 academic year must be requested prior to 31 January 2010. Students have to be registered for the entire duration of the academic year. If they request reimbursement after as of February 2010, they can receive their loan tuition fees no earlier than from October 2009.

A regional office of the *DUO - Informatie Beheer Groep* can provide students with more information on loan tuition fees, or inform them whether their request has been processed.

Relevant information and an application form are available from the *DUO - Informatie Beheer Groep* website:

http://www.ib-groep.nl/international_visitors/EU_EEA_students/Loan_tuition_fees.asp

http://www.ib-groep.nl/Images/8622A_tcm7-7430.pdf

Please note: as of 1 September 2007, the former compensation of tuition fees for EU/EEA students was abolished and the tuition fees loan have replaced it. Only students, who have ever applied for and received compensation of tuition fees for an academic year before 2007-2008, can apply again. For this purpose, they must complete the form 'Application for a contribution to tuition fees for students from EU/EEA countries'. If their address has not changed, students should have received this form from the *DUO - Informatie Beheer Groep* already. If not, they can order the form by contacting the *DUO - Informatie Beheer Groep*! More details in the IBG website:

http://www.ib-groep.nl/international_visitors/EU_EEA_students/Contribution_to_tuition_fees.asp

For more information, please contact:

DUO - Informatie Beheer Groep Postbus 50001 9702 AA GRONINGEN Telephone +31 50 599 7755 E-mail vragen@ib-groep.nl Internet http://www.ib-groep.nl/	DUO - Informatie Beheer Groep (regional service office) Koninginnegracht 12 B/13 2514 AA DEN HAAG Internet http://www.ib-groep.nl/particulieren/klantenservice/contact/servicekantoren/denhaag.asp
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Grants for tuition fees for EU/EEA applicants who have employment in the Netherlands

The information in the previous section relates to international students receiving a tuition fees loan (or compensation) after having already paid for their study from their own funds. However, if an applicant from an EU/EEA member state is offered a place at the Royal Conservatoire and is either already in paid employment in the Netherlands for a minimum of 32 hours a month, or has already been living in the Netherlands for at least five years without long-term interruption, then they may be entitled to a student grant on the same basis as a Dutch national. Please note that the Royal Conservatoire would not be able to accept an applicant if the number of hours they are in employment prevents them from undertaking full-time study – see 'Employment outside the Royal Conservatoire', above. For further information, including the documents required to support such an application, contact the *DUO - Informatie Beheer Groep*, as above, and read the following online information:

http://www.ib-groep.nl/International_visitors/EU_EEA_students/Grant_for_tuition_or_course_fees.asp

HSP Huygens Programme

The HSP Huygens Programme is open to students from all countries of the world. It is aimed at talented students who want to come to the Netherlands in the final phase of their Bachelor's studies or during their Master's studies. Nuffic is responsible for managing and implementing the HSP Huygens Programme. A Dutch selection committee decides which candidates should be awarded a scholarship. The Minister of Education, Culture and Science appoints the selection committee.

Please note the following deadlines:

- Nuffic must have received HSP Huygens applications for the 2010-2011 academic year before 1 February 2010 at the latest!
- Students who wish to be nominated for the 2010-2011 HSP Huygens Programme by the Royal Conservatoire should have contacted Mr Eugène Eijken, International Students Adviser, by e-mail before 1 January 2010 at the latest! E-mail: e.eijken@koncon.nl

To be eligible for a HSP Huygens scholarship for the 2010-2011 academic year, students must meet the following criteria:

- They should have obtained excellent study results in their previous studies and be in the top 10% of students in their programme
- They have been admitted to the Dutch programme on the basis of prior education outside the Netherlands
- The Dutch programme should be on the CROHO list; for the Royal Conservatoire: Bachelor or Master. Please note: a preparatory year is not on the CROHO list and neither is the Sonology Course!

- Their study in the Netherlands must be in the final stage of their Bachelor's studies (study year: 3/4), or during their Master's studies (study year: 1/2), and must be primarily used to earn a degree at the Dutch institution
- At the start of the academic year in which they will study in the Netherlands, they must be no older than 35 years of age
- Scholarships are only awarded for studies lasting at least 6 months, but no longer than 24 months
- Their studies in the Netherlands must constitute a deepening and broadening of their previous studies in their home country
- If they are already a graduate, they must have graduated less than two years ago

HSP Huygens scholarships include the following components:

- A monthly allowance of €1,380 (this includes a standard contribution towards healthcare insurance)
- A generous reimbursement of tuition fees or a contribution towards the costs of the PhD thesis, as estimated in the research proposal
- Visa fees (standard contribution)
- A one-off payment towards international travel costs (standard contribution based on nationality)

Before students can apply for a HSP Huygens scholarship for the 2010-2011 academic year, they must first obtain a HSP Huygens nomination letter from the Royal Conservatoire. The nomination letter is a standardized form used by the Royal Conservatoire to provide Nuffic with some details about the students and their proposed study programme. Students can request for a HSP Huygens nomination letter in the following way:

- They have to apply to the Royal Conservatoire for admission to a study programme
- They should contact Mr Eugène Eijken, International Students Adviser, by e-mail before 1 January 2010 (: deadline!), with a request to be nominated for a HSP Huygens scholarship; e-mail: e.eijken@koncon.nl
- The study coordinators advise and the director of the Royal Conservatoire finally decides on the nomination of students, to be known by mid January 2010.
- If nominated, students will receive their HSP Huygens nomination letter from the Royal Conservatoire either by post, or by e-mail.

Please note that the HSP Huygens nomination letter (as above) is a standard form in which the Royal Conservatoire grants admission, officially or provisionally. For students who are not yet accepted as a student in the Royal Conservatoire, the Royal Conservatoire can only issue this HSP Huygens nomination letter after the Student Administration has received their registration and application items for an entrance examination in due time. A recording should be enclosed together with the application, in order to illustrate the high standard of the applicant. Students can only submit their application for a HSP Huygens scholarship to Nuffic once they have received their HSP Huygens nomination letter from the Royal Conservatoire.

Please note: students wishing to follow a study programme at the Royal Conservatoire should not include samples of their work (e.g. recordings, scores) with their HSP Huygens application as these will not be assessed by Nuffic. Nuffic does not pay the HSP Huygens scholarship directly to students. Students will receive their scholarship from the Royal Conservatoire upon the start of their study period.

For more information on the HSP Huygens Programme, please visit the Nuffic website:

<http://www.nuffic.nl/international-students/scholarships/worldwide/hsp-huygens-programme>

Lifelong Learning Programme/Erasmus

The Lifelong Learning Programme is a comprehensive programme of the European Commission for financial support to institutes of education, their students and staff, to stimulate student mobility and education co-operation. Participating countries are all 27 EU member countries, plus Iceland, Liechtenstein, Norway and Turkey. The area within the Lifelong Learning Programme that deals with higher education is called Erasmus. With the support of this programme, participating institutions for higher education can make bilateral agreements on joint international activities.

The Royal Conservatoire has bilateral agreements in the framework of Erasmus with various institutions in Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

The Royal Conservatoire (NL S-GRAVE05) is in close contact with the following institutions:

- Universität für Musik und Darstellende Kunst, Graz (A GRAZ03)
- Universität für Musik und Darstellende Kunst, Wien (A WIEN08)
- Hogeschool Antwerpen/Dept. Dramatische Kunst-Muziek-Dans (B ANTWERP57)
- Erasmushogeschool/Koninklijk Conservatorium, Brussel (B BRUSSEL46)
- Conservatoire Royal de Bruxelles (B BRUXEL07)
- Musik-Akademie der Stadt Basel/Hochschule für Musik & Schola Cantorum Basiliensis (CH BASEL09)
- Hochschule der Künste, Bern (CH BERN11)
- Conservatoire de Musique de Genève (CH GENEVE02)
- Janáčkovy Akademie Múzických Umění v Brně (CZ BRNO03)
- Akademie Múzických Umění v Praze (CZ PRAHA04)
- Universität der Künste, Berlin (D BERLIN03)
- Hochschule für Musik 'Hans Eisler' (D BERLIN16)
- Hochschule für Musik und Darstellende Kunst, Frankfurt (D FRANKFU02)
- Staatliche Hochschule für Musik, Freiburg im Breisgau (D FREIBUR03)
- Hochschule für Musik und Theater, Hamburg (D HAMBURG05)
- Hochschule für Musik, Köln (D KOLN03)
- Hochschule für Musik und Theater 'Felix Mendelssohn Bartholdy', Leipzig (D LEIPZIG05)

- Staatliche Hochschule für Musik, Trossingen (D TROSSIN01)
- Det Kgl. Danske Musikkonservatorium, København (DK KOBENHA09)
- Rytmsk Musikkonservatorium, København (DK KOBENHA39)
- Escola Superior de Música de Catalunya, Barcelona (E BARCELO29)
- Real Conservatorio Superior de Música 'Victoria Eugenia' de Granada (E GRANADA04)
- Real Conservatorio Superior de Música de Madrid (E MADRID27)
- Conservatorio Superior de Música de Salamanca (E SALAMAN03)
- Eesti Muusikaakadeemia, Tallinn (EE TALLINN03)
- Conservatoire National Supérieur Musique et Danse de Lyon (F LYON24)
- Conservatoire National Supérieur de Musique et de Danse de Paris (F PARIS119)
- Conservatoire National de Région, Paris (F PARIS317)
- Ionian University/Department of Music Studies, Corfu (GR ATHINE42)
- Liszt Ferenc Zeneművészeti Egyetem, Budapest (HU BUDAPES25)
- Kodolányi János Főiskola, Szekesfehervar (HU SZFVAR01)
- Instituto Superiore di Studi Musichi - Conservatorio 'G. F. Ghedini', Cuneo (I CUNEO01)
- Conservatorio di Musica di Perugia (I PERUGIA03)
- Conservatorio Statale di Musica 'Giuseppe Verdi', Torino (I TORINO05)
- Conservatorio di Musica 'Benedetto Marcello', Venezia (I VENEZIA04)
- Lietuvos Muzikos ir Teatro Akademija, Vilnius (LT VILNIUS05)
- Jāzeps Vītola Latvijas Mūzikas Akadēmija, Riga (LV RIGA05)
- Norges Musikkhøgskole, Oslo (N OSLO03)
- Instituto Politécnico de Lisboa/Escola Superior de Música de Lisboa (P LISBOA05)
- Akademia Muzyczna im Karola Szymanowskiego, Katowice (PL KATOWIC04)
- Akademia Muzyczna w Krakowie, Kraków (PL KRAKOW09)
- Universitatea Națională de Muzică București (RO BUCARES03)
- Göteborgs Universitet (S GOTEBOR01)
- Lund Universitet/Malmö Musikhögskolan (S LUND01)
- Kungliga Musikhögskolan i Stockholm (S STOCKHO11)
- Sibelius-Akatemia, Helsinki (SF HELSINK05)
- Stadia/Helsingin Ammattikorkeakoulu (SF HELSINK37)
- Hacettepe Üniversitesi, Ankara Devlet Konservatuvarı (TR ANKARA03)
- Royal Academy of Music, London (UK LONDON023)
- Trinity College of Music, London (UK LONDON027)
- Royal College of Music, London (UK LONDON061)
- Guildhall School of Music & Drama, London (UK LONDON081)
- Royal Northern College of Music, Manchester (UK MANCHES10)

With the Erasmus option Study Mobility for Studies (SMS), students have the possibility of spending a substantial study period abroad at one of the participating institutions with an Erasmus grant. The study periods are mainly meant for advanced students. The length of a study period abroad varies per institution: it can take from a minimum of three months up to one complete academic year. The study period abroad is fully recognised as an integral part of the studies in the home institution.

The exact amount of an Erasmus grant depends on the length of the study period abroad. During the 2009-2010 academic year, the grant for outgoing students enrolled at the Royal Conservatoire was €250 per month. Students with financial support from their home country can continue using it during their study period abroad.

An Erasmus exchange student will receive the following benefits:

- Placement in one of the participating music institutions without paying for any additional tuition: students only pay tuition fees in their home institution.
- Full recognition of the study period as an integral part of the overall course.
- An Erasmus grant to help cover the extra expenses of studying abroad, such as travel expenses and higher costs of living in the host country.
- Assistance with the application procedures for placements in institutions abroad.
- In most cases, assistance from the host institution in finding accommodation for the study period.

Students interested in spending an exchange period at the Royal Conservatoire in the framework of Erasmus, are required to apply to the Erasmus coordinator in their home institution. As part of this procedure, students will need permission from their teacher(s) and from the head of study of their home institution. In general, an Erasmus student application consists of the following forms: Student Application, Learning Agreement and Transcript of Records (preferably the most recent AEC formats, to be provided by the Erasmus coordinator in the home institution). With their special Erasmus application, students should enclose all the extra items, as required by the Royal Conservatoire. Required items are listed in the admission procedures of the Royal Conservatoire, as published in the website: <http://www.koncon.nl/aanvraag/aanmeldprocedurepdfEN.htm>

After the Royal Conservatoire has received their Erasmus application, students will receive an email from the Royal Conservatoire Erasmus coordinator, with a request to register online as an Erasmus student. For this purpose, they will receive a unique link for Erasmus students to the Royal Conservatoire website. After online registration, students will receive a confirmation from the Royal Conservatoire by e-mail, with a request to send some additional items (if still missing).

International students, who wish to apply for an Erasmus exchange at the Royal Conservatoire during the 2010-2011 academic year, should take the following into consideration:

- The official deadline for application is the same as for any other application for a regular study programme during the 2010-2011 academic year: 1 May 2010.

- For Bachelor candidates, a recording is sufficient. Although a live audition is not required for Bachelor candidates, they can request for a live audition in their online registration. For Master candidates, a live audition is required, to be held in May/June 2010. An entrance examination schedule is available from the Royal Conservatoire website: <http://www.koncon.nl/toelex.html>.
- During the audition periods, applications for an Erasmus exchange are considered in parallel with all regular applications. Acceptance of Erasmus exchange students is only possible if extra student places are available after regular applications in the same discipline have been considered. In principle, the final result of an Erasmus application for the 2010-2011 academic year should be known around 1 July 2010.

Within the framework of Erasmus there are also possibilities for Study Mobility for Placements (SMP), Staff Mobility-Teaching Assignment (STA), Staff Mobility for Training (STT) and participation in Intensive Projects (IP).

For more information on Erasmus, please visit the Nuffic website:

<http://www.nuffic.nl/international-students/scholarships/scholarships-administered-by-nuffic/erasmus>

General information on Erasmus is provided by the National Agencies of the European Lifelong Learning Programme: http://ec.europa.eu/education/lifelong-learning-programme/doc1208_en.htm

For more specific information on the activities in the framework of Erasmus, please contact the Erasmus coordinator in your home institution.

In the Royal Conservatoire, please contact International Students Adviser (& Erasmus Coordinator) Mr Eugène Eijken in the Office for International Relations, Room M208. For his complete contact details, please see below.

Student accommodation

Students should provide for their own maintenance and accommodation. Students are advised to start looking from as early as June or July, if possible.

The Royal Conservatoire owns a building for which students can register, after being enrolled at the Royal Conservatoire. However, this student accommodation is in short supply, with a very long waiting list! For this reason, the Royal Conservatoire student accommodation is actually no real option for new incoming students. For information, please contact the Royal Conservatoire's Housing Administrator Mr Karel Treling:

Telephone +31 70 315 1531
 Fax +31 70 315 1518
 E-mail k.treling@koncon.nl

If students are looking for a room in The Hague, they are advised to register with DUWO student accommodation agency. Students should apply in person. An initial fee of €15 will be charged.

For more information please contact:

DUWO kamerwinkel Stamkartplein 98 2521 ER DEN HAAG Telephone +31 70 305 1400 Fax +31 70 305 1404 E-mail denhaag@duwo.nl Internet http://www.duwo.nl/eCache/DEF/6/638.html

When looking for a room or an apartment, it is also possible to apply to any other accommodation agency.

Another useful way to look for accommodation is advertising.

In the Royal Conservatoire, advertising boards are available for that purpose. Students who are already accepted as a student at the Royal Conservatoire can send in an accommodation advertisement to the conservatoire before their arrival at The Hague, to be put on one of the advertisement boards.

Local newspapers, such as *AD/Haagsche Courant*, have special pages for advertisements.

ViaVia, an advertising magazine with editions in several regions in the Netherlands, offer advertising free of charge. For more information please contact:

AD/Haagsche Courant Postbus 16050 2500 AA DEN HAAG Telephone +31 70 319 0944 Internet http://www.kleintjesmarkt.nl	ViaVia Zoutmanstraat 85 2518 GN DEN HAAG Telephone +31 70 360 6868 Internet http://blog.viavia.nl/
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Some useful websites for students who look for accommodation:

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

<http://kamers.startpagina.nl/>

<http://www.kamerhulp.nl/>

<http://www.kamerlink.nl/>

<http://www.kamernet.nl/nl/>

<http://www.kamerverhuur.nl/>

Please note: in order to avoid unnecessary disappointments, students are advised to take care in choosing their accommodation and to check the technical state of the accommodation, plus the tenancy contract, before making a final decision. Students should also check with their landlord/landlady that it will be possible for them to register their new address to the municipality, as this is required for all students in the Netherlands. Short supply of accommodation should never lead to hasty decisions!

Stayokay Den Haag

Students who find they have nowhere to stay upon their arrival in the Netherlands may be able to book into Stayokay Den Haag, a Hostelling International youth hostel near the Royal Conservatoire. Stayokay Den Haag offers 50 rooms, with space for 220 guests in total.

Students registered at the Royal Conservatoire can stay at Stayokay Den Haag for a standard minimum rate for bed and breakfast, depending upon the season. A Hostelling International Membership card won't be required. However, students from the Royal Conservatoire may be asked for some proof of registration (admission letter or student card from the Royal Conservatoire).

During the last two weeks of August and the whole month of September, two 6-bed rooms are normally reserved especially for students from the Royal Conservatoire. Reservations for these rooms should be made (ideally) at least 48 hours in advance!

Reservations can be made directly by e-mail through the website of Stayokay Den Haag.

In principle, all guests should have arrived in person at Stayokay Den Haag before 15.00 hrs (if they do not have a guaranteed reservation) or before 18.00 hrs (if they have already made a guaranteed reservation). In case of delay, Stayokay Den Haag should be notified immediately!

For more information:

Stayokay Den Haag	
Scheepmakersstraat 27	
2515 VA DEN HAAG	
Telephone	+31 70 315 7878
Fax	+31 70 315 7877
E-mail	denhaag@stayokay.com
Internet	http://www.stayokay.com/index.php?pageID=3207&hostelID=356029&packagedealID=&language=en

Medical care

The Dutch general practitioner (GP) or family doctor (*huisarts*) is the main link to any specialist or hospital. Students are advised to choose a family doctor practicing in their neighbourhood and to inquire whether he or she will take them as a patient, even before they need to see one. Family doctors in the Netherlands are listed in the telephone directory under *artsen/huisartsen* and it is also possible to find one through the following website:

<http://www.huisartsen.nl/index.html>. Please note that not all doctors are able to take new patients!

If necessary, the family doctor will give a prescription. Strong medicines are only available on prescription and are prepared at a pharmacy (*apothek*). Chemists (*Drogisterij*) sell 'over the counter' medicines, such as aspirin and cough medicine.

In The Hague, Independer offers the following health care at 6 different locations: family doctors, physiotherapy and pharmacy. For more information: <http://www.independer.nl/gezondheidszorg/Huisartsenzorg.aspx>

Students living in The Hague, Rijswijk, Leidschendam-Voorburg, Voorschoten or Wassenaar who urgently need to see a family doctor during the evening, night, weekend or public holidays, cannot contact their family doctor; they should contact *Stichting Mobiele Artsen Service Haaglanden (SMASH)* by phone: (070) 346 9669 and request for an appointment at one of the available locations. SMASH website: <http://www.smashaaglanden.nl/engisch-introduction>

If students should require dental care, they can call any dentist (*tandarts*) and they will be referred to the dentist at service that day. Dentists in the Netherlands are listed in the telephone directory under *tandartsen* and it is also possible to find one through the following website:

http://www.tandarts.nl/index.php?option=com_wrapper&Itemid=31

For accidents and sudden illnesses requiring immediate attention, students can go to or call the Emergency Service (*Eerste Hulp Bij Ongelukken/EHBO*) of one of the local hospitals. Please note: there is a special General Emergency telephone number 112 for accidents, ambulance, fire brigade and police. After calling this number, students will immediately be connected with the department for emergency services in their city.

Health insurance

Students may not reside in the Netherlands – even temporarily – unless they are properly insured against the costs of medical treatment. Students must make sure that they have adequate cover. International students who are privately insured in their own country should bring with them a statement (in English) describing their health insurance. When students apply for EU/EEA registration or for a residence permit for non-EU/EEA nationals, the Dutch Immigration Service will usually check to make sure that their health insurance cover meets Dutch standards. If it does not, they will have to take out a Dutch insurance policy.

The Netherlands has signed a treaty regarding health cover with a number of countries. These countries are: all member states of the EU/EEA, Australia, Bosnia, Cape Verde, Croatia, Herzegovina, Macedonia, Montenegro, Serbia, Switzerland, Tunisia, and Turkey. This means that if international students fall under the national health insurance scheme of their own country, they will continue to be covered during their study stay in the Netherlands. Students from the EU/EEA should bring their European Health Insurance Card (EHIC) with them to the Netherlands. For more information on the European Health Insurance Card, please visit the following website:

<http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Students from the other countries mentioned above should apply for the appropriate international declaration form from their own country. A photocopy of the form should then be submitted to the AGIS, which will send a certificate of eligibility to the student. When students apply for their residence permit, the European Health Insurance Card (or equivalent certificate) will satisfy the Dutch Immigration Service that they have sufficient health cover.

For more information, please contact:

AGIS Zorgverzekeringen
afdeling Buitenland
Postbus 1725
3800 BS AMERSFOORT
Telephone +31 33 445 6870
Fax +31 33 445 5354
Internet http://www.agisweb.nl/Buitenland/Naar_Nederland/Studeren_in_Nederland

Important: as of 1 January 2006, there is a new statutory healthcare insurance system in the Netherlands. Everyone who is insured under the General Exceptional Medical Expenses Act (*Algemene Wet Bijzondere Ziektekosten/AWBZ*) scheme must take out a new statutory basic healthcare insurance policy (*basisverzekering*). People are automatically covered by the *AWBZ* if they are resident in the Netherlands or if they are employed in the Netherlands. They are 'resident' if they live in the Netherlands and, if they are foreign national, they also have a residence permit.

Only students under the age of 30 who are in the Netherlands solely for study purposes are exempt from the requirement to take out basic healthcare insurance. However, from the moment they start a part-time job (even for just one hour a week), they will have to take out a basic healthcare insurance policy, because they are then no longer just a student, but also an employee.

Students who are 30 years of age or older are not exempt from the requirement. The nature of their residence in the Netherlands will determine whether they are required to take out basic healthcare insurance. In other words, whether they are residing in the Netherlands temporarily, or on a more permanent basis. Generally speaking, their stay is considered temporary if the social and economic centre of their life is in another country. For international students, the following points are useful rules of thumb:

- If they come to the Netherlands for less than one year, their stay will be considered temporary
- If they come to the Netherlands for a stay lasting longer than one year, but less than three years, their stay will be considered permanent. However, if they wish, they can try and demonstrate to the authorities that their stay should be regarded as temporary
- If their stay in the Netherlands is due to last longer than three years, they will be considered a permanent resident

Please note: students' own circumstances will always be taken into account. Circumstances that may lead to their stay in the Netherlands being considered temporary include regularly returning to their home country (including for holidays), their partner remaining in their home country and keeping a place to live in their home country. If students are in doubt about whether their stay in the Netherlands should be regarded as either temporary or permanent, they should contact a Dutch health insurance company for advice. It is up to the health insurers to decide whether students' stay in the Netherlands is regarded temporary or permanent.

For students (and employees) of the Royal Conservatoire who are required to take out basic healthcare insurance, it is possible to take part in a collective/group basic healthcare insurance policy, as concluded by the Royal Conservatoire with Zilveren Kruis Achmea; group number: 207000892.

Application form in English:

<http://www.zilverenkruis.nl/English/Downloadlijst/English/Forms%20and%20brochures%202009/33017-ZKA-AanmeldformulierENG-en-VIT-2009.pdf>

For more information, please visit the website of Zilveren Kruis Achmea:

Zilveren Kruis Achmea
Postbus 1311
3000 BH ROTTERDAM
Telephone 0900-8435
Internet <http://www.zilverenkruis.nl/English/English/Pages/informationinenglish.aspx>

Healthcare allowance

Everyone in the Netherlands who has a basic healthcare insurance policy (*basisverzekering*) is entitled to apply for a healthcare allowance (*zorgtoeslag*). This is a monthly payment from the Dutch government to help people with the cost of their healthcare premiums. Whether they are entitled to receive the healthcare allowance depends on their income. Generally speaking, students only have a modest income and, just like low-income groups, they will therefore be entitled to the maximum healthcare allowance. International students may also apply for the healthcare allowance. Applications for the healthcare allowance must be made through the Dutch tax and customs administration (*belastingdienst*). For more information: <http://www.toeslagen.nl/particulier/zorgtoeslag.html>

Other insurance

If students are to blame for an accident that injures someone or damages another person's property, they are responsible in principle for paying all costs that result from the accident. The resulting claim for damages could be very expensive. Students are therefore strongly urged to have liability insurance, which will cover single claims up to €1,250,000. They can arrange for such insurance either in their own country or in the Netherlands. Insurance to cover the costs of repatriation is also strongly recommended. These means that if students should become seriously ill or die, a family member can be flown to the Netherlands to take them back home. Finally, students are advised to insure themselves against theft (things sometimes get stolen in student lodgings) and the costs of accidents and legal advice.

The Insurance Certificate for Students (ICS) from AON Consulting and the Insurance Passport for Students (IPS) from WBD Lippmann Group BV cover students who go abroad for study or on an exchange programme. They offer a wide range of cover for medical and urgent dental treatment, special expenses and assistance, accidents, liability, legal assistance and loss of baggage. Brochures are available from the Royal Conservatoire.

For more information, please contact:

AON Consulting Admiraliteitskade 62 3063 ED ROTTERDAM PO Box 1005 3000 BA ROTTERDAM Telephone +31 70 448 8218 Fax +31 70 448 8724 E-mail students@aon.nl Internet https://www.students-insurance.eu/studenten/netherlands/home/	WBD Lippmann Group BV Laan van Nieuw-Oost Indië 123 2593 BM DEN HAAG PO Box 30706 2500 GS DEN HAAG Telephone +31 70 302 8500 Fax +31 70 361 7610 E-mail info@ips-lippmann.com Internet http://www.ips-lippmann.com
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For more information on insurance, please visit the following pages in the Nuffic website:
<http://www.nuffic.nl/international-students/preparation-stay/preparing-your-stay/insurance>

BSN

If students are going to work in the Netherlands, also if it is only for a short time, they will need to obtain a personal registration number for government registration purposes: the Civil Service Number (*burgerservicenummer/BSN*). The *BSN* was introduced at the end of November 2007 and it replaced the former 'social-fiscal number' (*sofinummer*).

The *BSN* is issued by the Municipal Registry Office of the city where students are registered.

Please note: only international visitors who will only stay in the Netherlands for a period up to four months (for instance, for study or employment) can still apply to the local tax office (*belastingdienst*) for a social-fiscal number. As a general rule, all banks in the Netherlands are required to register the *BSN* of their customers.

Please note: international students should be prepared for some delay in opening their Dutch bank account, due to the fact that they might have to wait for their municipal registration first, before they can obtain and present the required *BSN*! However, as a result of a special agreement in between the Dutch Ministry of Finance (tax office) and the Dutch Bank Association, all banks should make an exception to the *BSN* requirement for international students, on the condition that international students can present their valid passport/National ID card and proof of their registration as a student in the Netherlands.

For more information on the *BSN*: <http://www.burgerservicenummer.nl/Burgerservicenummer> (Dutch only).

Language

It is important to realize that studying at the Royal Conservatoire means that the students' level of English should be adequate. The Royal Conservatoire does not require an official English test result (e.g. IELTS or TOEFL) from students; their English language skills will be tested at the entrance examination.

International students intending to study in the Netherlands for several years are expected to learn Dutch from their first year, especially if they wish to concentrate on teaching.

Please note that the Royal Conservatoire does not offer any Dutch or English language lessons.

In The Hague and around, some institutions do offer language courses:

<http://www.britishschool.nl/languagecentre/Pages/contactdetails.aspx>

<http://www.etv.nl/index.cfm?act=regio.detail&rid=5>

<http://www.kickstartschool.nl/>

http://educatie.mon3aan.nl/Pages/courses_expats.asp

http://www5.volksuniversiteit.nl/denhaag/detail_page.phtml?&publish=&text10=welcome&username=vua_quest&password=9999&groups=VUDENHAAG

International Students Adviser

For questions concerning visas, residence permits, international programmes, grants, scholarships, accommodation, insurance and related matters, please contact:

Mr Eugène Eijken, International Students Adviser Royal Conservatoire Office for International Relations, Room M208 Juliana van Stolberglaan 1 2595 CA DEN HAAG The Netherlands Telephone +31 70 315 1407 Fax +31 70 315 1518 E-mail e.eijken@koncon.nl Internet http://www.koncon.nl	
Consulting hours: Tuesday-Friday; 14:00-17:00 hrs	Office hours: Monday; 10:00-13:00 hrs; Tuesday-Friday; 10:00-17:00 hrs

External information & advice

For international students, the following (non-profit) organisations/websites can be useful for information & advice:

- Access <http://www.access-nl.org/>
- Foreign Student Service <http://www.foreignstudents.nl/>
- Nuffic <http://www.nuffic.nl/>
- New to Holland (website) <http://www.newtoholland.nl>

(Update dd. 01-03-2010)