

IMMIGRATION PROCEDURES FOR FOREIGN STUDENTS DOING AN INTERNSHIP

If you are an international student who would like to do an internship in the Netherlands, then it is quite likely that you will have to deal with certain immigration procedures. This factsheet explains more about these procedures.

CAN I WORK AS AN INTERN IN THE NETHERLANDS?

If you are enrolled as a student in the Netherlands or in another country, you may work as an intern. An internship is any work placement or practical training arrangement that aims to give you experience of the world of work while you are studying. If you have already graduated, you will not be able to work as an intern in the Netherlands. However, there is a similar arrangement that allows you to gain practical work experience in the Netherlands for up to six months. This is called a traineeship. To work as a trainee, you must already be in employment in your home country or in your country of residence.

DO I NEED A WORK PERMIT IF I WORK AS AN INTERN?

The internship provider might need a work permit for you. Whether a work permit is needed, depends mostly on your nationality and the country in which you study. In some cases a work permit is not needed; in those cases it might be that the Dutch Labour Inspectorate (*Arbeidsinspectie*) requires your internship provider (the company at which you do your internship) to have a so called internship agreement¹.

What is needed in which situations, can be seen down here.

| Category intern | Work permit required? | Internship agreement required? |
|---|-----------------------|--------------------------------|
| <u>Category A</u> You are a national of Austria, Belgium, Cyprus, Denmark, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Norway, Portugal, Spain, Sweden, Switzerland or the United Kingdom. | No | No |
| <u>Category B</u> You're a student doing an internship under an action programme of the European Union which is published in the Official Journal of the EU (e.g. | No | No |

¹ The agreement is a formal internship agreement between the intern, the internship provider and the Dutch higher education institution. A standardized agreement form can be downloaded from Nuffic's website <http://www.nuffic.nl/pdf/netwerk/cospa-stageovereenkomst1.doc> The internship provider must be able to present an agreement to the Labour Inspectorate if asked to do so.

Use of this internship agreement is NOT optional; it is compulsory.

| | | |
|--|--------------------------------|-----|
| Leonardo da Vinci or Socrates). | | |
| <u>Category C</u> You're a national of Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia or Slovenia and you are in the possession of a Dutch residence permit or a sticker in your passport to prove that you've reported yourself (you can get this sticker at the local municipality) | No | Yes |
| <u>Category D</u> You do not fall under category A, B or C and you're studying in the Netherlands and you're in the possession of a Dutch residence permit with the aim to study. | No | Yes |
| <u>Category E</u> You do not fall under category A, B, C or D. | Yes (apart from exceptions) | No |

WHERE AND HOW DO I NEED TO APPLY FOR A WORK PERMIT?

Although a work permit in this situation is only a formality (i.e. it is not necessary to demonstrate that there are no other people already in the labour market who could do the same work), it is still required. If the internship provider doesn't get one, they face a penalty of up to €8,000.

Applications for work permits must be done by the internship provider. Applications should be sent to the Central Organization for Work and Income (CWI) in Zoetermeer. The application form for a work permit can be downloaded from CWI's internet site:

<https://www.werk.nl/pls/portal/docs/1/189248.PDF>

You can read on the application form which documents have to be included. With regard to interns some extra supporting documents have to be included such as a declaration stating that the internship is a necessary part of your education. Detailed information about what work will be done by you during the internship must also be included. The Central Organization for Work and Income (CWI) is able to provide you information about the documents which have to be included. You can call CWI on 079-7502903.

Applications are normally processed in about five weeks. Therefore it is important to start the application procedure in time.

DO I NEED TO ARRANGE A VISA?

If you fall under category A, B, C or D, you do most probably not need a visa or already are in the possession of a visa or a residence permit. If you fall under category E and you're not in the Netherlands yet, it might be that you need a visa to enter the Netherlands.

Whether you need a visa to enter the Netherlands depends on your nationality and the length of your stay in the Netherlands. There are two types of visa for the Netherlands: the 'short stay visa' (VKV) and 'the authorization for temporary stay' (MVV). If your stay will be for less than three months, it is likely that you will need a short stay visa (VKV). If your stay will be for longer than three months, you will probably need an 'authorization for temporary stay' (MVV).

Take a look at our guide on <http://www.nuffic.nl/immigration/start/which.shtm> to see what rules apply to your situation.

If you need a short stay visa, you need to arrange it yourself. If you need an authorization for temporary stay, it is possible for your internship provider to apply for it. The application form can be found here http://www.ind.nl/nl/Images/NL_M139_06A1_tcm5-3877.pdf

WHERE CAN I GET MORE INFORMATION?

If you have questions about work permits, you can contact the Central Organization for Work and Income (CWI). Their telephone number is 079-7502903. For questions about applying for a visa or a residence permit, you can contact the Immigration and Naturalization Department 0900-1234561. If you have questions, you can also contact the mobstaclesteam at Nuffic: immigration@nuffic.nl or 070-4260340 (Monday, Tuesday, Wednesday and Thursday from 09.30 until 12.30). You can also ask this team questions about the internship agreement.

This factsheet is produced by the mobstaclesteam at Nuffic, March 2007

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