

## Rules deployment student NON EU

- Always plan the deployment of a student NON EU on time. In other words, a job selection must be arranged at least 2 months prior the start date of the work so that there is sufficient time to arrange the work permit.
- The start date of the job link must always be in the future, at least 2 month. This has to do with the time it takes to arrange the work permit.
- The period of job link must be at least 3 months, maximum 1 year. A work permit can be issued for a maximum of 1 year.
- The end date of a work permit is never about the end date of a residence permit. This is always checked by HR.
- Until the actual issue of the work permit, the student NON EU may not be deployed.
- The student NON EU must register and upload the required information in Visa Care application in order to be able to apply for the work permit. The student NON EU fails to do this? the application procedure for the work permit is delayed, which means that the student NON EU must start later with his activities. For questions about the application work permit, please contact the International Service Team HR (ist-hr@utwente.nl).
- The student NON EU must register and upload the required information in UT FLEX application in order to be able to process the employment contract. The student NON EU fails to do this? The employment contract UT FLEX cannot be processed and the student NON EU receives no salary. For questions about the employment contract UT FLEX, please contact HR Services (utflex@utwente.nl).
- The student NON EU may work up to 16 hours per week throughout the year (or full-time only in the months of June, July and August). This may be departed from during the summer break (June, July and August, full-time).
- The student NON EU must take out NL basic health insurance (compulsory). A student insurance is not sufficient. Does the student NON EU not take out a NL basic health insurance? The student NON is not insured and also risks a fine!
- The student NON EU is, in principle, entitled to healthcare allowance, as a result of which the monthly premium of the basic health insurance can be reduced. Applications for the healthcare allowance are submitted via www.toeslagen.nl. The student NON EU needs a DigiD in order to submit an application.

For more information about UT FLEX please see [UT flex | UT Flex overview | Human Resources \(utwente.nl\)](#)