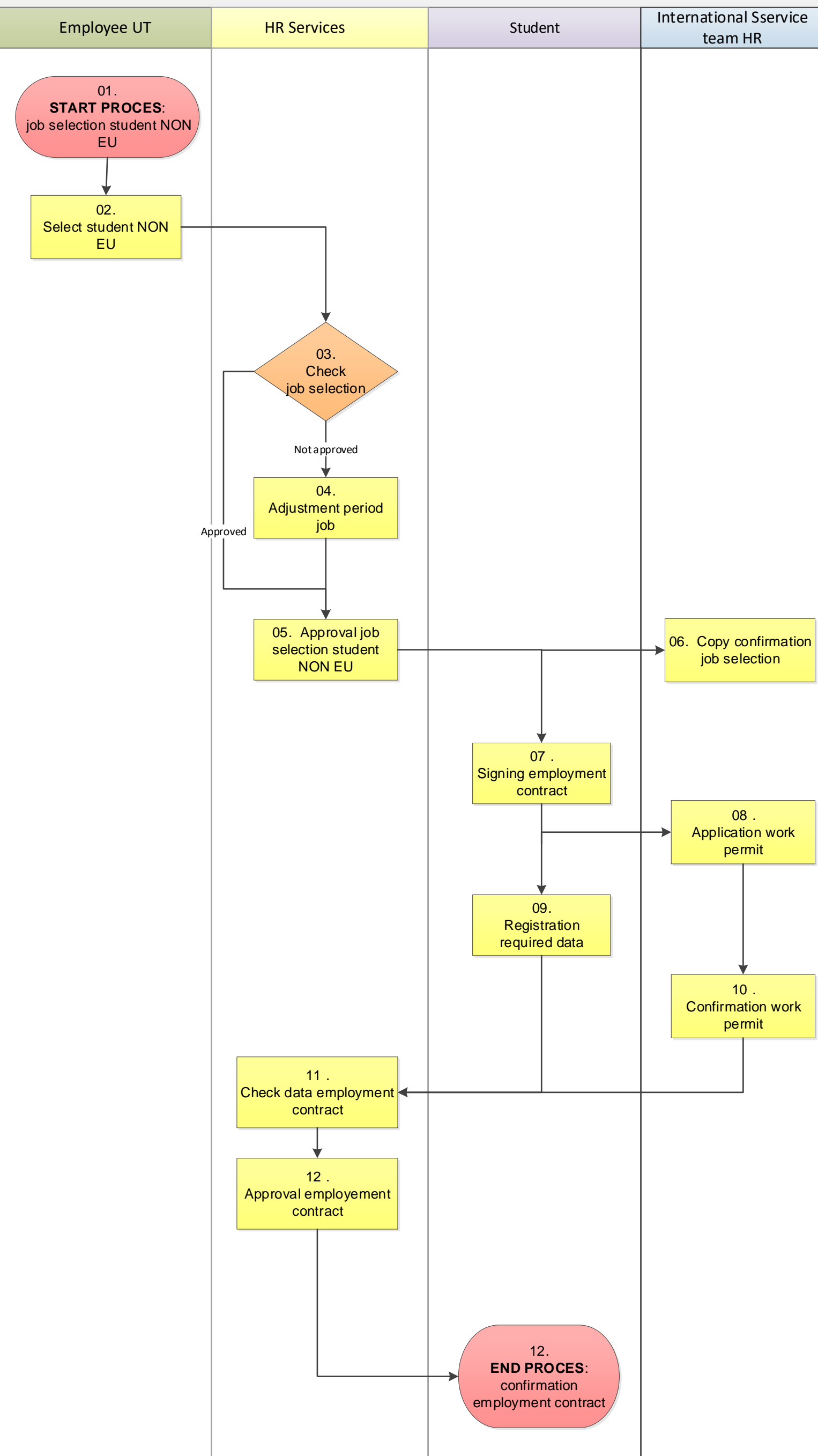


UT FLEX PROCEDURE EMPLOYMENT CONTRACT STUDENT NON EU



01. Start proces: job selection student NON EU
 Student NON EU is select by the UT-employee for a job UT Flex (as student-assistant and/or student on-call worker)
 Notification: work permit is required. Procedure takes 4-6 weeks. Student NON EU can only work with a valid work permit!

02. Select student NON EU
 UT-employee makes Unique Job for student NON EU and selects student NON EU.
 Job selection is automatically forwarded to HR Services.

03. Check job selection
 HR Services checks job selection student NON EU, taking into account time required for the procedure work permit. Submitted job selection is too late? Period is adjusted to a subsequent period.

04. Adjustment period job
 Start date period job selection is adjusted to a subsequent period if job selection is submitted too late.

05. Approval job selection student NON EU
 HR Services confirms job selection. Student NON EU receives automatically confirmation by mail with notification about work permit, maximum 16 hrs per week and Dutch health insurance. Also request for signing contract digitally, register required information and upload passport.

06. Copy confirmation job selection
 International Service Team HR receives copy confirmation of the job selection so procedure can be started.

07. Signing employment contract
 Student NON EU signs employment contract digitally.

08. Application work permit
 International Service Team HR applies for a work permit. Procedure takes 4-6 weeks. Period of work permit is equal to period of job with maximum 1 year. Work permit can not exceed the expired date of a residence permit.

09. Registration required data
 In UT FLEX student NON EU registers/uploads required data, needed for processing employment contract such as BSN, IBAN, valid ID card/passport

10. Confirmation work permit
 International Service Team HR sends confirmation of work permit student NON EU to HR Services.

11. Check data employment contract
 HR Services checks and processes all required data and confirms the employment contract student NON EU.

12. Approval employment contract
 HR Services confirms the employment contract student NON EU.

13. End proces: confirmation employment contract
 Student NON EU receives a confirmation of his approved employment contract and can start working.