

UT FLEX FOR STUDENTS NON EU

A non-European student (NON EU) is permitted to perform duties as a student assistant and/or student on-call employee, but only under the following stringent conditions:

- The student NON EU is in possession of a valid work permit (not to be confused with a residence permit!).
- The work permit must have been issued prior to the start of the work.
- The procedure for obtaining a work permit takes on average four to six weeks and applications are submitted via the HR International Service Team.
- 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).
- A work permit is valid for up to one year and the period of validity may not exceed the expiry date of the residence permit.
- Always check whether the student NON EU has been awarded a grant. With most grants, a student NON EU is allowed to work. But there are exceptions, such as the Excellence Scholarship (Faculty of Geo-Information Science and Earth Observation (ITC)), the Spatial Engineering Scholarship (ITC) and the Foundation Scholarship Programme (FSP).
To be on the safe side, you should always contact the HR International Service Team in order to avoid any problems.
- The student NON EU must have Dutch basic health insurance! Private (student) health insurance or health insurance from the country of origin is not sufficient. Does the student NON EU not take out a NL basic health insurance? The student NON EU 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.

The application procedure is as follows:

- You select the student NON EU for a job link via the UT FLEX application. You receive an alert that it concerns a non-EU student and that the student is only permitted to work if they are in possession of a work permit and that this procedure will take on average four to six weeks.
- The proposed link is assessed and approved by HR Services, taking into account the time required for obtaining the work permit.
- If the proposed link is submitted too late to obtain a work permit in time, the starting date of the proposed link is changed in accordance with the time required for processing the application! You *and* the student will be notified of this. You cannot allow the student NON EU to start working.
- The student will automatically receive an email confirming the job link, which contains details about the job (period, salary grade). Please note:
- The student NON EU will also automatically receive an employment contract (PDF), which the student NON EU will have to sign electronically by way of confirmation in UT FLEX. The student NON EU must do this as quickly as possible, as a work permit cannot be requested without a signed employment contract and processing will be delayed.
- The HR International Service Team (ist-hr@utwente.nl) will automatically receive an email about a job link/employment contract for a student NON EU and will request the work permit.

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- If the student NON EU has registered with the municipality (municipal personal records database), then they will have been issued a citizen service number (BSN). The student NON EU should have received a letter on this subject from the municipality where they are registered. The HR International Service Team can be contacted should the student NON EU have any questions about the BSN.
- The student NON EU must register their BSN, earned income tax credit statement and IBAN and upload their proof of identity (must not be a residence permit).
- HR Services checks and approves incoming work permits and registers the starting and ending dates.
- Once all required details have been approved, the UT FLEX employment contract is activated in the application. The student NON EU can now perform their duties and register and submit the hours worked.

If you have any other questions, please contact HR Services by sending an email to utflex@utwente.nl or by calling +31 (0)53 489 8011.