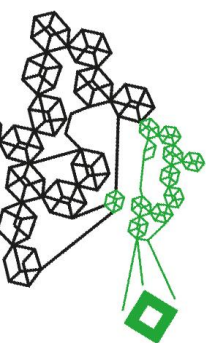
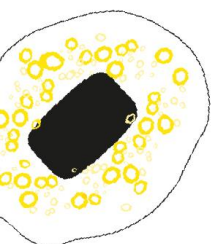
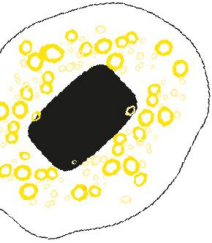


Rules for hiring non-EEA students



- When hiring students from countries outside the EEA, always be sure to plan this **well in advance**. In other words, a set of tasks for a student from outside the EEA must be arranged at least 3 months before the date employment starts so that there is enough time to apply for a work permit.
- Students from outside the EEA are only permitted to work when they have received a valid work permit. The process of applying for a work permit takes an average of 4 to 6 weeks.
- The period of validity of the work permit must not exceed the expiry date of the student's residence permit.
- In case of employment as student assistant: HR Services is responsible for the application for work permit
- In case of employment as student on-call worker: payroll office Driessen is responsible for the application work permit.
- The non-EEA student may only work for one employer: for University of Twente (student-assistant) or for payroll office Driessen (student on-call worker).
- Always check to see whether a non-EEA student has been awarded a scholarship. Most scholarships prohibit non-EEA students from working for pay. But there are exceptions, such as the Excellence Scholarship of Geo-Information Science and Earth Observation (ITC), the Spatial Engineering Scholarship (ITC) and the Foundation Scholarship Programme (FSP).
- The period for matching a non-EEA student with a job must be a minimum of 3 months. The expiry date of a work permit must never go past the expiry date of the student's residence permit. HR always checks this.
- Until the work permit has been issued to a non-EEA student, **the non-EEA student may not be hired to perform for any tasks.**
- In case of employment contract as student-assistant: the non-EEA student must register personal details in the MyHR/Insite and upload any supporting documents for an application for a work permit.
- In case of employment contract as on-call worker: the non-EEA student must the ID personally checked by an HR employee of the university or by an employee of payroll office Driessen. The non-EEA student must register further personal details in the My Driessen portal. What happens if the non-EEA student fails to do this? Without the personal details, Driessen cannot initiate the application procedure for a work permit, which means the non-EEA student will not be able to start work or will have to start work later.
- Students from outside the EEA are allowed to work for up to 16 hours per week throughout the whole year (or full-time in the months of June, July and August).
- The non-EEA student is **legally required** to take out **basic health insurance**. Any other kind of student insurance policy will not suffice. What happens if the non-EEA student fails to do this? He or she will have no medical insurance, and furthermore may have to pay a large fine.

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- The non-EEA student may be eligible to apply for the government's healthcare benefit as a contribution to the costs of health insurance, which means the non-EEA student pays lower monthly premiums. The non-EEA student has to apply at www.zorgtoeslag.nl for the healthcare benefit (in Dutch). [I have Dutch healthcare insurance \(belastingdienst.nl\)](http://www.belastingdienst.nl) Any non-EEA student will need a DigiD to apply for the healthcare allowance.

If you have any questions, please contact HR Services by sending an email to studentjobs@utwente.nl. We would be happy to help you.

