

## WORK FOR NON-EU STUDENT

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A non-European student (NON EU) is only allowed to work under strict conditions. The NON EU student has two options:

1. Work through the Volunteer Scheme (VWR);
2. Work as student assistant and/or student on-call worker.

### Work through the Volunteer Scheme (VWR)

There exists a possibility for a NON EU student to perform activities without a work permit, however this is only possible in exceptional situations. These activities go through the Volunteer Scheme (VWR). The following requirements have been set:

- The job has a very short length/duration (maximum of two months);
- The activities are occasional and very simple;
- A job that is related to research and/or education cannot be used through the VWR;
- A job that involves a longer period of work cannot be used through the VWR;
- The compensation may not be a market-based reward (i.e. in accordance with the market) for the performed activities and may not exceed € 1700, - per year or € 170, - per month.

### Work as student assistant and/or student on-call worker

A NON EU student can only work as a student-assistant and/or student on-call worker if the student is in possession of a valid work permit (TWV). Is the student not in possession of a work permit (TWV)? Please contact the HR-assistant of your unit/department to start the request procedure for a work permit (TWV).

The following requirements have been set for an employment as on-call worker:

- The student can only perform work/activities with a valid work permit. The work permit has to be issued before the student starts performing work/activities. Please keep in mind that the request procedure for a work permit takes about 4 until 5 weeks.
- The student can only work a maximum of 16 hours per week or full-time during the summer months (June, July and August).
- The period of the job is equal to the period of the work permit.

The work permit request procedure is as follows:

- Contact the HR-assistant of your unit/department and explain the situation.
- The HR-assistant coordinates everything with HR International Services ([ist-hr-@utwente.nl](mailto:ist-hr-@utwente.nl)) and ensures that the request procedure for the work permit is started. The legal term for the request procedure is 5 weeks.
- The HR-assistant processes the order 'employment as an on-call worker' and forwards it to the Service Desk HR.
- Service Desk HR processes the employment and sends a confirmation letter to the student;
- Service Desk HR links the student to the job, however only if the work permit has arrived.
- The student receives an automated confirmation email about the job.

Please contact the Service Desk HR for any further questions via [utflex@utwente.nl](mailto:utflex@utwente.nl) or via 053 – 489 8011.