



**Hogeschool van Amsterdam**

HES School of Economics and Business

**Pre-arrival Guide**  
Exchange Programme  
2008-2009



**Hogeschool van Amsterdam**  
HES School of Economics and Business

**Postal Address:**

Hogeschool van Amsterdam  
HES School of Economics and Business  
International Office, Room 3.058  
P.O. Box 22575  
1100 DB Amsterdam Z.O.  
The Netherlands

**Visiting Address:**

Fraijlemaborg 133  
1102 CV Amsterdam Z.O.

**Telephone:** +31 (0)20 523 6960

**Fax:** +31 (0)20 620 6801

**E-mail:** [international@hesasd.nl](mailto:international@hesasd.nl)

**Website:** [www.international.hva.nl](http://www.international.hva.nl)

## INDEX

<b>1. General Information .....</b>	<b>3</b>
2. Regular exchange or Double Degree programme .....	4
2.1 Regular exchange students .....	4
2.2 Double Degree students .....	4
<b>3. Admission and registration procedures .....</b>	<b>7</b>
3.1 Requirements for admission .....	7
3.4 Checklist Application Procedure .....	9
<b>4. Accommodation .....</b>	<b>10</b>
4.1 Housing in Amsterdam .....	10
4.2 Making a reservation for DUWO Accommodation: steps to take .....	10
<b>5. Course selection and registration .....</b>	<b>12</b>
<b>6. Arrival in Amsterdam.....</b>	<b>13</b>
6.1 Getting to the student apartment buildings & Arrival Days .....	13
6.2 Directions .....	13
<b>7. Important dates, Academic Calendar.....</b>	<b>16</b>
<b>8. HES student facilities.....</b>	<b>17</b>
<b>9. Learning styles .....</b>	<b>19</b>
<b>10. Practical information .....</b>	<b>20</b>
10.1 Cost of living .....	20
10.2 Bank account .....	20
10.3 Public transport .....	20
10.4 Dutch language .....	21
10.5 Health and insurance.....	22
10.6 HES contact persons .....	23
10.7 Contact details International Office .....	28
<b>APPENDIX A Information about MVV and residence Permit Procedures .....</b>	<b>29</b>
The MVV Short-cut visa service.....	29
NESO-Certificate for Chinese students .....	29
The procedure .....	29
Requirements – FOLLOW the 7 steps and read our IMPORTANT NOTICES.....	30
Collecting your MVV at the Dutch Embassy/ Consulate.....	31
Important Notices .....	32
Residence Permit .....	33
Documents needed to apply for the residence permit.....	34
<b>APPENDIX B Example bank statement for student .....</b>	<b>35</b>
<b>APPENDIX C Example bank statement for Sponsor.....</b>	<b>36</b>

## 1. General Information

The "Hogeschool van Amsterdam - HES School of Economics and Business", offers a wide variety of course programmes in Economics, Business studies and related disciplines.

'HES' is an institution with more than 10.000 students, which makes it one of the largest of its kind in the Netherlands. It prides itself on a highly respected history of educating first rate business people. Founded in 1867, the school now has the status of a university of professional education. As of October 2004, HES merged with the Hogeschool van Amsterdam. Unlike traditional universities, it has always emphasized the practical application of theoretical knowledge. At HES, students are trained to take up middle- and upper management positions in business organizations, both in the private - and the public sector. Graduates are entitled to the degree of Bachelor of Economics. HES School of Economics and Business, acknowledging the growing importance of the globalisation of markets, adapted and further developed its business courses to meet the new international dimensions and demands.

It began by realizing an English-taught course programme focusing on International Business; several departments followed suit and now offer international modules which are also taught in English. At the same time, the exchange network grew steadily and HES now exchanges students with more than eighty partner schools from thirty countries all over the world. Next to these exchange students, HES also educates various foreign students from Europe, Asia and Africa.

In January 2004 the school has moved to a modern new building in the South East of Amsterdam nearby the Ajax soccer/ football stadium, Ajax Arena.

There is something unique about living and studying in Amsterdam, a centre of culture and entertainment and a colourful city with some 800.000 inhabitants from many different origins and cultural backgrounds. Amsterdam is famous not only for the beauty of its architecture, but also for the relaxed and friendly atmosphere among its people. Each year, HES School of Economics and Business receives about 200 exchange students, from all around the world. They do not only meet Dutch students and get to know the Dutch habits and culture(s), but they also meet a lot of other (exchange) students from more than thirty countries all over the world.

This 'pre-arrival guide' is intended to present you with the most important facts, dates and procedures relevant to enrolment as an exchange student at HES School of Economics and Business.

We hope that this guide will answer all your questions. If not, please do not hesitate to contact us at [international@hesasd.nl](mailto:international@hesasd.nl) or your International Relations Manager at HES, listed in chapter 10.6.

With regards from Amsterdam,

International Office  
Hogeschool van Amsterdam / HES School of Economics and Business

## 2. Regular exchange or Double Degree programme

Exchange students can opt for either the fall semester (running from the end of August to the last week of December) or the spring semester (running from the end of January to half July) or they can come to study at HES for a full academic year; from August to July the following year. In addition, it is also possible to opt for a *Double Degree programme*, which requires that students spend two study semesters at HES (the third course year) and that they do a 5-month company placement during the fourth year. If there is a Double Degree agreement, graduates receive both a degree from their home institute and a Dutch bachelor degree from HES.

### 2.1 Regular exchange students

Exchange students enter directly in the third academic year. Most of them follow courses either in the first semester of the year or in the second semester. The same lecture programme is offered in both semesters with some exceptions. The semester-based, module-structured courses seek to offer foreign students a challenging learning experience: business courses, simulation games, language training and courses dealing with European integration.

For more detailed information on the courses we refer to our website [www.international.hva.nl](http://www.international.hva.nl). You will be able to find descriptions of all the courses available to exchange students as of approximately June (fall semester) and end of November (spring semester). In principle it is possible to combine courses. Practical problems, however, may occur. *Timetable clashes cannot be avoided at all times because the courses offered to exchange students are offered by four different departments: IBL, IBMS and IFM.* At any rate, the entire course selection is expected to carry 30 ECTS (with a maximum of 33 ECTS).

### 2.2 Double Degree students

This option is open to students from one of the partner institutions in the HES "Double Degree"- programme. Partner institutes:

- École des Praticiens de Commerce Internationale (EPSCI), Cergy Pontoise, France
- École Supérieure de Commerce La Rochelle, La Rochelle, France;
- École Supérieure de Management /Espeme, Nice & Lille, France;
- Fachhochschule Dortmund, Dortmund, Germany;
- Fachhochschule für Wirtschaft, Berlin, Germany;
- University of Plymouth, Plymouth Business School, Plymouth, UK.;
- University of Brighton, Brighton, UK;
- University of Halmstad, Halmstad, Sweden;

Double Degree students follow a *fixed programme*. For information on the subjects please contact your home institute or the country coordinator at HES.

## **Programmes at HES with a Double Degree option:**

### **International Business and Management Studies (IBMS)**

The main objective of the IBMS department is to train students to be internationally-oriented managers. It aims to be worthy of its name, with special emphasis on the first adjective, by providing a course programme that is truly "International". IBMS wants to give its students a head-start, not only academically but also socially and culturally, in the fast-changing business world of tomorrow. Business economics and marketing are the two disciplines that occupy a central position in the department's curriculum. This year, IBMS consists of a multi-lingual international group of about 800 students. The lectures are in English. In addition to spending one or two semesters studying abroad, IBMS students are also required to do their company placement in a foreign country. They complete their studies with a (final) thesis, which is written in the second semester of the fourth year.

#### IBMS has a Double Degree programme with:

- École des Praticiens de Commerce Internationale (EPSCI) Cergy Pontoise, *France*
- École Supérieure de Commerce La Rochelle, La Rochelle, *France*;
- École Supérieure de Management /Espeme, Nice, *France*;
- École Supérieure de Management /Espeme, Lille, *France*;
- Fachhochschule Dortmund, Dortmund, *Germany*;
- Fachhochschule für Wirtschaft, Berlin, *Germany*;
- University of Plymouth, Plymouth Business School, Plymouth, *UK*.;
- University of Brighton, Brighton, *UK*;
- University of Halmstad, Halmstad, *Sweden*;

### **International Business and Languages (IBL)**

This course programme aims to produce all-round professionals in the fields of marketing and communication. What really sets them apart from other business students is the fact that in this department they study three foreign languages. English, the lingua franca of the international business world, is compulsory; the other options are German, French and Spanish (two out of three). There is a company placement of one semester (also in the third or fourth year) with a commercial or non-profit organization, preferably abroad. Graduates are employed by internationally-oriented companies and organizations in the fields of import, export, banking and distribution.

#### IBL has a Double Degree programme with:

- École des Praticiens de Commerce Internationale (EPSCI) Cergy Pontoise, *France*;
- École Supérieure de Commerce La Rochelle, La Rochelle, *France*;
- École Supérieure de Management /Espeme, Nice, *France*;
- École Supérieure de Management /Espeme, Lille, *France*;
- Fachhochschule Dortmund, Dortmund, *Germany*;
- Fachhochschule für Wirtschaft, Berlin, *Germany*;

### **International Financial Management (IFM)**

International Financial Management aims to prepare the students for a managerial job at an advanced level in a multinational environment, focusing on main careers like treasurers, controllers, accountants, and also stockbrokers.

Getting ready for an international career, the students will meet many other students of other international departments from all parts of the world. HES offers the students a

challenging international atmosphere. In addition to spending one semester studying abroad, IFM students are also required to do their company placement in a foreign country. They complete their studies with a thesis, which is written in the second semester of the fourth year.

IFM has a Double Degree programme with:

- Fachhochschule für Wirtschaft, Berlin, *Germany*.

**Double degree students will be registered officially for 1 year. After this year they will be deregistered and will lose their rights as a student at HES School of Economics and Business. This means you need to obtain the 60 ECTS in one year. When the double degree student applies for graduation at HES after fulfilment of the double degree requirements, the student will be registered for one month to finalize the administration concerning graduation.**

### 3. Admission and registration procedures

#### 3.1 Requirements for admission

*Exchange students must obtain approval from their home institute for the exchange at HES*

##### Formal requirements

For the application procedure, all exchange students must fill in a number of forms which can be found from our website: [www.international.hva.nl](http://www.international.hva.nl)

Form 1: Application form for admission to HES for an exchange programme  
Form 2: Arrival form  
Form 3: MVV form (visa application) -> only if applicable!  
Form 4: Accommodation form (only if the student wants to reserve accommodation). Form is available on the website of HvA/HES, but form must be sent to stichting DUWO. NOT to HvA/HES.

**Forms 1 and 2** must be filled in by all candidates.

Be sure to add:

1. a clear copy of your valid passport (the page(s) with your photograph, your name, nationality, date of issue and date of expiration of the passport)
2. Two current (passport) photographs, which we need for your student card (please, write your name on the back of the photographs!).

**Students applying for a Double Degree programme need to send the following extra forms:**

- A copy of your pre-education (secondary school) diploma e.g. GSE's, (International) Baccalaureate, Abitur or Fachhochschulreife
- Proof of enrolment at your home institute

**Form 3** should only be filled in by those students who need a Visa. With this so called MVV-form, you request and authorize HES officials to apply for a **student entry visa** on your behalf.

**Form 4** should be filled in if you would like to arrange your accommodation in Amsterdam through DUWO Accommodation office. Do not forget to mention on the application form that you wish to reserve accommodation via DUWO. Please return form 4 directly to DUWO:

DUWO  
Spinozastraat 51-53  
1018 HJ Amsterdam  
The Netherlands

**Whether you need an MVV depends on your nationality:**

You need an MVV if you do **not** have nationality of:

One of the EU/EER countries, Switzerland, Liechtenstein, Monaco, Iceland, Norway, Sweden, USA, Canada, Australia, New Zealand, or Japan.

*If you are still uncertain about the status of your nationality in this respect, you may contact the International Office of HvA/HES.*

**In case you do need an MVV entry visa please read Appendix A in this guide carefully and follow the procedure.**

**IMPORTANT NOT FOR STUDENTS WITH THE CHINESE NATIONALITY:**

All the students with the Chinese nationality must comply with some extra requirements before their visa application will be approved. This measure has been taken by the Dutch embassy. The NESO (Dutch Education Support Office) will carry out the extra inspection. The inspection will consist of 2 parts: **Verification of the student's diplomas & validity of the student's IELTS test.**

Chinese students are required to take the IELTS test. The minimum IELTS score must be 6.0 on academic level.

For application for the NESO certificate, please go to: <http://www.nesochina.org/>

Without this NESO certificate, HvA/HES will not apply for the students's visa.

**Residence Permit**

All students entering The Netherlands with an MVV will have to apply for a residence permit. Students from USA, Canada, Japan, New Zealand, and Australia do not need an entry visa however you have to apply for a residence permit after arrival. Please check **Appendix A**.

Please note that if you fail to send in the necessary forms or to meet the requirements, HES cannot process your application. This also implies that your request for accommodation or MVV (=visa) is put aside until further notice and that your visa may be issued (too) late.

### 3.4 Checklist Application Procedure

#### **For students who do NOT need a visa/MVV:**

- Application form (form 1)
- Arrival form (form 2)
- Copy of your **VALID** passport
- 2 "passport" photographs (please write your name on the back!)
- Photocopy of your medical insurance (please read chapter 10.5)
- Extra documents if you are a Double Degree student (see page 7)

Form 4 you need to send to stichting DUWO:

- Accommodation form (only in case if you want to reserve accommodation in Amsterdam at DUWO)

#### **For students who do need a visa/MVV:**

- You need to send all the documents mentioned above + follow the procedure in APPENDIX A

**DEADLINE:** The completed set of forms *including all the required documents* for

- **Fall semester** should be received by us on **15 May**
- **Spring semester** should be received by us on **15 November**

Please send forms 1, 2 and 3 (if applicable) to:

Hogeschool van Amsterdam  
HES School of Economics & Business  
International Relations Office, Room 3.058  
P.O. Box 22575  
1100 DB Amsterdam  
The Netherlands

## 4. Accommodation

### 4.1 Housing in Amsterdam

It is quite difficult to find affordable accommodation in the city of Amsterdam and in the Netherlands in general. But, HES offers housing facilities in Amsterdam to its international students for one or two semesters. We have no campus facility, but a contract with DUWO Amsterdam. They will offer you a room (for one or two semesters) in one of the two large apartment buildings in the South-West of the city.

### 4.2 Making a reservation for DUWO Accommodation: steps to take

Form 4 is the accommodation form, provided by Stichting DUWO. DUWO is a housing corporation that specialises in housing for students in the Amsterdam, The Hague and Delft regions. DUWO manages more than 1.200 rooms and housing units for students in Amsterdam.

In case a student has filled in the accommodation form, you will get a room at the Poeldijk- or at the Voorburgstraat. You can either opt for a single apartment, with their own kitchen and bathroom, or they can rent a (small or larger) room, with a shared kitchen and bathroom (shared with 2 persons in total). All rooms have an internet connection. The rental prices can be found on the second page of the accommodation form. Rooms will be appointed upon availability. Please note that shared rooms are limited! DUWO will try to meet student's requirements for either shared or single accommodation when allocating the rooms, but cannot guarantee that everyone's preference will be realized! The final allocation of rooms takes place in the order of receipt of payment: the sooner you make your payment, the better your chances are of getting the accommodation of your choice.

Please note that the rental period for the housing in the Poeldijkstraat and Voorburgstraat is for a fixed period, it is NOT possible to get a refund if you are arriving later in Amsterdam or if you return sooner to your home country. After signing the rental contract, the student agrees with the (rental) conditions of DUWO.

Please fill in and return the accommodation form to DUWO, see page 7. Do not forget your e-mail address so that DUWO can reach you during the allocation process.

After sending the application form for a room you will receive a confirmation email from DUWO with your reservation for a room in Poeldijkstraat or Voorburgstraat. In this email you will find your future address. By filling out and returning the confirmation for reservation, the reservation of the room is confirmed. In the confirmation email you will find the details for the payment of the room.

*Method of Payment:* all details can be found on the second page of the accommodation form. Please, do not forget to give the student's name as reference.  
Should you have any questions about the accommodation or your reservation, please contact:

DUWO

Spinozastraat 51-53, 1018 HJ, Amsterdam

Telephone: +31(0)20 34 49 544

Fax: +31 (0)20 62 57 354

E-mail: [shortstayamsterdam@duwo.nl](mailto:shortstayamsterdam@duwo.nl)

Website: [www.duwo.nl](http://www.duwo.nl)

Direct Link to the Accommodation Poeldijk/Voorburgstraat:

<http://www.duwo.nl/?id=508&parentnr=323&ch=ENG>

## 5. Course selection and registration

We advise students to make an enrolment of courses that carries up to a maximum of 31 ECTS credits per semester (see explanation of ECTS system on the HES website).

The enrolment for the courses and the timetabling are done at the same time online. The exchange students can log on with a student number and pin code which are sent to the partner institutes and to each student individually by e-mail.

We strongly recommend that you make your course selection in consultation with a member of the staff of the international programme at your home institution.

Our coursebook will be published on our website from June every other year.

The economics-related subjects are taught in weekly blocks of two hours each, the intensive foreign language courses will take about four contact hours a week. Apart from attending lectures, students are expected to spend a considerable amount of time on preparation for classes and exams. Each block of two contact hours requires an equal amount of time of private study.

We rely on our partner institutes to ensure that students coming to study at our institute have a sufficient level of English to cope in an academic environment. Students are unlikely to pass their exams nor will they gain the necessary ECTS credits unless they have a suitable level of English language proficiency. Also it will be very difficult for them to cope with all lectures and projects.

If a student's level of English is considered by our English teachers to be inadequate, they may be asked to return home.

During the Introduction week there will be a language test for all exchange students who are going to do a language course at HES, to determine their level.

**The English language test is mandatory for all non-native English speaking students.** Some students are asked to take a mandatory English language course when their level of English is not sufficient.

For the German, French and Spanish language courses, the language test is only mandatory for all exchange students who want to enrol for either of these languages.

After the test, the students will be informed by e-mail by the International Office of HES in which language course they are enrolled and when and where the first lecture will take place. It is only possible to do a language course, if there is a place available and if it is not interfering with the student's timetable.

All Double Degree students must follow a certain programme to obtain the HES diploma. For each partner institute the Double Degree programme is different.

Therefore, it is very important for all Double Degree students to contact their study advisor at home or their country coordinator at HES (see chapter 10.5) before they enrol for the courses.

## 6. Arrival in Amsterdam

### 6.1 Getting to the student apartment buildings & Arrival Days

Students are expected to get to the apartment buildings (Poeldijkstraat / Voorburgstraat) and the HES building (Fraijlemaborg 133) by themselves. During the arrival days we will welcome you in the recreation room of the apartment building at the **Poeldijkstraat** in Amsterdam. Both the International Office and DUWO will be represented by staff members. After you have signed your contract with DUWO you will receive the key to your apartment. We will also be handing out more detailed information about the complete Introduction Programme.

#### **If you are unable to arrive on the arrival days:**

If you are arriving at the 'Poeldijkstraat' on another time or date than the arrival dates then you will have to go to the **DUWO** office to pick up the key of your accommodation and to sign your rental contract (please, do not forget to bring your passport!). The office of DUWO is open from Monday until Friday from 08.30-16.00 o'clock.

If you arrive in the weekend or after 16.00 hrs, you will have to arrange accommodation for that weekend/night yourself. There are several hostels in Amsterdam. For more information about hostels in Amsterdam, you can go to [www.hostelsclub.com](http://www.hostelsclub.com) or contact the tourist board in Amsterdam: <http://www.holland.com/amsterdam/gb/>.

#### **Introduction by the International Student Network (ISN)**

The introduction days will be organized by the ISN (it will end with a party!). The introduction program will be handed out during the arrival days. For more information you may want to check [www.isn-amsterdam.nl](http://www.isn-amsterdam.nl)

If you are unable to come to the arrival days, please contact the International Office for further instructions:

[international@hesasd.nl](mailto:international@hesasd.nl)  
+31 (0)20 5236960

### 6.2 Directions

#### **From the DUWO office to the student apartment buildings at the Poeldijk- and Voorburgstraat:**

At the intersection on the 'Weesperplein' you take tram 6, 7 or 10 towards the square 'Leidseplein'. You get off at the stop "Leidseplein" and on the other side of this square, you take tram number 2 (direction: "Nieuw Sloten"). Get off at stop "Westlandgracht" (on the bridge), walk in the direction of the tram, and take the first street on your left. Then, you take the 2nd 'street' on the left (it is more a drive way/parking lot), the entrance of the accommodation in the Poeldijkstraat is on your left-hand side.

### **From Schiphol Airport Amsterdam to accommodation building (Poeldijk – and Voorburgstraat)**

Take the train at Schiphol (platform underneath central arrival hall) to railway station "Amsterdam Lelylaan". A one way ticket costs approximately 2,70 euro. At Station "Amsterdam Lelylaan" take metro nr. 50 (direction: Gein) get off at "Heemstedestraat", continuing in the direction of the metro, turn left at the bottom of the stairs.

After a walk of approximately 11 minutes, you will arrive at the POELDIJKSTRAAT (the street is on the right, the apartment buildings are on your left-hand side; it is a 12 floor building).

If you do not want to walk, then from metro station "Heemstedestraat", you can take tram number 2 (direction: Amsterdam Central Station) and stop two stops further at "Westlandgracht".

The Poeldijkstraat is on your right-hand side. A ticket costs approximately 1,60 euro. A taxi ride from Schiphol Airport to Poeldijkstraat costs at least 40 euro. When arriving together, you can best share a taxi without extra charges. Please note that a taxi in Amsterdam is very expensive.

### **Arriving by car**

From any direction, take the A10 motorway (Amsterdam circular road) to exit S106, direction Centrum (Lelylaan), where you get off. At the first traffic lights, turn right (Haarlemmermeerstraat), go straight on until you reach a large square (Hoofddorpplein), where you turn right (into Heemstedestraat). Follow this street, over the bridge and then you will see a fly-over ahead of you. Before you get there, you will see POELDIJKSTRAAT on your left. Make a U-turn around the central reserve (with tramway) and drive into Poeldijkstraat. The two tall apartment buildings, Poeldijk- and Voorburgstraat are on your left.

### **From Schiphol Airport to the HES building**

Take the train (platform underneath central arrival hall) to railway station "Amsterdam Duivendrecht". Then take metro number 50 or 54 (both going direction: Gein) and get off at Strandvliet Arena station. Travelling time is approximately 25 minutes.

After leaving the metro, turn right and take the stairs. At the bottom of the stairs, turn left towards the apartment buildings. This is the Boris Pasternakstraat. Turn right and walk approximately 200 meters until the traffic lights. Across the street, on your left side, you see the HES building.

You can also take the metro 50 or 54 from Duivendrecht to the Bijlmer station (one stop further than metro stop Strandvliet Arena station). At the bottom of the stairs, turn right towards shopping centre "Amsterdamse Poort". Just before the "Nieuw Amsterdam Gebouw" – building, turn left and then walk straight ahead (approximately 250 meters). You will see the HES building on your right, at the end of the street.

### **From Amsterdam Central Train Station to HES building**

Take the metro 54 (direction: Gein) and get off at Strandvliet Arena or Bijlmer station. Travelling time is approximately 25 minutes.

### **From Poeldijkstraat (student accommodation building) to HES building**

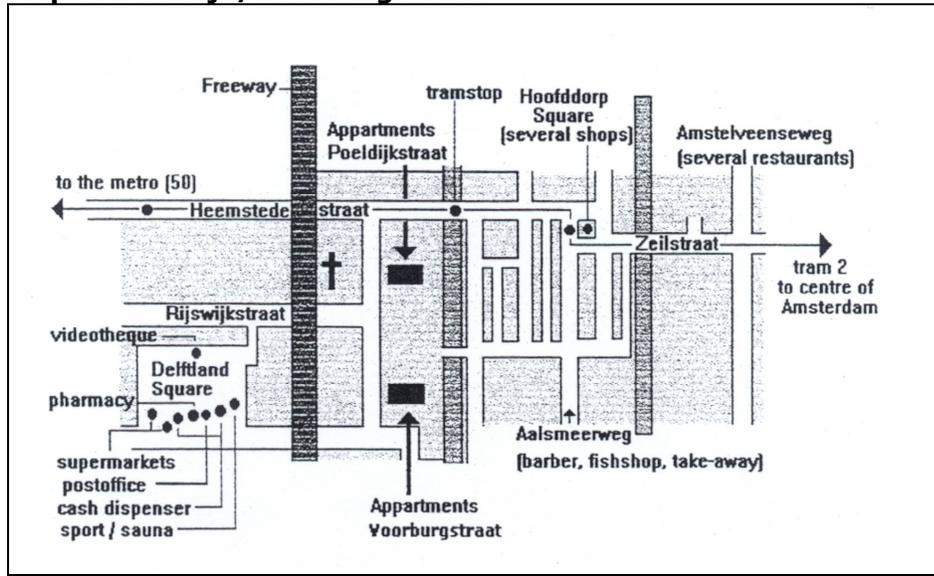
Take tram 2 at the "Westlandgracht" stop (direction: Sloten) and get off two stops further ("Heemstedestraat") and change to metro number 50 (direction: Gein) and get off at Strandvliet Arena or Bijlmer station.

Please note that our school building is just between the (metro) Station "Bijlmer" and (metro) station "Strandvliet Arena". The fare stage/zone limit is at station "Strandvliet Arena". This means that you have to pay for an extra 'zone'/'area' if you travel to station "Bijlmer". In other words, if you buy a month card for the public transportation and you

want to travel to station "Bijlmer" by metro, you pay approximately 30 euro more every month for your travel pass, while the walking distance to the HES building from "Strandvliet Arena" and "Bijlmer" are almost the same!

A route description to the HES building can also be found on our website <http://www.international.hva.nl/exchange-programmes/hes/location.htm>

### Map of Poeldijk/Voorburgstraat



## 7. Important dates, Academic Calendar

### FALL SEMESTER 2008

Arrival and checking into accommodation:	15 and 18 August 2008
Introduction days:	19 - 23 August 2008
Start of lectures 1 <sup>st</sup> semester:	<u>Monday 25 August 2008</u>
Fall mid-term break:	20 - 24 October 2008
End of semester examinations:	8 - 19 December 2008
Christmas vacation:	22 December 2008 - 2 January 2009
Resits*	5 - 16 January 2009

*\*You can participate but you have to arrange accommodation yourself.*

### SPRING SEMESTER 2009

Arrival and checking into accommodation:	16 and 19 January 2009
Introduction days:	20 - 24 January 2009
Start of lectures 2 <sup>nd</sup> semester:	<u>Monday 26 January 2009</u>
Spring break:	16 - 20 February 2009
May break incl. Queensday on 30 April:	27 February 2009 - 1 May 2009
End of semester examinations:	25 May 2009 - 6 July 2009 (incl. resits)

### **All dates are with reservation!**

*The complete academic calendar 2008-2009 will be available in June 2008*

Exchange students should arrive at least one week before lectures start in order to attend the introduction programme. This includes a meeting with the International Relations Managers, tours and social events.

Please bear in mind that it is NOT possible to start the exchange programme two weeks after the start of the lectures. After this date, the student has missed too many lectures and also project groups have been formed in the first week of the semester.

When booking your flights, please keep these dates in mind.  
Exam schedules can not be adjusted to suit an early departure!

## 8. HES student facilities

### Company Placement Office

Double Degree students are responsible for finding their own company placement, but HES placement coordinators give them support and assistance. The faculty placement coordinators are actively in search of companies for placements and a number of permanent positions are on file. Double Degree students can also call the coordinators for help or advice. For information, please contact your International Relations Manager.

### Computers

Computer rooms are usually opened from 09.00-19.00 hrs (Monday to Friday). The demand for workstations may exceed supply. It is recommended to check the schedule at the ICT Help Desk, which shows whether rooms are available or booked (classes, maintenance). Carrying out a practical assignment has priority over other activities. HES provides free internet access and e-mail addresses to the exchange students. Students who bring their own laptop need to bring a wireless card. This card needs to be adapted to the HES system and brought to our ICT Helpdesk, which is located on the ground floor of the HES building. In the school building we have more than 400 computers available for students. It is also possible to plug in a laptop in several project areas in the HES building.

### Library

The student library is usually opened from 09.00-18.00 hrs (Monday to Thursday) and 09.00-17.00 hrs (Friday). The library is located on the ground floor of the HES building. The collection consists of books and journals on all sorts of economic subjects, law, information technology and linguistics. In addition, there are reference books, national and international newspapers and weeklies, international documentation and previous graduates' final papers. It is possible to consult the computerized library catalogue and fiscal and legal cd-roms. A special service offered by the library is its on-line literature search.

### Restaurant & HES Café

In the restaurant at the HES building all sorts of food (hot and cold) and drinks are for sale. Please note that our method of payment at the HES is with a so-called 'chipknip' (chip card). Exchange students who open an account at a Dutch bank, can ask for a bankcard with a chipknip. Students who do not have an account at a Dutch bank can buy a 'chip card' of 10 euro and 20 euro at the student administration. For each 'pre paid chip card' an additional fee of 2 euro has to be paid.

### Sports and recreation

Sports are extracurricular. Students can take part in a number of sports at very reasonable prices (7 euro to 25 euro per course). Courses offered are: sailing, rowing, tennis (indoor and outdoor), squash, golf, fencing, diving, snowboarding, indoor skiing, horse-riding, self defence and team sports such as: hockey, volleyball and basketball.

More information regarding sports facilities can be retrieved at the Sports Department of HES. You can also check the Centre for student sports:

USC  
De Boelelaan 46  
1082 LR Amsterdam  
tel +35 20 301 35 35  
[www.usc.uva.nl](http://www.usc.uva.nl) (click on English)

**Student telephones / faxes / copy machines**

Students can use their chipcard to operate telephones & copy machines in the HES building.

**Textbooks, course books, required reading material**

There is a small "Selexyz" bookstore inside the HES building, where there is an extensive supply of Economic study books. It is also possible to order other (study) books in this shop (delivery period is approximately 2-3 weeks). Opening hours are from Monday-Thursday from 10.00-17.00 hrs. Friday from 10.00 until 15.00 hrs. You can pay with the so-called chipknip, pin card or credit card (Visa, Master Card or American Express)

## 9. Learning styles

The Dutch teaching system includes more contact hours per week than in any university system in other countries. Still, students are expected to spend a fair amount of time on private study, using the library and computer sources.

The amount of time this takes in addition to class attendance can be quite substantial. The majority of lectures are held in classrooms rather than lecture halls, in groups no larger than thirty students. This informal situation gives ample opportunity for interaction between teachers and students; open discussions are very common.

Students are expected to attend the classes for which they have enrolled. In practical courses (language or computer labs, case studies) requiring active student participation, attendance is mandatory. Team spirit, an open-minded attitude and a certain degree of self-discipline are keys to completing the courses successfully.

Modules may include course work assessment, such as essays or presentations or mid-term exams, but the final examinations carry the highest percentage of the mark. Therefore, students should attempt to spread reading and revision for these exams in order to avoid an excessive workload towards the end of the semester.

The modules form self-contained units, each with its own aims and carrying a mark and credit points. All the subjects of the module-structured programmes are taught either in blocks of seven weeks or during fourteen successive weeks, interrupted only by short vacations. Each semester is rounded off with oral and written examinations, usually held over a period of two weeks.

At HES, the lecture hours are divided in blocks. Each day has a maximum of 11 lecture hours:

1 <sup>st</sup> hour: <b>09.00 - 09.45 hrs</b>
2 <sup>nd</sup> hour: <b>09.45 - 10.30 hrs</b>
<b>10.30 - 11.00 hrs = break</b>
3 <sup>rd</sup> hour: <b>11.00 - 11.45 hrs</b>
4 <sup>th</sup> hour: <b>11.45 - 12.30 hrs</b>
5 <sup>th</sup> hour: <b>12.30 - 13.15 hrs</b>
6 <sup>th</sup> hour : <b>13.15 - 14.00 hrs</b>
7 <sup>th</sup> hour: <b>14.00 - 14.45 hrs</b>
<b>14.45 - 15.15 hrs = break</b>
8 <sup>th</sup> hour: <b>15.15 - 16.00 hrs</b>
9 <sup>th</sup> hour: <b>16.00 - 16.45 hrs</b>
10 <sup>th</sup> hour: <b>16.45 - 17.30 hrs</b>
11 <sup>th</sup> hour: <b>17.30 - 18.15 hrs</b>

## 10. Practical information

### 10.1 Cost of living

The amounts given below are only intended to give some indication of the expenses of a single student. They may vary widely to suit your budget and personal lifestyle.

Food: approximately 180 euro per month

Public Transport: approximately 60 euro per month

Entertainment: eating out or going out 25 euro / Cinema 10 euro / (major) music events between 25 euro and 45 euro

For more information, you can check out the following websites:

[www.international.hva.nl](http://www.international.hva.nl)

[www.studyin.nl](http://www.studyin.nl)

[www.iamsterdam.nl](http://www.iamsterdam.nl)

[www.amsterdam.nl](http://www.amsterdam.nl)

### 10.2 Bank account

Upon arrival in Amsterdam, all exchange students will get information of how and where to open a bank account in the Netherlands. Most students choose to open a bank account at ABN AMRO.

Students who need a residence permit, can only open this bank account AFTER receiving the permit. With the bankcard of the ABN Amro bank you will be able to pay in the HES building, because this card also contains a 'chipknip'.

Please note, that it is not very common to pay with a credit card in the Netherlands, we Dutch prefer the so-called chipknip-card or we pay electronic with our bankcard (a so called 'pin-payment'). Furthermore, it is NOT even possible to pay with a credit card in a Dutch supermarket.

### 10.3 Public transport

#### Strippenkaart

Tickets for public transport in Amsterdam are the so called "strippenkaarten". These strippenkaarten are valid on buses, trams and subways all over the Netherlands.

Strippenkaarten are available at all train stations, subways, large supermarkets and at tobacco shops. It is also possible to buy a strippenkaart on the bus or tram, but this is far more expensive than the pre-purchase. For instance, on the bus/tram you pay about 1,60 euro for 2 strippen, but if you buy a strippenkaart in advance (in a supermarket or tobacco shop), you pay only 6,90 euro for 15 strippen. Exchange students have to buy a blue strippenkaart.

#### How to use the strippenkaart?

When arriving at the HES you will receive the brochure "Public transport Amsterdam Tourist Guide". Under the heading "The strippenkaart (bus and tram card) and the zone system" you will find an explanation of the zone system.

### **Public Transport Smart Card**

The Netherlands is currently in the process of implementing a new method to pay for public transport, the "OV-chipkaart". This card can be bought at all "tickets+info" service points at stations in Amsterdam.

At present, this card can only be used in the Amsterdam metro, but it will become valid in buses and trams as of summer 2007. Do keep your receipt, you may be asked to show it.

### **Season Tickets**

For the foreign students who intend use the public transportation every day (for instance, to go to the HES-building or go to the centre of Amsterdam), it is recommended to buy a monthly season ticket which costs approximately 60 euro.

To buy this ticket, you can go to the office of the GVB (in front of the Central Train Station of Amsterdam). Do not forget to bring a photograph for your registration card. If you buy a monthly season ticket which has zone '5700' as "point of departure", you can travel freely within the validated area (which is 2 zones): from the Poeldijk – and Voorburgstraat to the city centre and also to the HES building. Please note that in this case you have to get off at stop "Strandvliet/Arena" station, because this is the zone limit! If you travel further, your season ticket is not valid for that zone, so you are risking a fine of approximately 35 euro!

For more information about the public transport (metro, bus, and tram) in Amsterdam, please check: [www.gvb.nl](http://www.gvb.nl)

For more information about trains in the Netherlands, please check the Dutch Railways' website (= Nederlandse Spoorwegen): [www.ns.nl](http://www.ns.nl)

*Please note:*

*When using public transport facilities, you may be asked to show your ticket by a ticket controller. If you are not in possession of a valid ticket, you risk a fine of approximately 35 euro.*

*As from 1 January 2005, you are obliged to be able to show your identification document (passport, ID-card or drivers license) if asked by police or similar authority. If you cannot show your ID-document, the police can charge you with a fine of 50 euro!*

## **10.4 Dutch language**

Below, you will find some indications for the pronunciation of Dutch vowels and consonants. Of course, the best way to learn the pronunciation is by hearing it and imitating it, but the following descriptions may help you a little. In these descriptions we borrowed a great deal from Kevin Cook, who gives very helpful and sometimes surprising descriptions of Dutch pronunciation in his book on colloquial Dutch. We present the most frequently used vowels and consonants, without bothering with exceptions. For more information on Dutch courses you can check [www.bltc.nl](http://www.bltc.nl)

The University of Amsterdam offers a free IELC course of the Dutch language for exchange students; please check for more information website: <http://www.uva.nl/exchange/>

## Dutch for beginners!

Good Morning	Goedemorgen
Good afternoon	Goedemiddag
Good evening/night	Goedenavond
Where are you from?	Waar kom je vandaan?
What is your name?	Wat is je naam?
It is a lovely day!	Het is een mooie dag!
See you	Ik zie je!
Nice to meet you	Leuk je te ontmoeten
Can you give me your phone nr?	Kun je mij je telefoonnummer geven?
I need a single (one way) ticket to..., please	Ik wil graag een enkele reis naar... alstublieft.
At what time does the next bus leave to..?	Hoe laat vertrekt de eerst volgende bus naar...?
How much does it cost a taxi to the city centre?	Wat kost een taxi naar het centrum?

To find out more you may want to check the following websites:

[http://www.smartphrase.com/Dutch/du\\_general\\_words\\_phr.shtml](http://www.smartphrase.com/Dutch/du_general_words_phr.shtml)

<http://www.dutchlanguage.info/dutch/phrases.asp>

[http://linguanaut.com/english\\_dutch](http://linguanaut.com/english_dutch)

## 10.5 Health and insurance

### Health Care

All students must arrange their own health insurance before leaving their home country. Please check if repatriation of remains and medical evacuation to the home country is covered by your insurance and check that your insurance has international coverage. HES is not responsible for those students who are not insured!!

### Insurance for third party liability, accident, theft, household effects

We advise all students to check whether their insurance covers theft (also in case of theft in the student accommodation!), loss of belongings, and liability (third party coverage). Please, consult you own insurance company at home about this, or consult the Lippmann Insurance Company.

### Lippmann Insurance: insurance passport for students (IPS)

This policy covers accidents, legal assistance, third party liability, luggage, medical expenses and urgent dental treatment, extraordinary costs. It is a customized combined insurance package for students on Study Tour/Teaching Practice. Please visit the website of IPS/Lippmann group: [www.ace-ips-nl.com/](http://www.ace-ips-nl.com/) for more details about this insurance.

## 10.6 HES contact persons

### STAFF MEMBERS INTERNATIONAL OFFICE



Mr. Bernard Smeenk  
**Head International office**  
[SNK@hesasd.nl](mailto:SNK@hesasd.nl)



Ms. Claartje Rijniers  
**Study Abroad Coordinator**  
*Spain, Portugal and Latin America*  
[RYS@hesasd.nl](mailto:RYS@hesasd.nl)



Ms. Marieke van Schagen  
**Study Abroad Coordinator**  
*France, Belgium and Asia*  
[SCN@hesasd.nl](mailto:SCN@hesasd.nl)  
(Will be on maternity leave until June 2008)



Ms. Nathaly Russell

**Study Abroad Coordinator**

*UK, USA, Canada, South-Africa, Australia, Sweden and Finland*

[hesinternational@hva.nl](mailto:hesinternational@hva.nl)

(Will be on maternity leave until June 2008)



Ms. Judith Rijpstra

**Study Abroad coordinator**

*France, Belgium, UK, Sweden and Finland*

[RYP@hesasd.nl](mailto:RYP@hesasd.nl)



Ms. Sandra van der Helm

**Study Abroad Coordinator**

*Germany, Austria, Baltic states, Czech Republic, Italy and Turkey*

Contactperson for MVV (visa) and Residence Permit (1<sup>st</sup> application)

[HLM@hesasd.nl](mailto:HLM@hesasd.nl)



Ms. Sabrina Sugiarto

**Study Abroad Coordinator**

*Australia, Canada, South Africa, United States & staff travel bookings*

[SRT@hesasd.nl](mailto:SRT@hesasd.nl)

(replacement for Ms. Nathaly Russel, who will be on maternity leave until June 2008)



Ms. Brigit van der Meijs

**Study Abroad Coordinator**

*Asia, Placements & Socrates grants*

[BME@hesasd.nl](mailto:BME@hesasd.nl)

(replacement for Ms. Marieke van Schagen, who will be on maternity leave until June 20

## INTERNATIONAL RELATIONS MANAGERS



Mr. Mike Meeles

**International Relations Manager**

*Germany, Austria, Baltic States, Czech Republic, Italy and Turkey*

[MEL@hesasd.nl](mailto:MEL@hesasd.nl)



Ms. Brechtine Detmar

**International Relations Manager**

*Spain, Portugal and Latin America*

[DEM@hesasd.nl](mailto:DEM@hesasd.nl)



Ms. Florence Herberichs

**International Relations Manager**

*France and Belgium*

[HEF@hesasd.nl](mailto:HEF@hesasd.nl)



Mr. Michel van den Houten  
**International Relations Manager**  
*Asia and Australia*  
[HOU@hesasd.nl](mailto:HOU@hesasd.nl)



Mr. Andre Resing  
**International Relations Manager**  
*UK, Sweden and Finland*  
[REG@hesasd.nl](mailto:REG@hesasd.nl)

## 10.7 Contact details International Office



# Hogeschool van Amsterdam

## HES School of Economics and Business

**Postal Address:**

Hogeschool van Amsterdam  
HES School of Economics and Business  
International Office, Room 3.058  
P.O. Box 22575  
1100 DB Amsterdam Z.O.  
The Netherlands

**Visiting Address:**

Fraijlemaborg 133  
1102 CV Amsterdam Z.O.

**Telephone:** +31 (0)20 523 6960

**Fax:** +31 (0)20 620 6801

**E-mail:** [international@hesasd.nl](mailto:international@hesasd.nl)

**Website:** [www.international.hva.nl](http://www.international.hva.nl)

## **APPENDIX A Information about MVV and residence Permit Procedures**

### **The MVV Short-cut visa service**

All students with other nationalities than one of the EU/EER countries, Switzerland, Liechtenstein, Monaco, Iceland, Norway, Sweden, USA, Canada, Australia, New Zealand, or Japan have to be in possession of an authorization for a student entry visa, here referred to by its Dutch abbreviation, MVV.

This document is a visa, which is your legal 'ticket' to gain official permission to enter the Netherlands. Once in the country you must apply for a residence permit.

HES can apply for the MVV on your behalf. Once the visa has been granted, it will be sent to the Dutch embassy or consulate in your home country. In case you live in a country while having another nationality (for instance you study in the U.S.A., while having the Nepalese nationality, you must have a valid residence permit of this country.

Please indicate where you wish to pick up your MVV, in most cases it will be at the Dutch Embassy or consulate the closest to your residential city!

To enable the HES staff to prepare this application, you must fill in and sign the MVV-form. Furthermore, some special documents must be returned with this MVV-form.

**PLEASE FOLLOW THE PROCEDURE IN THIS APPENDIX**

### **NESO-Certificate for Chinese students**

Chinese students need a certificate from NESO to obtain a visa to the Netherlands.

To apply for this certificate, you must send or fax NESO (address below) your IELTS test result, copies of your diplomas, passport, and the registration form for the certificate. This registration form and more information about this certificate can be found on the NESO website. The whole procedure can take up to two months.

NESO will inform you by telephone or e-mail once they have decided to approve or disapprove of your application. The certificate will be sent directly to the HvA-HES international office. Once we have received your certificate we can apply for your visa.

Please contact NESO Beijing directly for more information.

NESO Beijing  
Assessment Section  
Beijing New World Center  
South Office Tower, Rm. 615  
3 Chongwenmenwai Dajie  
Beijing 100062, China  
Fax: 010 6708 2855  
E-mail: [helpdesk@nesobeijing.com](mailto:helpdesk@nesobeijing.com)  
<http://www.nesobeijing.com> 

### **The procedure**

The MVV form should be returned together with application forms (see chapter 3) + the documents mentioned below to the International Office at HES School of Economics and Business.

## Requirements – FOLLOW the 7 steps and read our IMPORTANT NOTICES

1. Sign and return the **MVV admission agreement**. (Please see form 3 on the website).
2. Sent us a copy of your **valid passport** (with your name, photograph, date of expiry etc.)
3. If applicable to you: send us a copy of your (valid) residence permit (for example, if you have the Chinese nationality, but you live in the U.K.)
4. Send a photocopy of your **health insurance** (valid for all Schengen-countries), if you do not have a health insurance please see "*important notice 5*"!
5. **Transfer the exact amount of 445 euro** to the bank account of HES school of Economics and Business. This is the fee for your **MVV and residence permit!** Please ask your bank for any additional bank costs for the international transfer!

### Bankdetails

#### Stichting Hogeschool van Amsterdam:

Bank Address: ABN-AMRO Bank, De Entree, Amsterdam, the Netherlands

Account nr: 42.89.25.111

BIC code: ABNANL 2A

IBAN code: NL 13 ABNA 0428925111

You must mention as a reference: **M.V.V. + your full name + your date of Birth**

### 6. **Proof of sufficient financial means.**

Each year the Dutch Government sets an amount a foreign student must have the disposal of a certain guaranteed amount per month per month

For the year 2008 this amount is 770 euro.

This means that:

- For one year you will need the equivalent 9200 euro
- for one semester you will need the equivalent of 4600 euro

The following documents (A,B,C) are accepted as proof of sufficient funds:

**A)** a statement of your home bank (financial statement) that you have the specified amount at your disposal.

#### **This statement must meet the following requirements:**

1. issued in English and printed on company paper
2. not older than 3 months
3. it should mention the bank's contact address and phone number
4. it should mention a contact person (preferably someone who speaks English)
5. the account must be in YOUR name\*
6. the account number must be specified
7. the amount must equal to the standard amounts as listed below (local currency must be stated)
8. funds must be readily available

**For an example check appendix B, page 34**

\*Due to immigration policy, a statement of family members or other relatives or friends is not acceptable. They can of course transfer their supportive funds to your account, after which you can submit a bank statement.

**B)** Transfer a complete payment to the ABN-AMRO bank account of HvA-HES Amsterdam for the amount of 4600 euro for one semester and 9200 euro for one year. Once you have arrived in Amsterdam at Hogeschool van Amsterdam – HES School of Economics and Business, the International Office will refund your remaining deposits. For Bank details please see above

**C)** Financial means guaranteed by a **Financial sponsor**.

**The sponsor must provide:**

- The completed financial statement, signed by sponsor.
- A copy of the valid passport of the sponsor
- An original statement from the bank in English, in the sponsor's name. This must state the amount in the account, the account number/holder, the name and address of the bank and the currency. **(For an example check appendix C, page 35)**

**If your sponsor lives in the Netherlands, please let them contact the international office.**

**7. Legalize your Birth Certificate** at the Dutch Embassy in your home country (you must take this with you when you come to the Netherlands)

**Collecting your MVV at the Dutch Embassy/ Consulate**

Once the MVV is approved and issued, you can collect it at the Dutch Embassy / Consulate in your country of origin.

If everything goes smoothly and your request for an MVV is approved, you will be able to collect your visa at the Dutch Embassy / Consulate in your country of origin. We will inform you by e-mail once your MVV has been approved, the MVV will be sent to the nearest Dutch representative authority in your own country. If you want to find the nearest Dutch representative authority in your own country, please see the website of the [Ministry of Foreign Affairs](#).

**Always ask for a "D+C"- MVV.** The "D+C" indicates that multiple entries are allowed, i.e. you are allowed to travel through all Schengen countries for 90 days after the date of issue of your visa.

When collecting your MVV, please do not forget to take:

- ✦ your valid passport (valid for at least 1 month longer than the intended period of residence)
- ✦ the letter of admission
- ✦ your original birth certificate (with a certified translation) from the municipality of the town or city where you were born.

**If you have any questions, please do not hesitate to contact us.  
Please read all our important notices first!**

## Important Notices

### IMPORTANT NOTICE 1:

We can request your MVV through the short-cut procedure which is faster than when you apply yourself, but the time it will take before the MVV is issued depends on the Dutch authorities and/or the Dutch embassy or consulate in your country.

### IMPORTANT NOTICE 2:

You are not allowed to come to The Netherlands more than 14 days prior to the date requested within the MVV procedure. You do not have grounds for legal residence before this period, which means that your residence in The Netherlands will then be ILLEGAL.

### IMPORTANT NOTICE 3:

The information provided here is based on information from the Dutch immigration service. Please check the website of the Justice Department [www.ind.nl/EN/index.asp](http://www.ind.nl/EN/index.asp) for the most recent rules and regulations.

### IMPORTANT NOTICE 4

Start early!

It can take months to obtain your original birth certification and/or the notarisation (Embassy seal) of your certificate by the Dutch Embassy. We therefore advise students to start with this process as early as possible. You will only receive your visa from the Embassy after notarisation.

### IMPORTANT NOTICE 5

In case you do not have a valid health insurance, you can apply for an IPS (Insurance Passport for Students) with the Lippmann insurance company. See [www.ace-ips-nl.com](http://www.ace-ips-nl.com) and apply for the "IPS Primary" for one year. Arrange this in time, so that you will be insured when you travel to the Netherlands.

### IMPORTANT NOTICE 6:

If you are not able to provide a proof of sufficient means as mentioned above your application for an MVV will not be considered.

### IMPORTANT NOTICE 7:

**Students who need an MVV must not try to enter the Netherlands on a tourist visa.**

It is not a legal document of entry for studies. Students who require a MVV and arrive without it must be sent back home.

A student will only be admitted after (s)he has received his/her visa. In any case, HES might withdraw an exchange student from the programme if a visa is not granted (in time) by the Dutch Ministry of Justice.

### IMPORTANT NOTICE 8:

We strongly recommend all students NOT to purchase a plane ticket unless the student has received his/her visa and (s)he is officially accepted by HES.

## Residence Permit

After arrival in the Netherlands, some students need to apply for a residence permit. HES with help you with your application.

The following students need to apply for a residence permit:

- Students who entered the country with an MVV the residence permit costs 188 euro. (You will pay both fees for MVV & Residence Permit together. This is 445 euro.)
- Students with the nationality from **Canada, Australia and New Zealand**, who are younger than 30 years and are coming to study at a School for Professional Education (like HES ) or at a university and are staying not longer than 1 year in the Netherlands, do not need a visa to enter the Netherlands. However after arrival in the Netherlands, they need to apply for a so-called "Working Holiday Scheme", which costs 30 euro. This 'WHS' is available on the website of the IND. [www.ind.nl](http://www.ind.nl) => English (right top corner) +> residence wizard => Brochures => download forms +> application residence permit or change to restriction without MVV. Please note that these students must have a return ticket to hand over to the Immigration Department, OR a bank statement which has sufficient financial means to purchase a ticket from Amsterdam to the student's home city.
- Students with the nationality of **U.S.A., Japan and South-Korea** do not need a visa to enter the Netherlands. HOWEVER, after arrival in the Netherlands, they need to apply for a residence permit, which costs 445 euro.

For this we need you to transfer the amount of 445 euro into the account of HES:

### Bankdetails

#### Stichting Hogeschool van Amsterdam:

Bank Address: ABN-AMRO Bank, De Entree, Amsterdam, the Netherlands

Account nr: 42.89.25.111

BIC code: ABNANL 2A

IBAN code: NL 13 ABNA 0428925111

You must mention as a reference: **V.V.R + your full name + your date of Birth**

- Students with the E.U. / E.E.A. nationality are *advised* to report at the City Hall in Amsterdam after arrival. They get a sticker in their passport as proof that they are registered as citizen of the city of Amsterdam, which is without any charges/costs.
- **Students who should but do not apply for a residence permit are illegal in the Netherlands. HES School of Economics and Business can de-register these students as (exchange) student from the institute.**

### **Documents needed to apply for the residence permit**

1. Your (valid) passport (and a copy of it);
2. Two photographs (please write your name on the back of the photographs);
3. Legalized birth certificate;
4. Proof of medical insurance;
5. Proof of income: a bank guarantee or a grant document stating that you are assured of an income of at least 4600 euro (for 1 semester) or 9200 euro (for 2 semesters) to meet the cost of living, including rent and insurance;
6. Proof of enrolment at HES School of Economics and Business (which you receive upon arrival);
7. Rental contract or a statement of the main inhabitant that indicates that you are allowed to live at that address (you will receive your contract upon arrival in the Poeldijkstraat during the arrival days)
8. Special application forms, which will be given to the students during the introduction week.

*Please, bear in mind that the Dutch government might change the visa regulations. The International Office intends to keep up with all (new) regulations. We will inform all our partner institutes as much as we can. However, we cannot prevent that laws might have changed after printing this guide. In case of any doubt or questions, please consult the International consult the website of the Dutch Immigration Department: [www.ind.nl](http://www.ind.nl)*

**APPENDIX B Example bank statement for student**

**(ON LETTERHEADED PAPER OF BANK)**

**Name of bank**

**Address**

Date: (the date must be **within the last 3 months**)

To: HES School of Economics and Business  
PO Box 22575  
1100 DB Amsterdam The Netherlands

To Whom It May Concern:

We can confirm that Mr/Ms .....(**NAME STUDENT**) who is applying via your institution for an MVV Visa, has a bank account number: ..... (**NUMBER BANK ACCOUNT**) with the ..... (**NAME BANK**) to our entire satisfaction since 200.. .

*CHOOSE AS APPROPRIATE:  
NEEDED FOR 6 MONTHS IN 2008*

On this date: .....he/she has an amount of ..... (local currency) in his/her account which is at least **4600 euro** according to the exchange rate today.

*CHOOSE AS APPROPRIATE:  
NEEDED FOR ONE YEAR IN 2008*

On this date: .....he/she has an amount of ..... (local currency) in his/her account which is at least **9200 euro** according to the exchange rate today.

This money is freely accessible and can be withdrawn at any moment.

We trust this information will be treated as confidential.

No liabilities should be attached to ..... (**NAME BANK**) or any of its employees in connection with such information.

Yours sincerely,

**NAME OF BANK**

**NAME AND FUNCTION OF BANK EMPLOYEE**

**APPENDIX C Example bank statement for Sponsor**

**(ON LETTERHEADED PAPER OF BANK)**

**Name of bank**

**Address**

Date: (the date must be **within the last 3 months**)

To: HES School of Economics and Business  
PO Box 22575  
1100 DB Amsterdam The Netherlands

To Whom It May Concern:

We can confirm that

Mr/Ms .....( **NAME PARENT/SPONSOR**)  
whose son/daughter/other relationship .....(**NAME STUDENT**) is applying via your  
institution for an MVV Visa,  
has a bank account number: ..... (**NUMBER BANK ACCOUNT**)  
with the ..... (**NAME BANK**) to our entire satisfaction since 200.. .

*CHOOSE AS APPROPRIATE:  
NEEDED FOR 6 MONTHS IN 2008*

On this date: .....he/she has an amount of ..... (local currency) in his/her account  
which is at least **4600 euro** according to the exchange rate today.

*CHOOSE AS APPROPRIATE:  
NEEDED FOR ONE YEAR IN 2008*

On this date: .....he/she has an amount of ..... (local currency) in his/her account which  
is at least **9200 euro** according to the exchange rate today.

This money is freely accessible and can be withdrawn at any moment.

We trust this information will be treated as confidential.

No liabilities should be attached to ..... (**NAME BANK**) or any of its employees in  
connection with such information.

Yours sincerely,

**NAME OF BANK**

**NAME AND FUNCTION OF BANK EMPLOYEE**