



Immigration procedures for international students doing an internship

If you are an international student who would like to do an internship in the Netherlands, then it is quite likely that you will have to deal with certain immigration procedures. This factsheet explains more about these procedures.

Can I work as an intern in the Netherlands?

If you are enrolled as a student in the Netherlands or in another country, you may work as an intern. An internship is any work placement or practical training arrangement that aims to give you experience of the world of work while you are studying. If you have already graduated, you will in general not be able to work as an intern in the Netherlands. There are however other ways to gain work experience. You can find more information about this on the Nuffic website: www.nuffic.nl/international-students/alumni/working-after-your-studies.

Do I need a work permit if I work as an intern?

The internship provider might need a work permit for you. Whether a work permit is needed, depends mostly on your nationality and the country in which you study. In some cases a work permit is not needed; in those cases the Dutch Labour Inspectorate (*Arbeidsinspectie*) may require your internship provider (the company where you do your internship) to have an 'internship agreement'¹.

What is needed in which situations, is listed below.

Category intern	Work permit required?	Internship agreement required?
Category A You are a national of Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland or the United Kingdom.	No	No

¹ The agreement is a formal internship agreement between the intern, the internship provider and the Dutch higher education institution. You can download it from Nuffic's website.

Category intern	Work permit required?	Internship agreement required?
Category B You are a student doing an internship under an action programme of the European Union which is published in the Official Journal of the EU (e.g. Leonardo da Vinci or Erasmus internship).	No	No
Category C You are a national of Bulgaria or Romania and you are studying at a Dutch higher education institution.	No	Yes
Category D You do not fall under category A, B or C and you are studying in the Netherlands and you are in the possession of a Dutch residence permit with the aim to study.	No	Yes
Category E You do not fall under category A, B, C or D.	Yes (apart from exceptions)	No

Where can I find the internship agreement?

There is a special standardized agreement that replaces the work permit in the situations mentioned above. You can find the agreement on the Nuffic website at: www.nuffic.nl/international-students/living-in-holland/traineeships/internship-related-to-a-dutch-study-programme. It is important that the three parties mentioned in the agreement, the student, the institution where the student studies and the internship provider, all sign the agreement. The internship provider must be able to present this agreement to the Labour Inspectorate if asked to do so. Use of this internship agreement is therefore NOT optional: it is compulsory.

Where and how do I need to apply for a work permit?

Applications for work permits must be submitted by the internship provider. Applications should be sent to the UWV WERKbedrijf in Zoetermeer. The internship provider can download the application form for a work permit from the website of the UWV WERKbedrijf.

Although a work permit is merely a formality in this situation, as the UWV WERKbedrijf applies simplified rules (e.g. the employer does not need to show that there are others who are free on the labour market capable of doing the job), it is still required. If the internship provider does not get one, he faces a penalty of up to € 8,000. It might even have consequences for your residency rights in the Netherlands.

The application form states which documents have to be included. With regard to interns some additional supporting documents have to be included such as a declaration from your education institution stating that the internship is a necessary part of your programme. Detailed information about

what work you will do during the internship must also be included. The UWV WERKbedrijf can provide further information about additional documents that have to be included.

Applications are normally processed in about five weeks. Therefore it is important to start the application procedure in time.

Do I need to arrange a visa?

If you fall under category A, B, C or D, you most probably do not need a visa or you are already in the possession of a visa or a residence permit. If you fall under category E and you are not in the Netherlands yet, you might need a visa to enter the Netherlands.

Whether you need a visa to enter the Netherlands depends on your nationality and the length of your stay in the Netherlands. There are two types of visa for the Netherlands: the 'short stay visa' (*Visum Kort Verblijf* or VKV) and 'the provisional residence permit' (*Machtiging Voorlopig Verblijf* or MVV). If your stay will be for a period of up to three months, it is likely that you will need a short stay visa (VKV). If your stay will be for a period longer than three months, you will probably need a provisional residence permit (MVV). Once you arrive in the Netherlands you will need to apply for a residence permit, as the MVV is only a visa to *enter* Holland and is not valid as a visa to stay here for a longer period of time.

Take a look at our visa wizard on the Nuffic website to see what rules apply to your situation.

If you need a short stay visa, you need to arrange it yourself at the Dutch embassy in your home country or the country where you legally reside. If you need a provisional residence permit, your internship provider can apply for this on your behalf. The application form can be found at the website of the IND.

Where can I get more information?

If you have questions about work permits, you can contact the UWV WERKbedrijf. Their telephone number is: +31 79 750 29 03.

For questions about applying for a visa or a residence permit, you can contact the Immigration and Naturalization Service (IND) on the following number: + 31 20 889 30 45. If you are already in the Netherlands you can dial the following number: 0900 123 45 61.

If you have any other questions, you can also contact the Mobstacles-team at Nuffic: immigration@nuffic.nl or +31 70 426 03 40 (Tuesdays and Thursdays between 14.00 and 16.00 hrs). You can also ask this team questions about the internship agreement.

© Nuffic, July 2010

Nuffic is the Netherlands organization for international cooperation in higher education. Our motto is Linking Knowledge Worldwide. This means linking people, because it's knowledge that makes us unique as people. Nuffic works in line with Dutch government policy to serve students and higher education institutions in three key areas:

• **Capacity Building & Scholarships**

Administrating international mobility programmes (scholarships) and institutional cooperation programmes.

• **Communication**

Providing information about higher education systems in the Netherlands and in other countries; providing credential evaluation services; providing information in the Netherlands about studying abroad, and in other countries about studying in Holland; promoting Dutch higher education in other countries; encouraging international mobility.

• **Knowledge & Innovation**

Conducting studies into international cooperation in higher education; providing information to expert groups and consultation forums; transferring our knowledge of international cooperation in higher education through courses and seminars.

Nuffic
Kortenaerkade 11
P.O. Box 29777
2502 LT The Hague
The Netherlands
t +31 (0)70 42 60 260
f +31 (0)70 42 60 399
www.nuffic.nl

The information contained in this publication has been compiled with the greatest of care. Nevertheless, we are unable to guarantee its accuracy or completeness at the time of reading. The information may have been changed or updated. Nuffic cannot accept any liability for these changes. We recommend that you verify the accuracy of the information yourself where appropriate.

All intellectual property rights for this publication belong to Nuffic. No part of this work may be reproduced, stored in an automated retrieval system or published in any form, without the prior written permission of the author.