



Practical General Information For Incoming Exchange Students

Erasmus University Rotterdam
Faculty of Social Sciences



Dear Student,

Welcome to the Erasmus University Rotterdam and the Faculty of Social Sciences. As a new student of the Erasmus University Rotterdam, you are about to embark on an exciting period.

To help prepare you for this move, we have compiled some basic need to know information on living and studying in the Netherlands. In this document you will find advice on visa requirements and residence permits, how to open a bank account and getting around Rotterdam once you arrive.

We hope you find this information useful. If you have any questions, please feel free to contact us using the addresses given below. We look forward to welcome you in person at the Faculty of Social Sciences!

Contact persons and addresses:

Marianne de Jong

Coordinator International Affairs

Faculty of Social Sciences, Room M7-023

P.O.Box 1738

3000 DR Rotterdam, The Netherlands

Phone: +31 10 40 88 6 22

Fax: + 31 10 40 89 098

Email: otte@fsw.eur.nl or internationaloffice@fsw.eur.nl

Marlies Vreeswijk

Assistant International Office, responsible for Incoming Students

Faculty of Social Sciences, Room M7-023

P.O.Box 1738

3000 DR Rotterdam, The Netherlands

Phone: +31 10 40 88 6 22

Fax: + 31 10 40 89 098

Email: vreeswijk@fsw.eur.nl or internationaloffice@fsw.eur.nl

Dr. Frans van Nispen

Dean International Affairs / Departmental coordinator Public Administration

Email: vannispen@fsw.eur.nl

Dr. Bram Peper

Departmental coordinator Sociology

Email: peper@fsw.eur.nl

Departmental coordinator Psychology

To be announced later

Email: exchange-psy@fsw.eur.nl

Application

The International Office will take care of your official registration at Erasmus University Rotterdam. Prospective students who wish to study at the Erasmus University can apply by filling out the application form (the application form can be found in the enclosures of this brochure) and send it together with a copy of your passport and an official passport sized photo to: Erasmus University Rotterdam, Faculty of Social Sciences, International Office Room M7-023, P.O. Box 1738, 3000 DR Rotterdam, The Netherlands. When you arrive in Rotterdam, this will already be processed and your student card and email account will be prepared.

Accommodation



It is important that you arrange your accommodation in advance of your arrival. If you haven't organized any accommodation yet, please do so as soon as possible! You can take care of this by yourself, or, if you wish, the Erasmus University Rotterdam can arrange accommodation for you. For more information about this service, please visit: <http://www.eur.nl/tih/english/files/preuniversity/prepare/housing>. The accommodation request form can be found in the enclosures of this brochure. If you have already sent in the form, the Accommodation Office is now processing your application. The Accommodation Office will inform you by email if they have found a room for you. Note that they will give you only one offer for accommodation; if you decline you have to find accommodation yourself. Furthermore, please send in your accommodation request form as soon as possible but at least 2 months before arrival. However there is no 100% guarantee that the Erasmus University can offer you accommodation as there is only a limited number of rooms available.

Introduction Days for International Students

In the first week of classes an introduction program will be organised, which is **obligatory** for all International Students of the Faculty of Social Sciences of Erasmus University Rotterdam. Attending the Introduction Days will be awarded with 2 ECTS. During the introduction your student card, account information and information leaflets will be handed over to you. You will also receive all necessary information about studying and living in Rotterdam. If you are not able to join us for the Introduction Days, please contact the International Office as soon as possible by e-mail (internationaloffice@fsw.eur.nl) to make an appointment to collect the card. More details about the introduction as well as the programme will be send to all the exchange students accepted to the Faculty of Social Sciences.



Courses, course-enrolment and exam-enrolment

Courses

During the Introduction of the communication and registering systems of the university (MyEur) you will receive a form on which you need to list the courses you would like to do. In case of dropping courses or adding more courses to the list after returning it, please contact the International Office as soon as possible. Otherwise your transcript will not show all the courses you have done, this might give problems at your home university.

You need to register for the courses during the Introduction Days. You will be able to register for courses of Social Sciences until 16 September 2007. For courses from other faculties there are other deadlines for enrolling for courses.

Courses at other departments

In addition to courses in English offered by the Faculty of Social Sciences, you can choose to enroll for courses offered by other EUR-departments, such as the Faculty of History and Arts, Faculty of Philosophy, Law school and the Faculty of Economics. If you indeed follow courses from other faculties, you will have to contact the International Office of that specific department or faculty to ask permission to be accepted. Please note that other faculties have the right to give preference to their own students over exchange students participating in a network with a faculty other than their own. However as an exchange student from the Faculty of Social Sciences, you need to follow at least two courses from this faculty.

There are deadlines for enrolling for exams. Make sure you have registered yourself in time for the exams. In case you have not been registered for your exams you will not receive your mark unless you pay a fee for enrolling too late which is about 13 euros and 50 cents per course. The deadlines will be announced later.

Do not forget to register yourself on the channel for international students (this will be explained to you during the Introduction of MyEur). On this channel you will find information about events organised during the academic year. Every course has its own channel. News about courses, course materials, changes of the schedules, etc will be published on the channel of the course.

International Office

The International Office of the Faculty of Social Sciences is situated on the seventh floor of the M-building. The International Office is experienced to provide information or help visiting students in case of problems. Students are also welcome at the International Office sharing their experiences with us during their stay in Rotterdam. This always can be very helpful for improvements for future students.

Opening hours:

Monday and Wednesday : 10.00 - 12.00

Tuesday and Thursday : 13.00 - 15.00

Besides the opening hours, you are welcome to make an appointment by email internationaloffice@fsw.eur.nl.

Erasmus Students Service Centre (ESSC)

The ESSC is the central service desk for all future and current students at Erasmus University. On the website www.eur.nl/essc/english you can find a list of all the services the ESSC provides. In short, you can enrol for courses and training: language, communication skills and other study-related programmes. In addition to this, the ESSC regulates some practical things concerning your enrolment as a student, (late) enrolment for exams after you have paid the fee, declarations and appointments with, for example, the student counsellor.

At the ESSC you can find information about exchange programmes, study guides of other universities, information about language courses, funds and insurances. Last, but not least, tickets for cultural events, theatre shows and workshops of Erasmus Culture and Studium Generale are available at ESSC.

Room: C-07

Tel: +31 (0) 10 4082323

E-mail: essc@eur.nl

Internet: www.eur.nl/essc/english



Visa Information

Passport

Make sure you have a valid passport. If you need to get a passport or your current passport needs renewing, do this well in advance of the date you intend to travel. Keep in mind that your passport must be valid for at least six months after your intended arrival date in the Netherlands. If this is not the case, renew your passport prior to your departure. Otherwise you run the risk of not being admitted into the country.

Visa

Depending on your country of origin, you may need to apply for a visa, a so-called Authorisation for Temporary Residence (in Dutch: MVV) before you enter the Netherlands. This allows you to enter the Netherlands and to apply for the compulsory residence permit. Please note that you ask at the embassy or consulate for a so called combined visa (e.g. a D+C visa), which makes it possible to travel without any restrictions in the Schengen Area during the **first** three months of your stay in the Netherlands.

All international students who are not from the EU or EEA countries have to apply for a residence permit if they are staying for longer than 3 months. Please check the table underneath for more information.

Visa (MVV)	Residence Permit (VTV)	Groups of Countries
<i>stay longer than 3 months</i>	<i>stay longer than 3 months</i>	
		Group I
Not Required	Not Required	Austria, Belgium, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Switzerland, United Kingdom, Sweden.
		Group II
Not Required	Required	Australia, Canada, Japan, Monaco, New Zealand, Vatican City, United States of America
		Group III
Required	Required	Andorra, Argentina, Bolivia, Brazil, Brunei, Bulgaria, Chile, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Israel, Croatia, Malaysia, Mexico, Nicaragua, Panama, Paraguay, Romania, San Marino, Singapore, Uruguay, Venezuela, South Korea.
		Group IV
Required	Required	All other countries (those not mentioned in group I, II or III)

If you need a visa (MVV) to enter the Netherlands, we can apply for this visa on your behalf, using the accelerated visa procedure. The accelerated procedure takes approximately seven weeks.

Please note that if you have already started your own visa application procedure – which generally takes three to six months – we will not be able to start the accelerated procedure for you unless you withdraw your application.

Please note that for Chinese citizens additional criteria apply. In order to request the visa for the Netherlands Chinese students need to present a so-called 'NESO certificate'. This is a document that provides an assessment of your English language proficiency and of the validity of your diplomas and degrees. This certificate can be obtained from the Netherlands Education Support Office (NESO) in Beijing. For more information please visit the NESO-website: <http://www.nesobeijing.com>

Please do **NOT** apply for a tourist visa, because this does not entitle you to study in the Netherlands.

Obtaining a visa (MVV)

In order for us to start the accelerated visa procedure for the Authorisation of Temporary Residence (MVV), you need to provide us with the following documents:

1. The name of the city where the embassy is, where you will pick up your visa.
2. A legalized copy of your birth certificate (together with an official translation in English or Dutch)
3. A copy of your passport
4. Information about your financial situation. You must have at your disposal a minimum of € 753 per month for the period of your stay.

To prove you have this amount at your disposal you must send the following information:

- In case of your own financial means. You will have to send us a recent copy of your bank account (with your family name and initials, a date, the account number, the balance, contact information of the bank). It must be clear that the balance is freely accessible. It is also possible to send us an original financial statement of your bank. This *financial statement* must meet the following standards:
 - o It must be recent (not older than 3 months)
 - o There must be a date on it.
 - o It must mention the family name and initials of the account holder
 - o It must mention the balance (**in euros!!**)
 - o It must mention the contact information of the bank
 - o The balance must be freely accessible
 - o The statement must be original and signed by the manager of the bank.

- In case of a scholarship. You will have to send us a recent copy of an official document that will prove that you will receive the scholarship. It must contain the family name, initials and birth date of the student and the name and address of the organisation that provides the scholarship. The document must be dated. It must mention the period (starting date and end date) in which the student will receive a scholarship. The amount of the scholarship must be shown in euros.
- In case of financial support by others you need an official declaration in which is stated that your financier will support you. We also need a copy of the passport of your financier and a recent copy of the bank account or a financial statement of his/her bank (see above).

Fee for your visa

The fee for your visa will be € 250. If you choose for the accelerated visa procedure the university has to prepay this for you. You will be asked to reimburse the university as soon as possible. Therefore within three days after arrival you have to report yourself at the Erasmus Students Service Centre (ESSC), room CB-07.



After arrival in the Netherlands

Application for a residence permit for students from outside the EEA

Students who live in Rotterdam

Within 3 days after your arrival in the Netherlands you must apply for a residence permit. The municipality of Rotterdam and the Erasmus University cooperates in here. Therefore you have to report to the Erasmus Student Service Centre (ESSC), room CB-07 (C-building). Opening hours: daily from 9.30 a.m. until 17.00 p.m. The ESSC will give you the appropriate forms to fill out (such as an Application Form Residence Permit with MVV and a TBC-form*). You will also receive a handout about the procedure and about the forms and documents that you have to submit.

The ESSC will arrange for assistance in filling out the forms if any is needed. Special meetings are organised at least once a week. The ESSC will inform you of the exact date and location of these meetings. You must then hand in the completed forms to the ESSC.

You will also need to bring the following documents:

- Your passport
- Two passport sized photos
- A certified copy of your legalised birth certificate in English
- Your proof of registration at the Erasmus University
- Your rental agreement
- Information about your financial situation. You must have at your disposal a minimum of € 753 per month for the period of your stay.

The fee for the temporary residence permit is € 188. If you also have to apply for a visa (€ 250) you have to pay the total amount of € 438. You can pay by bank card or credit card (for a credit card extra costs are raised). The ESSC will bring your passport and documents to the City Hall where everything is checked. If your papers are correct, a sticker will be placed in your passport. So, please take into account that you will not have your passport in possession for a period of 10 days. You will receive a written statement declaring that you delivered your passport for the application of your residence permit.

* The obligation to take this test does not apply if you are a national of Australia, Canada, Israel, Japan, Monaco, New Zealand, Suriname, US and Switzerland. The test can be taken (free of charge) on Monday, Tuesday, Thursday and Friday between 8.30-12.15 and 13.15-15.15 at the Area Health Authority (GGD) at: Schiedamsedijk 95, Rotterdam. (www.ggd.rotterdam.nl).

Students who do not live in Rotterdam

Within three days after arrival in the Netherlands, you should go to the local municipality (town hall) where you live. Here you can apply for your residence permit. You will receive a sticker in your passport to prove that you have applied.

You will need to present:

- An MVV, if applicable
- A valid passport
- A passport photo
- A letter or other document from the Erasmus University stating that you are or will be enrolled as a student
- A declaration signed by you in which you state that you have a law-abiding past (this declaration is included in the application form for a residence permit)
- Proof that you did a tuberculosis-check in the Netherlands (not applicable if you have the nationality of one of the following countries: Australia, Canada, Israel, Japan, Monaco, New Zealand, Suriname, US and Switzerland)

Application for a residence permit for students from EEA countries

Even though it is not required by the Immigration and Naturalisation Office (IND), students from EEA countries are strongly advised to apply for a Proof of Lawful Residence. In order to register at Erasmus University and the Municipality (GBA, in Dutch: 'Gemeentelijke Basis Administratie') you will need to report to the City Hall, 'Dienst Burgerzaken'. Once you have reported, you will receive a special EEA sticker in your passport.

Address: Doelwater 40, Rotterdam City-centre.

Metro stop: Stadhuis.

Opening Hours: 9.00-16.00hrs.

Telephone: + 31 (0)10-4172069

Opening a bank account

Since you will be living in the Netherlands, we recommend you to open a bank account in the Netherlands. You will need a Dutch bank account if you want to pay your tuition fee in instalments, if applicable. There is a bank on the Woudestein campus (ABN-AMRO). It is located in the C-Building. To open an account, you will need to bring the following documents:

- A valid passport
- A residence permit or proof of application for a residence permit
- A rental agreement
- A statement of registration at the Erasmus University (to be obtained at the ESSC)



Medical Insurance and Health Care

Foreign students are not automatically insured in the Netherlands. You will need to arrange insurance, either before coming to the Netherlands or immediately after your arrival.

The immigration authorities will not give you a residence permit if you are not insured.

Using your current health insurance in the Netherlands

If you have private insurance in your own country, you will have to check whether or not it provides you with international coverage. If it does, you will need to bring with you an EU Health Insurance Card (http://europa.eu.int/comm/employment_social/healthcard/index_en.htm). Immediately after your arrival in the Netherlands, you will need to send a copy of this form, along with your new address, to the following Dutch insurance company:

ANIS Zorgverzekeringen
P.O.Box 4200
3800 EE Amersfoort

When you consult a general practitioner or when you are referred to a hospital, the invoice will be sent directly to ANIS Zorgverzekeringen.

If you have any doubts as to whether your health insurance covers all your costs, we strongly advise you to contact your current health insurance company. We learned from experience that non-EU students generally do not have sufficient coverage in the Netherlands. If this would be the case, you need to affect a health insurance in the Netherlands (and close your current health insurance).

Applying for health insurance in the Netherlands

As of January 1st, 2006, a new health insurance system is in place in the Netherlands. The new, compulsory healthcare insurance for all residents with a Dutch nationality is called the basisverzekering, or 'basic healthcare insurance'. For foreigners, whether or not they have to take this insurance depends on their situation. They may choose to use a private insurance and/or their home insurance.

Students under the age of 30 years of age, who are in the Netherlands solely for study purposes, are not required to take out Dutch basis healthcare insurance. They can either use health insurance from their home country, or apply for private insurance, for example at Lippmann Insurance Company. However, if you are an international student and you start a part-time job, you will have to take out a basic healthcare insurance policy. This is because you are no longer just a student, but also an employee.

Students older than 30 years of age are no longer exempt from taking out basic health insurance. The nature of your residence in the Netherlands will determine whether or not you are required to take out basic healthcare insurance. If your stay is considered temporary (which means no longer than 3 years) you are eligible to take out private insurance, for example, at Lippmann Insurance Company. If your residency is considered permanent and you have a residence permit, you will be required to take out basic healthcare insurance.

General Practitioner for foreign students in Rotterdam:

C.. Jansen	S. van Soest
Prinses Julianalaan 84	Voorschoterlaan 57
Phone: 4527878	Phone: 4121320

Dentists for foreign students in Rotterdam:

Sana Smile	R.M. de Klerk
De Ruyterstraat 4-6	Bergweg 257
Phone: 4141200	Phone: 4677689

Alarm number for ambulance, police or fire brigade: **112**



Transportation

How to get to the Netherlands and Rotterdam?



The main airport of the Netherlands is Schiphol Airport in Amsterdam. Most airlines offer direct flights to this airport. From the airport you can take a taxi or the train to Rotterdam. A taxi costs approximately €100,-. Taxis are parked outside the airport, next to the arrival hall. The train to Rotterdam costs approximately € 10,- and trains leave for Rotterdam four times each hour. The train station is located underneath the airport and can be found by following the signs. You will need to take the train to Rotterdam Central Station. Remember to buy your train ticket in the station as you will be charged about 60% extra if you buy ticket on the train. You can buy a ticket at the ticket office or at a ticket machine (the last one requires a bank-card). If you are planning to travel a lot by train in the Netherlands you can also purchase a “voordeelurenkaart” (the “off peak discount pass”, it’s a 40% discount on train travels within the Netherlands card. For more information: <http://www.ns.nl/servlet/Satellite?cid=1083234338220&pagename=www.ns.nl%2FPage%2FArtikelPage%2Fwww.ns.nl&lang=en&c=Page>).

How to get to the Erasmus University Rotterdam?

Once you have arrived in Rotterdam, you will need to find your way to our campus named. The address of the campus is Burgemeester Oudlaan 50, located in the neighbourhood Kralingen. From Rotterdam Centraal station we suggest you come to the campus by tram. At Centraal Station take the tram number 7 direction Burgemeester Oudlaan and get off at the last stop. You will see the campus right in front of you.

Tickets for Public Transport

To travel by bus, metro or tram in the Netherlands, you need a ticket. You can purchase a one-way ticket on the tram, bus or in a metro station, but it is often more economical to buy a special ticket valid for more than one ride. The most convenient ticket to buy is called a ‘strippenkaart’. You can buy this ticket at Rotterdam Centraal station or in most metro stations.

However, keep in mind that from 1 October on the metro in Rotterdam will only be accessible by the “ov-chipkaart”. It’s an public transportation rechargeable card. You can get an anonymous one at almost every metro station at the ticket machine or at the RET-shop at Rotterdam Central Station. You can also buy a personal one at the RET-shop at Rotterdam Central Station.

As there is no information in English on the website available yet, you will receive the information in a leaflet during the Introduction Days.

Bicycles

Most people in The Netherlands ride bicycles, or at least have one. There are cycle paths everywhere in the country. They may be separate tracks but they can also be special lanes at the extreme right hand of the road. You are advised to buy a second-hand bicycle since new ones are expensive; this way you will save some money. Also, make sure you buy a good lock and chain. You are allowed to take your bike with you on the underground after 19.00 hours and in the weekends. Second-hand bicycles can be bought at most bicycle shops, for example the bicycle shelter near the Central Station. If you buy a bicycle buy also a good lock as a lot of bicycles are getting stolen in the Netherlands.

Note: Never buy a cycle offered to you on the streets. Those are usually stolen and so you can get a lot of trouble with buying those cycles.



The academic year

The academic year of the Faculty of Social Sciences is divided in four blocks, each covering ten weeks. The courses are programmed according to this scheme. From each block one or more courses can be chosen (regular work load per block: 15 ECTS). Exchange students can study at Erasmus University, Faculty of Social Sciences for a semester or academic year.

Start academic year and fall semester : 3 September 2007 – 21 December 2007

Spring semester : 7 January 2008 – 30 June 2008

Vacation periods and holidays:

Christmas holidays	:	24 December 2007 - 6 January 2008
Good Friday	:	21 March 2008
Easter Monday	:	24 March 2008
Queensday	:	30 April 2008
Ascension Day	:	1 May 2008
Liberation Day	:	5 May 2008
Whit Monday	:	12 May 2008

Events

25 October 2007	:	Food-evening for international students of the Faculties of Social Sciences, History and Arts and Philosophy.
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Rotterdam School of Social Sciences
Application form academic 2008/2009

Please
enclose a
passport
photo.

Family name:

First name(s):

Nationality:

Mailing address

(study as well as parents):.....

Home Town:

Postal code

Country:

Telephone:Fax.....

E-mail address:

Date of birth:Place:.....

Period of exchange: first semester (Sept. - Dec.) and/or second semester (Jan. -June)

Field of Study at home university:.....

Field of Study at host university:

Home University:

*Signature and name contact person Home-
university*

Signature student

Enclose copy passport or identity card

Do you want us to make reservations for **Accommodation**? . yes/ no (see enclosure) Please note:
as soon as you have made a reservation for accommodation you are obliged to pay at least one month's
rent (in advance).

Language Courses For more information: www.eur.nl/ltc/summercourses/dutch

The deadline for application is **15 June 2007** (fall semester) and **1 December 2007** (spring semester).

All forms have to be sent to:

Erasmus Universiteit Rotterdam, Rotterdam School of Social Sciences

Ms. Marianne de Jong

International Office, Room – M7-23

PO Box 1738, NL-3000 DR Rotterdam

Tel.: 31 10 4088622, Fax 31 10 4089098, E-mail: internationaloffice@fsw.eur.nl

Internet: <http://www.eur.nl/fsw/english>

Department Admission, Registration & Housing (ARH)

ACCOMMODATION REQUEST FORM

TO BE COMPLETED BY COMPUTER ONLY !!!!!

Print it out, sign it and send it to your programme co-ordinator

- Please note: only fully completed and undersigned forms will be processed. Uncompleted forms will be returned!!

NAME AND ADDRESS

Family-name: First name:
Home address:
Postal code/city: Country:
Phone/fax: Male / Female:
Date of birth: Nationality:
E-mail:
Name of Home University:
(Date - Month - Year)

Month of commencement rental period: (always the first day of the month) 01

Date of end rental period: (always the last day of the month)

I'm coming O Alone O With partner O With partner and child(ren) + age(s)....
I am O Smoker O Non smoker

(STUDY) PROGRAMME

Name of (study) programme:
Host Faculty/School:

TYPE OF ACCOMMODATION & PRICES (price ranges are an indication) Please tick preference.

- 0 Room with shared kitchen & bathroom (€300 - €525)
0 Individual unit (own kitchen & bathroom) (€ 525 - € 650)
0 House or apartment (€650 - €1250)

Maximum amount I wish to pay for accommodation: €.....

FOR AGREEMENT

Date: Signature Student/Guest:

- Send this form, signed, to the programme co-ordinator of the host Faculty or School before the application deadline (one month before commencement of rental period).
Please note: by signing this form you give ARH authorization to make a reservation and contract for the requested period on basis of the Terms & Conditions for renting housing accommodation through ARH.
Reservations can only be made per full calendar month starting on the first of each month.
Cancellations of contracts require one calendar month written notice to ARH (housing@oos.eur.nl).

THIS PART TO BE COMPLETED BY THE CONTACT PERSON OF THE HOST FACULTY/SCHOOL OF EUR

Name contact person : Marianne de Jong
E-mail contact person : internationaloffice@fsw.eur.nl
Room no : M7-023 Tel no: +31 10 408 8 6 22

Date: Signature: