

UPON ARRIVAL

1 Visa & residence permit

If you are from a country within the EU or EEA, you do not need an entry visa or a residence permit for study purposes in the Netherlands.

Non-EU students need a residence permit and, in most cases, a visa to study in the Netherlands. Students from Australia, Canada, Japan, Monaco, New Zealand, United States, Peru, Colombia, and South Korea only need a residence permit. Students from all other countries also require an entry visa (referred to as an 'MVV' in Dutch) to enter the Netherlands if they plan on staying for more than three months.

You cannot apply for a visa or residence permit yourself; all visa services are operated by the Central Student Administration, using the VisaCare system. After the Central Student Administration receives a confirmation of your enrolment, you will be registered in VisaCare. You will receive an email with account details. As soon as you activate your account, VisaCare will let you know which steps to follow.

Each year you need to:

- obtain a minimum of 30 credits (ECTS credits), otherwise the Dutch Immigration and Naturalisation Service may decide to cancel the residence permit;
- provide a statement to the Central Student Administration confirming sufficient financial resources;
- pay tuition fees in time. You cannot have outstanding debts from previous years.

More information: www.ahk.nl/en/prospective-students/visa-procedures, or send an email to csa@ahk.nl.

2 Upon arrival

If you are an international student, you will have to register with the municipality. After registration, you will obtain a citizen service number (*burgerservicenummer*, BSN). In order to register, you need to bring your rental contract and passport.

If you don't have a European bank account, you have to open a Dutch bank account before 25 August.

You can find plenty of information about studying in the Netherlands at www.studyinholland.nl, a website of Nuffic, the Netherlands organisation for international cooperation in higher education. See also www.ahk.nl/firstyears.

3 Insurance

Check in advance if insurance policies in your home country are valid during your stay in the Netherlands. You are required to have appropriate health insurance for the duration of your stay. Please ensure you arrange this in time. Be aware that healthcare costs can be high and the University will not compensate healthcare costs. There are two types of Dutch health insurance: basic health insurance (*basiszorgverzekering*) and student insurance. If you have a job here, you are obliged to have basic health insurance. In addition, we strongly advise you to take out a liability insurance. More information: www.studyinholland.nl/practical-matters/insurance.

4 Housing

The AHK provides very limited housing services, see www.studentaffairs.ahk.nl. Finding good, affordable accommodation can be difficult in Amsterdam. Check the website of your faculty for information about housing opportunities. You can place an add via the online message boards.

5 Language courses

Most courses at the AHK are officially taught in Dutch, except for a couple of Master's programmes that are solely taught in English. Some Bachelor's courses are also taught in English, especially in the music and dance departments. Some faculties offer language courses for students. Please check the website for information. For other language courses see: www.studyinholland.nl/practical-matters/learn-dutch/hoi-holland, www.taalthuis.com and www.volksuniversiteitamsterdam.nl.

[More information at MyAHK](#)
[Student Affairs](#) | [Message board](#)

ENROLMENT

6 Enrolment

You must arrange your enrolment via Studielink. You will only be enrolled if the following is arranged before 1 September:

1. You must have submitted a request for enrolment in Studielink;
2. You must have set up a direct debit authorisation for payment of the tuition fees via Studielink.

Visit www.ahk.nl/firstyears for information about enrolment in the first year.

7 Re-enrolment

You must arrange your re-enrolment via Studielink. You will only be re-enrolled if the following is arranged before 1 September:

1. You must have submitted a request for re-enrolment in Studielink;
2. You must not have an outstanding debt from previous years;
3. You must have set up a direct debit authorisation for payment of the tuition fees.

8 Interim enrolment

It is possible, in exceptional cases, to enrol in the interim period, thus after 1 September. You must obtain written permission from the study programmes for this. You can only arrange this enrolment at the service desk of the Central Student Administration (CSA).

9 Student card

You will receive a student card that is valid for the entire duration of your study. If you are a first-year student and you have arranged your enrolment, and payment, before 15 July, this card will be ready for you at your study programme's reception at the beginning of the academic year. The card provides access to the buildings, as well as allowing you to photocopy and print, pay in the canteen and at coffee dispensers. The card also provides entrance to the VERS party in the Melkweg on 14 September 2016.

10 Central Student Administration

You can obtain more information about the payment and reimbursement of tuition fees, as well as (re-)enrolment, at the CSA on the first floor of the Academy of Theatre and Dance.

If you change your email address, telephone number or address details, you must pass this on yourself via Studielink.

[More information at MyAHK](#)
[Student Affairs](#) | [Enrolment and termination of enrolment](#)
[Student Affairs](#) | [Financial matters](#)

FINANCIAL MATTERS

11 Scholarships and financial aid

The AHK participates in scholarship programmes provided by the Dutch government and the European Commission. Please note that the number of scholarships available for international students is limited. More information: www.ahk.nl/en/prospective-students/scholarships.

12 Tuition fees

The level of the tuition fees depends on the course you have chosen, your prior education and your nationality. Students from the EEA, Switzerland and Suriname usually pay the statutory tuition fees, while students from countries outside the EEA pay a different rate. The level of the statutory tuition fees is fixed every year by the Dutch Ministry of Education, Culture and Science. Please check www.studentaffairs.ahk.nl to see which fee applies to your situation. If in doubt, please contact the Central Student Administration.

If you have set up a standing order, it is important that you check yourself that the money is transferred. Failure to pay tuition fees can lead to termination of your enrolment, following a written warning. This means that you will not be able to continue your study or keep your residence permit for study.

13 Other expenses

Besides tuition fees, your faculty may ask for contributions for excursions, readers and visiting exhibitions. The costs vary from one course to another. You will receive more information at the start of the course. Please consult the study guide for further information.

14 Cost of living

Expect to spend at least €850 a month during your stay in Amsterdam on living expenses. You are responsible for your own financial situation. The AHK cannot provide any funding.

15 Working in the Netherlands

Most study programmes at the AHK are quite demanding. However, many students manage to combine study and work. Finding work is difficult if you do not speak Dutch. Depending on your nationality, you are only allowed to work a limited number of hours per week, provided that you have a residence permit and your employer organises a work permit for you. More information: www.studyinholland.nl.

ENROLMENT / FINANCIAL MATTERS

16 Tuition fee loan and other student finance

Students from the EU or EEA can apply for a loan to pay their tuition fees (referred to in Dutch as '*collegegeldkrediet*'). You must pay back the sum you have borrowed after graduating. If EU/EEA students work at least 56 hours a month, they may also be eligible for full Dutch student finance (referred to in Dutch as '*studiefinanciering*'). If you stop working or plan to work less than the minimum number of hours, you should terminate the student finance in time.

Both forms of student finance are only possible if you are doing a full-time Bachelor's or Master's study programme. Before applying for student finance, please visit the office of DUO at the Ottho Heldringstraat 5 in Amsterdam for more detailed information and advice on your situation. More information: www.duo.nl/particulier/international-student.

[More information at MyAHK](#)
[Student Affairs](#) | [Financial matters](#)

STARTING YOUR STUDIES

17 MyAHK

At the beginning of your study, you will receive a personal login code for www.myahk.nl and an email address from the AHK. You will find news, announcements and important practical information on MyAHK. In addition, it provides access to all systems that you need during your study, such as your email, study results, timetables and electronic learning environment. You can also place notices on MyAHK and collaborate with fellow students. As a student, you are expected to log in to MyAHK regularly.

18 Student Charter

The Student Charter provides information about your rights and duties as a student. The Charter is based on regulations prescribed by law, and/or which have been adopted within the AHK, about matters such as student facilities, protection of privacy, liability and complaints procedures.

19 Study guide

Each faculty has its own study guide or a description of the study programme. This includes important information about the programme and the course components.

20 Education and Examination Regulations

Each faculty has Education and Examination Regulations (OER), which contains regulations and requirements about the contents and structure of the study programme, as well as the interim examinations/final examinations, study load, assessment and exemptions. You can find the OER in your study guide and on MyAHK.

21 Examinations Board

All study programmes have an Examinations Board. The Examinations Board fulfils an important role in determining that all students meet the requirements set by the study programme. In addition, the Board guarantees the quality of the interim examinations and final examinations. In the case of questions or problems with testing and assessment, it is advisable to discuss this first with the teacher concerned and/or the head of the study programme. If this fails to offer a solution, you can contact the Examinations Board. The Examinations Board will examine if the procedures were correctly followed and if the OER was properly applied. The granting of exemptions, approval of personal study tracks and taking action against fraud and plagiarism belong to the field of activity of the Examinations Board.

22 Study and handicap

If you require certain facilities or changes in order to complete your study and/or sit interim examinations/final examinations as a result of an impairment (such as dyslexia), it is important that the study programme knows about this well in advance. You should always contact your student counsellor or the Study and Handicap coordinator, Trude Cone (see: Contact). They can advise you and, where necessary, refer you to the relevant party.

23 Participation in decision making

The AHK has a University Council and each faculty has a Faculty Council. These representative advisory councils made up of students and staff members have the right to be consulted or the right to consent on certain issues, and they can share their thoughts with the study programmes. General AHK issues end up at the University Council, which regularly consults with the Executive Board. The Faculty Councils discuss issues that concern the faculties. You will be informed about elections, minutes and agendas via MyAHK.

24 Binding study advice

The first year of your Bachelor's programme is intended for both you and the AHK to see whether you are in the right place and whether you are likely to be able to complete the programme successfully. It may be the case that, on the basis of your results, you are not considered suitable for the course. In that case you may receive a negative binding study advice and be unable to continue. For more information, please consult the Education and Examination Regulations (OER) of your faculty.

[More information at MyAHK](#)
[Student Affairs](#) | [Downloads](#)
[Your faculty](#)
[Studie en handicap](#)
[Medezeggenschap \(participation in decision making\)](#)

UPON ARRIVAL

STARTING YOUR STUDIES

STUDYING

25 Student counsellor

The student counsellor provides information and guidance to students on both practical and personal matters that are related to the study; for example, if you are struggling with an injury or illness, difficult family circumstances or lack of motivation. The counsellor is also the contact person for foreign students and students with an impairment. Each faculty has its own student counsellor.

26 Confidential advisers

It is important that you can study in a pleasant atmosphere at the AHK. Safety, mutual sympathy and respect are conditions for a successful time studying. Are you facing sexual intimidation, discrimination and/or aggression? In that case, please contact one of the confidential advisers (see: Contact). The conversations are confidential and personal information is handled carefully.

27 Study and health

If you are not able to take part in education or examinations due to illness or an injury, it is important that the study programme is informed of this. In many cases, a resit or a personal study track can be arranged. Some study programmes have facilities with regard to health promotion and injury prevention.

28 Library

All faculties of the AHK have a library or media library with specialised collections. The collections can be consulted via the online catalogue. The libraries have study spaces, and internet. Students and staff members can make use of all faculty libraries, as well as the libraries of the University of Amsterdam.

29 BeroepKunstenaar.nl

The website www.beroepkunstenaar.nl exists specially for students and graduates of the AHK. The site provides information about the business side of working in the arts and cultural sector, as a freelancer or employee. Here you can read everything about the field of work and about entrepreneurial skills, funding, tax and legal matters.

You can also participate via the AHK in activities of the Amsterdam Center for Entrepreneurship (ACE) in the field of entrepreneurship.

30 Activities offered by other faculties

If you are interested in the broad range of programmes offered by the AHK, you can benefit from the public activities, such as concerts, exhibitions, performances and lectures. These are often accessible free of charge or at a discount. Stay informed via the events calendars on MyAHK and the social media channels.

Do you want to collaborate with students from other faculties or involve them in your graduation project? The AHK can support your project financially from the budget for interfaculty projects.

31 Student discount

As a student, you will often receive a discount upon presentation of your student card and proof of enrolment. You can go to Artis zoo for €3 on weekdays. You can receive a discount on software via www.surfspot.nl. You will find the events calendar on MyAHK, which includes performances of fellow students that can be visited free of charge or at a discount. In addition, you will receive a student discount at many other (cultural) institutions.

You can make use of the facilities of the fitness chains Fit For Free, Sport-City and Achmea Health Center at reduced rates. More information: www.bedrijfsfitnessonline.nl/ahk. You can exercise at a discount at the USC, the sports centre of the UvA, see: www.usc.uva.nl.

32 Studying or internship abroad

Would you like to study or do an internship abroad? The AHK works together with many arts study programmes abroad. The internationalisation coordinator can help you search for a suitable foreign institution and funding. You should preferably start preparing for this one year in advance.

33 Appeals, objections and complaints

If you do not agree with a decision of the Executive Board, the management or the Examinations Board, you can make an objection or lodge an appeal. You can lodge an appeal against decisions on tests and assessments with the Examinations Appeals Board (COBEX). Please consult the regulations and always contact your student counsellor first. You can send an email to klachtenloket@ahk.nl for formal complaints.

34 Temporary interruption of studies

If you want to interrupt your study, you must make arrangements about the length of time and the conditions of your return in advance. The study programmes set requirements for this and you can only return, in certain cases, by undergoing an admissions procedure once again. Please consult the Education and Examination Regulations (OER) of your study programme, or your study guide for more information. You should always contact your student counsellors.

[More information at MyAHK](#)

[Student Affairs](#) | [Student counsellor](#)

[Interfacultaire projecten \(interfaculty projects\)](#)

[MyAHK Central](#) | [Calendar](#)

[Bibliotheek \(library\)](#)

[Student Affairs](#) | [Studying abroad](#)

[Student Affairs](#) | [Complaints and objections](#)

TERMINATION OF ENROLMENT

35 Termination of enrolment

If you do not want to enrol again as a student at the AHK for the new academic year, you must terminate your enrolment in Studielink before 1 September.

36 Interim termination of enrolment

If you want to terminate enrolment during the academic year, you have to do so via Studielink. To obtain a refund of tuition fees, you must fill in an AHK form to request restitution and an exit survey, and give these forms plus your student card to the student counsellor. You will receive a refund of tuition fees as of the first month after termination, with the exception of the months July and August.

If you want to return after an interim termination of enrolment, you must enrol again. This requires the permission of your faculty. In this case, you must contact the student counsellor as well.

Please note: If you have a residence permit, it will end if you interrupt your studies temporarily. If you resume your studies, you will be required to submit a new application for a visa or residence permit.

37 Consequences for student finance or grants

You are no longer entitled to a grant or Dutch student finance, if you terminate your enrolment. You must always terminate your grant and public transport pass (*OV-chipkaart*) in time *yourself*. Visit the office of DUO or check www.duo.nl and www.studentenreisproduct.nl. This may also count for scholarships, so please check the conditions.

[More information at MyAHK](#)

[Student Affairs](#) | [Enrolment and termination of enrolment](#)

GRADUATION

38 Degree certificate

Before your degree certificate (*diploma*) is issued, the AHK checks whether you have paid all outstanding tuition fees. If you have not paid them in full, you will not be issued with a degree certificate. The degree certificate mentions the degree level awarded: Bachelor or Master. You are only entitled to use this degree title, even if the degree of the course is changed in the future.

39 Termination of enrolment

If you graduate in the course of an academic year, you can terminate enrolment and obtain a refund of the tuition fees, with the exception of the months July and August. Please fill in your degree certificate details via Studielink and submit a request for termination. Download and fill in the form *Request a refund of tuition fees after diploma/derogation* and send it to the Central Student Administration, including your student card.

40 Terminating student finance

When you terminate your enrolment due to graduation, you must also terminate your student grants and loans. You can do this with your Digits via www.duo.nl. You must also cancel your student travel product, see: www.studentenreisproduct.nl (in Dutch).

[More information at MyAHK](#)

[Student Affairs](#) | [Downloads](#)

AFTER GRADUATION

41 Residence permit after graduating

After graduation it is possible to stay another year in The Netherlands if you apply at the IND for a residence permit for a job-seeking year (referred to in Dutch as a *zoekjaar*). You can use this year to explore possibilities to start a career in your field. During this year you are allowed to work in without a work permit.

42 Graduation Prize

Every year, the best graduation projects are nominated for the AHK Graduation Prize. On 21 November 2016, an independent jury will announce the winner during a festive ceremony. The winner receives €3,000. In addition, there is an audience award worth €1,000. You can send in your graduation project via www.ahk.nl/en/graduation-prize.

43 Graduates site

After graduating, you can create a profile on www.ahk.nl/en/graduates. In this way, you show future students what it is like to do an arts study at the AHK. You will end up higher in Google search results if you have your own Graduates page. This is useful, for example, if you want to present yourself as an artist.

44 Alumni

It is vitally important for the study programmes of the AHK to maintain contact with former students and to involve them in the education. This ensures there is an international network of professionals that both former students and study programmes can benefit from. Please pass on any changes of address, therefore, to the student administration after graduating.

45 BeroepKunstenaar.nl

The website www.beroepkunstenaar.nl (also available in English) is also useful after graduation. What do you need to arrange as a young jobseeker, you do you draw up a marketing plan, how does crowdfunding work, how do you keep your money matters under control? You can find all this information on BeroepKunstenaar.nl.

[More information at MyAHK](#)

[Eindwerkprijs \(Graduation Prize\)](#)

CONTACT

Amsterdam University of the Arts (AHK)
www.ahk.nl

Central Student Administration
Jodenbreestraat 3 (first floor)
Postbus 15079
1001 MB Amsterdam
T 020 527 7734
csa@ahk.nl

Open Monday to Friday 10:00 to 16:00.
For all questions relating to visa requests:
visaservices@ahk.nl.

Confidential advisers
Bob Crezee (Reinwardt Academy,
020 527 7121, bob.creeze@ahk.nl)
Marianne Gerner (Service Bureau,
020 527 7708, marianne.gerner@ahk.nl)
Niki Lemmens (Academy of Theatre and
Dance, 020 527 7814, niki.lemmens@ahk.nl)
Ghislaine Rietveld (Service Bureau,
020 527 7714, ghislaine.rietveld@ahk.nl)
Extern: Florentine Pel (HumanCapitalCare,
020 305 7010, f.pel@humancapitalcare.nl)

These people can be approached by students from any faculty, except Niki Lemmens, who is only available for the Academy of Theatre and Dance.

Internationalisation & Scholarships AHK
Institutional internationalisation coordinator:
kamwui.kui@ahk.nl
Assistance: secretariaat@ahk.nl

Study and Handicap coordinator:
trude.cone@ahk.nl

Breitner Academy
www.breitneracademie.nl
Student counsellor: sabine.brand@ahk.nl
Internationalisation coordinator:
ans.hom@ahk.nl

Academy of Architecture
www.academievanbouwkunst.nl
Student counsellor and internationalisation
coordinator: jolijn.valk@ahk.nl

Conservatorium van Amsterdam
www.conservatoriumvanamsterdam.nl
Student counsellor: heleen.dekam@ahk.nl
Internationalisation coordinator:
rita.spin@ahk.nl

Master of Education in Arts
www.masterkunsteducatie.nl
Studentendecaan: heleen.dekam@ahk.nl
Internationalisation coordinator:
rebekka.bremmer@ahk.nl

Netherlands Film Academy
www.filmacademie.nl
Student counsellor: timon.hagen@ahk.nl
Internationalisation coordinator:
nicolette.jongkind@ahk.nl

Reinwardt Academy
www.reinwardtacademie.nl
Student counsellors:
joppe.knoester@ahk.nl and
bob.creeze@ahk.nl
Internationalisation coordinator:
mirjam.wijnands@ahk.nl

Academy of Theatre and Dance
www.ahk.nl/atd
Student counsellor: timon.hagen@ahk.nl
Student counsellor DAS Theatre:
juul.beeren@ahk.nl
Internationalisation coordinator:
laurens.runderkamp@ahk.nl

Websites
www.ahk.nl official AHK website
www.myahk.nl intranet of the AHK
www.amsterdam.nl/adressengids list of
addresses City of Amsterdam
www.bedrijfsfitnessonline.nl/ahk
exercising with a student discount
www.beroepkunstenaar.nl about
the business aspect of work in the arts
and cultural sector
www.cbho.nl Higher Education Appeal
Board
www.duo.nl/particulieren/international-student
information for international
students
www.handicap-studie.nl studying with
a handicap and the Law on Equal Opportu-
nities

www.hollandalumni.nl information about
staying in the Netherlands after graduation
www.iamsterdam.com a guide to visit,
enjoy and live in Amsterdam
www.ind.nl Immigration and Naturalisa-
tion Service
www.nibud.nl information and advice
about financial matters
www.nuffic.nl for matters like diploma
equivalence
www.studielink.nl application and re-
enrolment in higher education
www.studyinholland.nl practical infor-
mation for international students
www.toeslagen.nl website of the Dutch
Tax and Customs Administration, including
information on allowances for renting an
apartment and healthcare
www.usc.uva.nl exercising at a discount
at the sport centre of the UvA

Colofon

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STUDY INFORMATION 2016-2017

CONTACT

What you should know about studying at the AHK

Welcome to the Amsterdam University of the Arts (AHK), where you are studying or will be studying at one of the faculties. You will find practical information in this brochure about everything that you could possibly need during your study, as well as who you can contact if you have any questions. It also contains rules that you need to know if you are studying at the AHK. You can find more extensive and up-to-date information online via MyAHK.

 Amsterdam University of the Arts

STUDYING

TERMINATION OF ENROLMENT / GRADUATION

CONTACT