

DUO PROCEDURE **FOR EU/EEA/SWISS STUDENTS.**

Please note: applying for DUO funding is your own responsibility.

STEP 1: APPLY FOR ADMISSION TO GS4E

Make an application through our website, or ask your education counsellor to do so for you.

STEP 2: ATTEND AN ADMISSIONS INTERVIEW

You will be invited for an admissions call with one of our team members, to ensure that there is a good fit between your expectations and our study program.

STEP 3: RECEIVE YOUR ADMISSION NOTICE FROM GS4E

If a good fit is determined in the interview, you will receive an admission notice from GS4E.

STEP 4A: MOVE TO THE NETHERLANDS

As an EU/EEA/Swiss citizen, you are free to move to the Netherlands at any time to look for work. We advise you to do so shortly after admission at the latest.

STEP 4B: REGISTER WITH THE MUNICIPALITY AND APPLY FOR A BSN

As a lot of international students move to the Netherlands during summer, it can take a little while to get an appointment with the Municipality to register as a resident and get your BSN (your public registration and tax number).

As an EU/EEA/Swiss citizen, you are allowed to live and work in the Netherlands while waiting for your appointment, so this is not a problem. Any services you apply for once you have received your BSN will be backdated to your arrival, as the Dutch authorities know things can take some time to organise.

STEP 5: FIND A JOB

At the moment, it is very easy to find a job in the Netherlands. Many employers, such as shops, restaurants, etc., are desperately looking for staff.

Remember: The Netherlands are the most English-speaking non-native English-speaking country in Europe. You do not need to speak Dutch to find a job!

Make sure that your job meets the following requirements:

- You have a contract for a set minimum hours per week/month (no zero-hours contracts!)
- You are not self-employed; you are employed by a company directly, not as a (sub-) contractor.
- Your contract is for at least 56 hours per month, OR your gross salary is at least €545.86 per month (if you are under the age of 21, the minimum monthly salary is €148.25).¹

¹The amounts mentioned are for 2022 and are subject to a yearly cost of living increase.

STEP 6: NOTIFY GS4E

Notify us that you want to use DUO funding for your studies. GS4E will notify DUO that you are a current student at GS4E once you have notified us. We will send you a letter to use with your DUO application, to ensure you get the right amount of loans to cover your tuition fees.

STEP 7: RECEIVE YOUR BSN

You will receive the letter from the Municipality with your BSN usually within one week of your appointment.

STEP 8: APPLY FOR A DIGID

This online login is used to log in to all Dutch government services.

You can apply for it here: <https://www.digid.nl/en/apply-or-activate-digid/>

STEP 9: APPLY ONLINE FOR YOUR DUO LOANS

You can backdate to when you started your job or your studies, whichever came later, per the next 1st of the month.

You can apply through the DUO website here: <https://duo.nl/particulier/student-finance/apply.jsp>
Don't forget to upload the tuition fees letter we sent you!

Example A: Your studies started on the 1st of September. Your work contract started on the 15th of August. You will receive DUO loans effective the 1st of September.

Example B: Your studies started on the 1st of September. Your work contract started on the 1st of September. You will receive DUO loans effective the 1st of September.

Example C: Your studies started on the 1st of September. Your work contract started on the 15th of September. You will receive DUO loans effective the 1st of October.

STEP 10: SEND PROOF OF DUO APPLICATION TO GS4E

... and wait for 6-8 weeks for DUO to process your application. They will send you a letter.

STEP 11: RECEIVE CONFIRMATION LETTER AND FUNDS FROM DUO

You're all set! Keep in mind that DUO checks your income, so make sure you continue to meet the requirements for the DUO funding, i.e. that you have a qualifying job with the required minimum salary and/or hours per month.