

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

*This procedure does not apply to Dutch passport holders.*

*The procedure for Dutch passport holders is shorter. Please contact us for more information.*

## **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 programme.

## **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 €567.94 per month (if you are under the age of 21, the minimum monthly salary is €147,60).<sup>1</sup>

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<sup>1</sup>The amounts mentioned are for 2023 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.