



# Expat Information Package

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 **Breda  
University**  
OF APPLIED SCIENCES

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# Preface

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Dear expat or expat-to-be,

This document outlines the necessary information about working at Breda University of Applied Sciences (BUAs) and moving to the Netherlands especially for you, as an expat or expat-to-be. We hope this information helps you consider moving to the Netherlands to work for BUAs. Or, if you already work for BUAs and live in the Netherlands, we hope this document helps you get settled in.

BUAs is committed to achieving an international environment for students, which is why expats are of great value. It is important for BUAs that expats feel welcome at our university of applied sciences and in Breda, and that all preconditions are properly met.

We hope you will find the information in this package useful. If you have any questions or if you need further information, please do not hesitate to contact us: [hrm@buas.nl](mailto:hrm@buas.nl).

Kind regards,

Teun van Beusekom  
Head of HRM Office

# Welcome

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## First of all, welcome to Breda!

A sparkling and historic city in the province of North Brabant with a cheerful character, that's Breda! The combination of its rich history and numerous present-day activities makes Breda an inspiring city. Over the years, Breda has grown into a city of more than 180,000 inhabitants and over 20,000 students. Its charming city centre oozes atmosphere and history. Talk with the *Bredanaars*, let all the impressions sink in, and discover the city's true character. One day in Breda is nice, and two days feels like a holiday!

[Please click here](#)

for more information about Breda

[Please click here](#)

for a list of upcoming events in Breda

[Please click here](#)

for a short film about Breda (1)

[Please click here](#)

for a short film about Breda (2)

## ... and a warm welcome to Breda University of Applied Sciences!

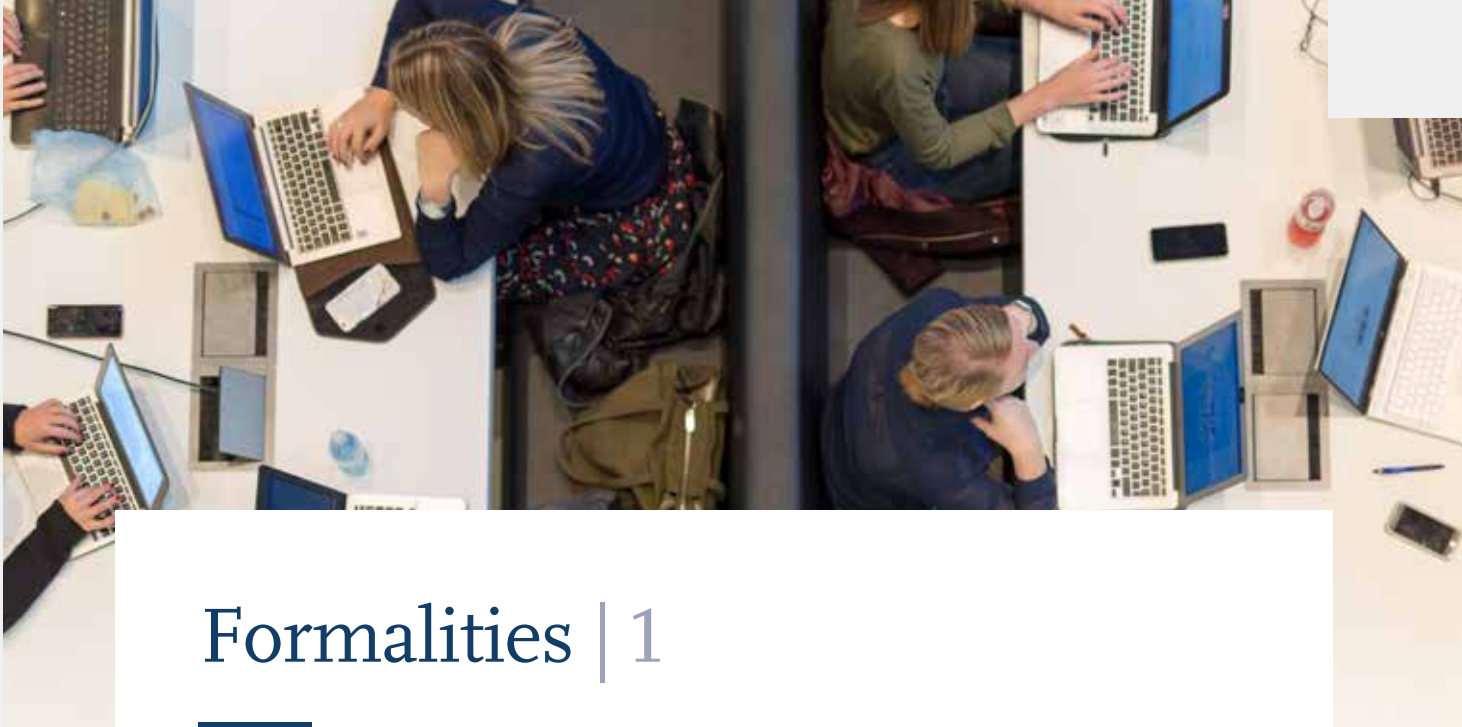
Some 7,000 students from over 100 countries study at our international higher professional education institute. Our campus is situated in the south of the Netherlands, in the city of Breda, only 100 km from both Amsterdam and Brussels. Our institute, formerly known as NHTV Breda, was founded in 1966 and delivered bachelor's courses in tourism and leisure, and in this field it is currently the largest and leading education institute in the world. New professional and academic bachelor's and master's programmes have been developed since then. Today we offer degree programmes in the domains of Games, Media, Hotel, Facility, Logistics, Built Environment, Tourism and Leisure & Events.

Challenge is at the heart of everything we do. Breda University of Applied Sciences challenges students and staff to achieve high levels of performance and presence in professional practice or in the academic world. The guiding principle is that our lecturers have a university master's degree and demonstrate proof of didactic competence. In other words, we ask quite a lot. Yet, we also have a lot to offer.

[Please click here](#)

for more information about the terms of employment at BUAs.





# Formalities | 1

## Visa

The visa procedure is an important part of the immigration process. It is Dutch government policy to determine a person's right to stay in the Netherlands before he/she actually arrives. There are visas for short stays (less than 3 months) and special visas for people who intend to reside in the Netherlands for longer periods of time.

[Please click here](#)

for more information about visas.

## How to apply for a visa

BUAs will help new expats to apply for a visa. BUAs is a recognised sponsor, which is why accelerated procedures are possible. Once your decision to work for BUAs is final, the application procedure will be started. BUAs will fill in all the required documents, and you only have to submit some documentary evidence and sign the documents. BUAs will explain the application procedure, what documents we will need, and take you through the entire process, one step at a time. If necessary, BUAs will also assist in the visa application process for your partner and children.

If you are a national of one of the [Schengen countries](#), you do not need a Schengen visa. Additionally, there are other countries whose nationals [do not need a Schengen visa](#), and countries whose nationals [do need a Schengen visa](#).

## Tuberculosis test

In order to obtain a visa you (or the person you represent) must be prepared to undergo a tuberculosis (TB) test and, if necessary, appropriate treatment. If you submit the completed declaration of intent to undergo a TB test to the IND together with your application (and also meet all other conditions), the IND will grant you a visa as soon as possible.

You will be granted this visa on condition that you will actually undergo a TB test within the first three months of your arrival. If you fail to do so – despite signing the declaration of intent – your residence permit may be withdrawn.

Whether or not a TB test is required depends on your nationality.

[Please click here](#)

for more information about the TB test.

## How to apply for a TB test

The HRM Office will make an appointment for the expat at *Gemeentelijke of Gemeenschappelijke Gezondheidsdienst*, GGD (Municipal Health Service).



# Formalities | 2

## Registering at the municipality

To register your residence in the Netherlands, you are required to register with the population register of the municipality where you will live. To that purpose, you will have to make an appointment within five days after your arrival.

[Please click here](#)

for more information about registering at the municipality.

### How to register at the municipality

BUAs will assist new expats in municipal registration. The HRM Office will make an appointment for you at the Municipal Office of Breda, and an HRM officer will accompany you to this appointment.

## Social Security Number (BSN)

A BSN (citizen service number) is a unique registration number for everyone who lives in the Netherlands. A BSN in the Netherlands is upon birth registration at the municipal register. When you move to the Netherlands, a BSN will be issued to you when your registration at the municipality has been completed.

### When do you need a BSN?

In the Netherlands, having a BSN is required for various actions such as opening a bank account, taking out insurance policies, receiving your salary, or applying for benefits.

[Please click here](#)

for more information about BSN.

### How to apply for a BSN

BUAs will help new expats to apply for a BSN. The HRM Office will make an appointment for you at the Municipal Office of Breda, and an HRM officer will accompany you to this appointment.

## Bank accounts

One of the first things you will have to do after your arrival is opening a bank account. Opening a bank account in the Netherlands will require some formalities, and will not always be possible within the first day of your arrival. Make sure you have enough cash, a credit card, or access to a bank account from your home country. To open a bank account, you have to visit a bank in your place of residence.

[Please click here](#)

for more information about opening a bank account.

### How to open a bank account

BUAs will assist new expats in opening a bank account. The HRM Office will make an appointment for you at the bank, and an HRM officer will accompany you to this appointment.

## DigiD - Digital Identification

DigiD allows you to gain access to Dutch government websites. It consists of a username and a password of your choice, and verifies your identity.

Everyone who is registered with a Dutch municipality can apply for a DigiD code. When you apply for a DigiD code, you will receive a username and password. You will then be able to use the online services of a growing number of government authorities, relating to, for example taxes, insurances, etc. You can apply for a DigiD code at the [DigiD website](#).

If you need any help, BUAs could help you apply for a DigiD code. Please [contact](#) the HRM Office to ask for help.



# Formalities | 3

## Taxation

The Dutch government is responsible for the administration of education, justice, policing, road construction and maintenance. Social security benefits is one of the government's responsibilities, as well as, among other things, care for the elderly and the provision of subsidies for housing and for the arts and cultures. Government expenditure is largely financed by tax revenues. Most of the social security contributions are spent on social security and health care. The Tax Administration (*Belastingdienst*) is responsible for social security contributions.

[Please click here](#)

for more information about taxation.

## 30% Tax Facility

If you come to the Netherlands to work, you may face additional expenses: extraterritorial costs. The 30% Tax Facility allows employers to compensate their extraterritorial employees for expenses they incur in connection with the fact that they are working outside their home country. This is done by means of a fixed cost allowance of 30% of the wage. The duration of this facility is five years.

[Please click here](#)

for more information about the 30% Tax Facility.

### How to apply for the 30% Tax Facility

BUAs will help new expats to apply for the 30% Tax Facility.

## Free legal advice

It may happen that you need legal advice once, for example because you have a problem with your landlord or your employer. In the Netherlands it is possible to contact *Het Juridisch Loket* (the legal counter). They could give you free advice. You could call them (0900 – 8020), they speak English on the phone, or you could send them an email ([www.juridischloket.nl/email-ons/](http://www.juridischloket.nl/email-ons/), this webpage is in Dutch).

## Liability insurance

In the Netherlands, many people take out what is called a personal liability insurance policy (*Aansprakelijkheidsverzekering* or *AVP*). This insurance protects a person or entity from claims initiated by another party. Although this insurance is not compulsory, it is highly recommended to take out this insurance.

[Please click here](#)

for more information about personal liability insurance.

### How to apply for liability insurance

Expats can take out a liability insurance policy themselves. BUAs will help you if that is necessary.

## Child benefit (*Kinderbijslag*)

Will you be residing in the Netherlands and do you have children under the age of 18? Depending on your income, you may be entitled to child benefit from the Dutch Tax Administration. Usually, you do not need to apply for child benefits. When you are entitled to these benefits, you will automatically receive information about it.

[Please click here](#)

for more information about child benefit.





# Housing

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## Housing

Choosing where to live can give you a major headache if you do not know the area. The procedures may not be the same as you are used to, and the information will be in a language you may not understand. In an ideal world you will have visited the area before moving to select your new home. As this is not always possible, you may need to stay in a [hotel](#) temporarily when you arrive while you will find somewhere to live.

[Please click here](#) for more information about housing.

## How to find a house

BUAs has a collaboration with a company called Huyskeeper. This company helps expats with finding a house in Breda. You could also look for housing without help from this company. Please check [Funda](#), for example for rentals or properties for sale. If necessary, BUAs will, of course, help you book a hotel room.

## Relocation expenses

An employee with an employment contract of 0.5 fte or more for an indefinite period of time may claim furnishing costs once during the first two years of employment.

- Up to 12% of his or her annual income, to a maximum of €5,446, and a relocation allowance of €1,589 for all other direct and indirect costs incurred by moving house.
- The employee, on commencement of the employment, lives at a travelling distance by public transport of more than one hour away from his or her place of work and he moves house to the town or city where his place of work is.
- The allowances concern expenses actually incurred, so the employee will have to submit receipts.

## International School Breda

For those who wish to provide their children with English-taught international education, Breda has an International School. [The International School Breda](#) creates a stimulating and inviting learning environment, teaching children and students to become responsible members of local, national and global communities.

## Exchange scheme

It is understandable that internationals prefer to send their children to an international school, but the costs of this are very high. That is why BUAs would like to accommodate its international employees by means of a scheme which involves tax benefits. Since May 2018 it has been possible to make use of an exchange scheme for the tuition fees of your children attending an international school. International colleagues of BUAs qualify for this scheme. Under this scheme, employees can exchange parts of their salary for a tax-exempt allowance for the purpose of paying the tuition fee of an international school. This means that there is a tax benefit for the employee concerned.

Please [contact](#) the HRM Office for more information about rules of relocation allowances, the International School Breda and the exchange scheme.





# Health

## Health insurance

You will be required to take out a Dutch health insurance policy within 4 months after entering the Netherlands, which is mandatory according to Dutch law. During these initial 4 months, your home country insurance may be used to cover possible medical costs in the Netherlands.

Prescription medicine and medical bills in the Netherlands must be paid for at consultation. You can claim the costs from your insurance company afterwards. Your current insurance should at least provide coverage for urgent medical care, emergency hospital treatment, and repatriation on medical grounds. If your insurance does not cover medical costs in the Netherlands, BUAs advises you to take out a primary insurance policy with Zilveren Kruis.

[Please click here](#)

for more information about health insurance.

### How to apply for health insurance

After you have registered with the local municipality – and collected your residence permit – the Health Insurance Act (*Zorgverzekeringswet*) may be applicable to you. BUAs can help you with this.

[Please click here](#)

for more information on the group health insurance scheme of BUAs.

[Please click here](#)

for general information on health insurance.

## General Practitioner (GP)

In the Netherlands, general practitioners or GPs (*huisarts*), play a very important role in health care. Whatever doctor you might need, a visit to your local GP is your first stop on your way to receive medical treatment. A GP in the Netherlands is the collector of all your medical information, and therefore the only one in the medical system who has contact with all the medical institutions you might visit. Without a referral note from your GP, it is very hard to make an appointment with a specialist and without the referral note, your health insurance company might not reimburse any costs.

[Please click here](#)

for more information about General Practitioners.

## How to find a doctor

In big cities, not all GP practices are taking on new patients. You can find a list of doctors for your area in your community guide (*gemeentegids*), which is available at the local government offices. You could also check the website of your health insurer.

In case of an emergency, always call **112**.

## Dental care

Finding a dentist (*tandarts*) in the Netherlands is much like finding a doctor although you do not need to find one located in your neighbourhood. In case of dental emergency outside practice hours, you can call your own dentist. His/her voicemail will direct you to the emergency dental service.

[Please click here](#)

for more information about dental care.



# Transport | 1

## Commuting allowance

Every employee of Breda University of Applied Sciences is entitled to a compensation for their commute. As from 1 September 2018, reimbursements have been determined in accordance with the Regulation Commuting Expenses 2018-2019.

Reimbursements differ per mode of transport and each employee can claim only one type of reimbursement (car, bicycle, public transport, flexible). For a precise overview of the reimbursements you are entitled to, we refer you to the online calculation tool. The reimbursement cannot be pre-calculated in this tool when you use two different modes of transport (flexible).

Please [contact](#) the HRM Office for more information about the commuting allowance.

## Driving licence

Holders of a foreign driving licence issued by countries of the European Union (EU) or European Free Trade Association (EFTA) are permitted to drive in the Netherlands for a period of 10 years (or if the driving licence is valid for a shorter period, until the expiration date). If it expires, you can exchange your foreign driving licence for a Dutch one at your local government offices. If your driving licence was issued in another country (non-EU), you will have to exchange your driving licence for a Dutch one within 6 months after registering in the Netherlands.

If your driving licence was not issued in the Netherlands, the former Netherlands Antilles, Aruba, or one of the members of the EU or the EFTA, you can drive with your driving licence for a maximum of 185 days after having registered to live in the Netherlands.

Please note that if you are a highly-skilled migrant who is benefitting from the 30% tax facility, you and your family members may exchange your driving licence for a Dutch driving licence, no matter what country you are from.

## Driving school and driving test

Driving schools also offer refresher driving courses for driving licence holders who want to improve their driving skills, or would like to get experience driving in the Netherlands.

It is possible to take the driving test in English and Turkish. Other languages are available, but you must arrange and pay for a professional translator.

[Please click here](#)

for more information about driving licences.

## Buying a car

Cars can be bought new or second-hand. Every town has a number of car dealers with both new and used vehicles. There can be significant differences in prices and it is wise to compare several companies as well as research prices on the internet. You need proof that you are registered at your home address in order to buy a car. The local government offices can issue proof of registration (*uittreksel bevolkingsregister*).

[Please click here](#)

for more information about buying a car.





## Transport | 2

### Cycling in the Netherlands

Cycling is a national pastime and thanks to the unrelenting flatness of the country, the locals find it the perfect way to get around. Cyclists generally have their own lane and these lanes are well maintained. Cycle racks are everywhere. At intersections, cyclists have their own set of lights to obey; they sometimes try to test this particular rule.

[Please click here](#)

for more information about cycling in the Netherlands.

### How to get a bike

A bike shop which is close to BUAs is De Klein Fietsen Breda. Its address is Markendaalseweg 38, 4811 KC Breda. They sell both new and used bikes. It is also possible to rent a bike at this shop (<http://dekleinfietsen.nl/>).

### Public transportation

The public transport chip card (*OV-chipkaart*) is the means of payment for the public transport system in the Netherlands. The size of a bank card, it contains an invisible chip, and can be loaded with credit in euros.

Types of cards:

- 1 Personal:** Like a personal ID card, it has your photo on it and personal information such as your name, birth date and BSN. It is non-transferable, and can hold travel products based on the age of the holder (e.g. students or senior citizens). When lost or stolen, it can be blocked within 24 hours. Purchase it online at [www.ov-chipkaart.nl/](http://www.ov-chipkaart.nl/).

- 2 Anonymous:** This card is transferable between persons. However, only one person can use it at a time. It costs €7.50 and credit can be added to it as needed. When lost or stolen, it cannot be blocked. Purchase it at the service desk at the train station.

- 3 Single-use OV-chipkaart:** Made of stiff paper, these have replaced the old paper tickets. They can only be used for simple travel products (single, return, or a 1-day pass) and are meant to be thrown away after use. These cards cost €1 in addition to the regular price of the trip. (Some exceptions apply.) This option is best for tourists or occasional travellers.

### Combined Travel Discount with an NS season ticket

With an NS season ticket (except for Kids Vrij) or an NS Business Card with a season ticket on it, you can bring along a maximum of 3 people (only during off-peak hours) who will all be eligible for a [40% discount](#). Your fellow travellers must also have the 'combined travel discount' on their own OV-chipkaart.

### NS Business Card for BUAs employees

Every BUAs employee will be provided with an NS Business Card for business travel. If you would like to have more information, you can ask your supervisor.

[Please click here](#)

for more information about public transportation.





# Living in Breda and the Netherlands

## Dutch culture and manners

Dutch people are very open-minded and they will not be offended if you do not behave according to Dutch manners. Do not be afraid to make mistakes; they will forgive easily because Dutch people will know you are a foreigner. To help you understand the Dutch a bit better, we will give you some examples of typically Dutch (cultural) behaviour.

[Please click here](#) or [here](#)

for more information about Dutch culture and manners.

## Where to buy what?

There can be differences between your home country and the Netherlands in what you can buy in what shop. Below you will find a short overview of where what to buy in the Netherlands:

- Groceries: for groceries you can go to a supermarket such as Albert Heijn, Jumbo, Lidl, Aldi, etc.
- Pharmacy stores: for pharmacy products you can go to a shop such as Kruidvat, Trekpleister, Etos, etc.
- Homeware: for small homeware you can go to a shop such as Blokker, HEMA, etc.
- Furniture: for furniture you can go to IKEA. Many furniture stores are located near IKEA.

## Expats groups in Breda

Did you move to Breda and are you looking for events or activities where you can find people you can relate to? There are many different communities, activities or events for expats that you can join. Do you want to find people from the same country? Or are you looking for support from many different cultures? Asking yourself these questions might help in finding the right group of people for you. There are a lot of communities, events and activities in Breda that

welcome Internationals. Below you will find websites for communities, events and activities to help you with your search:

- Platform Breda Internationals: [www.facebook.com/platform.breda.internationals/](http://www.facebook.com/platform.breda.internationals/)
- InterNations: [www.internations.org/breda-expats](http://www.internations.org/breda-expats)
- International Women's Club Breda: <https://iwcbreda.nl/>

## BUAs expat buddy programme

For expats who would like some extra assistance in the first period of their stay in Breda, BUAs has an expat buddy programme. A buddy is a volunteering BUAs colleague who already lives in Breda and who would be happy to enlighten you on the tips and tricks of living in the Netherlands and, in particular, in Breda. A buddy can help you look for a place to live, buy furniture, shop for groceries in a Dutch supermarket, find a general practitioner, and more. How much time you spend with your buddy depends on your needs and the time your buddy has available.

Please contact [Bart Baan](#) of the HRM Office for more information about the BUAs buddy programme.

## Dutch language course

We would expressly advise our new international employees (and their partners/spouses) to take a Dutch course.

It might be possible that you would like to learn the Dutch language. BUAs provides Dutch courses for expats, both internally and externally. The courses are free for our employees and for partners/spouses it is possible to partially reimburse the costs. Please contact the [HRM Office](#) for more information about this matter.



## Other subjects

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### School for Creative Education

The strategy of BUAs is dedicated to professional development. That is why BUAs offers its employees several courses and training programmes.

Based on the specific needs of our members of staff, our School for Creative Education organises several courses and activities that will allow you to keep your knowledge up to date and acquire new competencies and skills. They also organise an introduction for new members of staff, courses in teaching skills (obligatory for teaching staff), and English (Cambridge Certificate in Advanced English, C1 level, which is compulsory for teaching staff and tutors).

Please contact the [School for Creative Education](#) for more information about this programme.

### Mobile phone in the Netherlands

What provider and what package do I need when getting a mobile phone in the Netherlands? At first, it might seem quite complicated with all the different offers out there. However, if you ask yourself some basic questions, you will learn it does not have to be that difficult.

[Please click here](#)

for more information about Dutch mobile phones.



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