



**HiiL**
user friendly justice

Information Guide for International Interns at HiiL



Dear Candidate,

If you are interested in an internship at HiiL you first have to ensure that you are allowed to do an internship at HiiL. The primary requirements are that you are an enrolled student and legally allowed to do an internship, in The Netherlands. Please note that HiiL is usually not able to cover the costs for obtaining a Work Permit. In the text below we provide some suggestions in order to facilitate the process of moving and registering for an internship. This Guide is mainly aimed at students from abroad but it also offers some general suggestions for students from the Netherlands.

Before Applying

Ensure that you are **enrolled** during the entire internship period and check whether you are legally allowed to do an internship in the Netherlands. In general, students from the EU/EEA or Swiss citizen are legally allowed to live and work in the Netherlands without residence/work permit.

For non-EU/EEA or Swiss citizen it is also possible to do an internship without work permit if they fulfil the following requirements¹:

- “The internship is an mandatory part of your study. You will get study points for your internship.
- You have signed an internship agreement with the company where you will do your internship and your educational institution.”

In addition; as per Dutch law all interns/employees need a BSN number² and have a Dutch Health Insurance. Note; we need your BSN number and a copy of your health insurance card in order to offer you an internship. If you come from abroad you can arrange for these items shortly after your arrival in The Netherlands. It is advised to make an appointment to register at the municipality for the BSN number well in advance of your arrival in The Netherlands (check the website of the municipality where you intend to live) because usually you have to wait a few weeks to get an appointment.

In order to register at the municipality and when applying for your BSN you need to have accommodation in the Netherlands. Therefore we encourage you to start as early as possible looking for the right accommodation.

Take out a Dutch Health Insurance

To procure a health insurance we suggest to compare the different providers (<http://www.zorgwijzer.nl/zorgvergelijker/english>.) In order to get more detailed information you can also call them - most of them also speak English. Usually, the insurance costs between € 100 - € 120 per month but this varies depending on the insurance needs you have. Note; most insurance companies offer you a choice in excess/deductibles level, the minimum is € 385 per year.

¹ <https://ind.nl/en/study/Pages/study-at-university.aspx>

² <https://www.government.nl/topics/identification-documents/contents/the-citizen-service-number>

Tax Allowances

Depending on your income you may qualify for certain tax allowances. e.g there is a tax allowance for Health Care which will help you pay for the cost of your health insurance. To apply for a tax allowance you have to apply for a so-called DigiD (<https://digid.nl/aanvragen>). After the application you will receive a letter with the code for the activation. With the activated DigiD you can visit www.belastingdienst.nl and click on the first button Mijn toeslagen – inloggen. The following pages are in Dutch but you can use e.g. this translation www.studyinholland.nl, In case of problems, you can always ask your Dutch speaking colleagues for help.

Accommodation websites:

There are several options to live in The Hague but often it will be hard to find something appropriate. In this case or in case you prefer smaller town to live in you might also look for an accommodation in e.g. Delft, Leiden, Voorburg etc. In the following we show you some options where you can look for an apartment.

Duwo: <https://www.duwo.nl/> (with fee)

Holland Homestay: <http://hollandhomestay.com/> (no fee)

Pararius: <https://www.pararius.com/english> (sometimes with fee)

Airbnb: <https://www.airbnb.nl/> (some landlords offer long term discounts and the price might be compatible to other apartments)

Huurwoningen: <https://www.huurwoningen.nl/> (gratis option)

Kamernet: <https://kamernet.nl/> (with fee)

Facebook: (Here please just take care that you are allowed to register at the accommodation in order to avoid inconveniences)

<https://www.facebook.com/groups/1620295951523908/?ref=bookmarks>

<https://www.facebook.com/groups/kamer.in.denhaag/?ref=bookmarks>

We hope this information useful for you. For further information or to give us feedback please contact us.

People & Organisation Department

T: +31 (0) 70 762 0700 | E: internships@hiil.org

Fluwelen Burgwal 58, 2511 CJ The Hague, The Netherlands

P.O. Box 93033, 2509 AA The Hague, The Netherlands

www.hiil.org