

# Welcome to Amsterdam UMC Research BV

## Essential information for International Employees

### Regarding your stay in the Netherlands

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This document contains frequently asked questions and quick links about Dutch by-laws and services.

(Please note: This document provides general information; no rights can be derived from its contents.)



Amsterdam UMC Research BV

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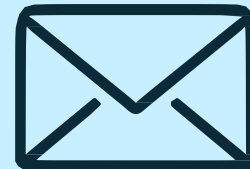
[General Information about Amsterdam](#)

Do you have a question?

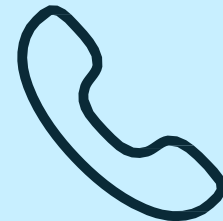
[researchbv-hr@amsterdamumc.nl](mailto:researchbv-hr@amsterdamumc.nl)

## Contact Information

If there are questions that may not have been answered in this document or by your supervisor, feel free to contact us



[researchbv-hr@amsterdamumc.nl](mailto:researchbv-hr@amsterdamumc.nl)



020-5662674 or 06-15371420



Opening hours phone: every Monday, Tuesday, and Thursday from 9:00 AM - 4:00 PM



Amsterdam UMC Research BV, Meibergdreef 9, 1105 AZ Amsterdam



Amsterdam UMC Research BV

Do you have a question?

[researchbv-hr@amsterdamumc.nl](mailto:researchbv-hr@amsterdamumc.nl)

# Information Channels & Systems

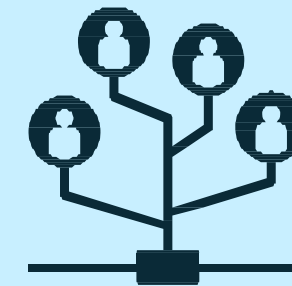
[Tulpintranet](#) and the [Service Portal](#) are our central information channels for updates and policies. For specific information from Research BV, please use the provided link below.



[Amsterdam UMC Research BV](#)

All HR-related information can be found in the [HR section on Tulpintranet](#).

After your start date, you will also receive access to AFAS InSite, our personnel system, where you can manage your personal information and access relevant HR documents.



[AFAS Insite](#)

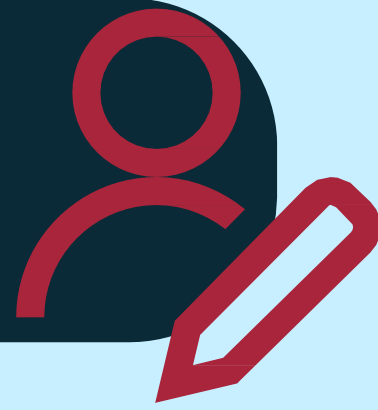
You will be able to access all systems within the secure work environment once your work email account has been activated. You will receive further instructions.



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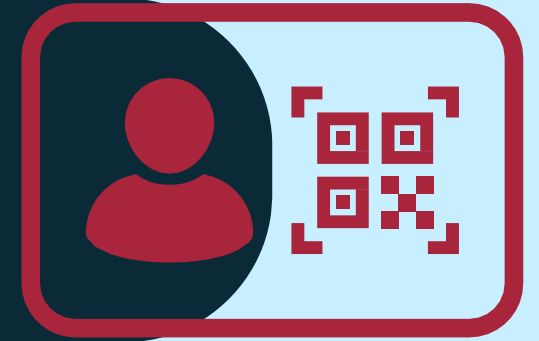
## BSN Number



What is a BSN number?

Everyone in the Netherlands has a registration number: the citizen service number (burgerservicenummer, BSN). It's assigned to Dutch citizens at birth while those arriving in the Netherlands will need to apply for one. A BSN is required in order to be permitted to work, open a bank account, make use of a healthcare institution (a doctor or hospital), and to apply for governmental benefits or an allowance. Research BV can help you with this.

## Digital Identity



DigiD stands for Digital Identity. It is a personal digital identity which allows the user to obtain service from Dutch governmental services, where identification needs to be provided.

In short: DigiD provides users with a personalized login code for the full spectrum of contact with various governmental bodies, such as:

- SVB, the social insurance institute (Social Security)
- Belastingdienst, the Tax office
- CWI, the Centre for Work and Income
- UWV, the Employees' Insurance and Benefits Office

Read more about [DigiD](#) and their [contact information](#).



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# Health Insurance



During your stay in the Netherlands you must make sure you are adequately insured, both for your health and other risks. You are obliged to take out a Dutch public healthcare insurance within 4 months after you arrived in the Netherlands. The following websites can help you:



[IAMEXPAT](#)



[Zorgwijzer](#)

Amsterdam UMC Research BV has made collective agreements with two health insurance companies: UMC Zorgverzekering and Zilveren Kruis.



[UMC](#)



[Zilveren Kruis](#)

- The group number for the UMC Zorgverzekering is 13884
- The group number for Zilveren Kruis is 207082471

After arranging this you will receive an insurance contract and insurance card.

Questions? Please call the ‘Zorgverzekeringslijn’: [English-Zorgverzekeringslijn](#)



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## General Practitioner (doctor)



Once insured, it is important to register at a huisarts (general practitioner, GP, or family doctor). Your GP is your primary point of contact for non-emergency medical concerns. He or she will direct you to specialists when needed. Seeing a specialist requires a referral (verwijsbrief), if you want the insurance to cover the specialist's fees. Most doctors speak English. It is advisable to find a GP and register with them as soon as possible. This can take some time as there are often waiting lists.

## Dental Care



Choosing a dentist (Tandarts) is just like choosing your doctor. Dentists are in high demand in the Netherlands. You need to find a dentist near your home who accepts new patients. Dental care tends to be expensive; if you want, you can get a written estimate for recommended treatment prior to undergoing the procedures. You can also choose a coverage for the dental care through many health insurance policies.



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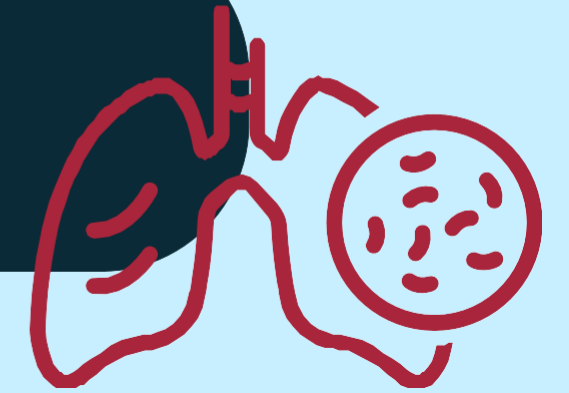
[researchbv-hr@amsterdamumc.nl](mailto:researchbv-hr@amsterdamumc.nl)

## Emergency Contacts

The emergency phone number for the fire, police and ambulance service is 112. The accident and emergency department in hospitals is called EHBO (eerste hulp bij ongevallen) or SEH (Spoedeisende Hulp).



## TB Test



What is a TB test?

When you apply for a residence permit in the Netherlands, there are a number of general conditions that apply to all purposes of stay.

Having a tuberculosis (TB) test is one of them, depending on the country where you live and your nationality. You will have to get a medical test for TB. Research BV will assist you in scheduling this appointment.

[TB test info](#)



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## Housing in The Netherlands

Amsterdam UMC has a few rooms available. To apply for the rooms e-mail the International Office at: [internationaloffice@amc.uva.nl](mailto:internationaloffice@amc.uva.nl) with the subject 'Room rental'.

If there aren't any rooms available, here are some optional websites you can look at:

- [Studentenwoningweb.nl](http://Studentenwoningweb.nl)
- [Housing and living environment - City of Amsterdam](#)
- [ASVA Student Union - for students in Amsterdam](#)
- [Funda](#)
- [Amsterdam Zuidas | Student Experience](#)



## Income Tax



If you earn money or are working in the Netherlands then you need to pay income tax. You declare your income tax via your annual tax return (aangifte inkomstenbelasting) which can be done online or with the help of a Dutch tax advisor.

If you are employed by a company then your income tax will be withheld from your salary by your employer, this is known as wage tax (which is contained within payroll tax). For assistance or if you have any questions, please find legal and tax advice from external parties, for example:

[www.blueumbrella.nl](http://www.blueumbrella.nl).

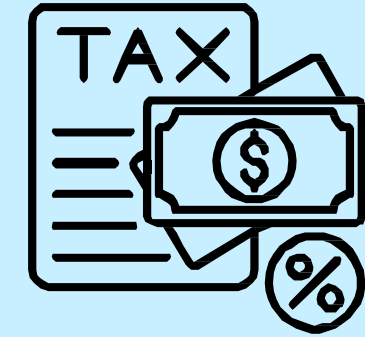


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## 30% Ruling



The 30% ruling is a tax advantage for highly skilled migrants working in the Netherlands. In a nutshell, the taxable amount of a gross Dutch salary is reduced from 100% to 70%, meaning 30% of the wage is tax free.

### Requirements for the 30% ruling

Does the 30% ruling apply to you? There are strict requirements (e.g. income level, residence requirements and level / area of expertise among other requirements) to ensure that only eligible expat employees can qualify. Contact our [salary administration](#) to assess together if you meet the requirements to apply for the 30% ruling.

### Important questions

What's the maximum duration of the 30% ruling? Are you an "incoming employee"? When should you apply? What happens if your application is denied? Find out the answers to some of the [frequently asked questions](#) regarding the 30% ruling.



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## Family Residence Permits

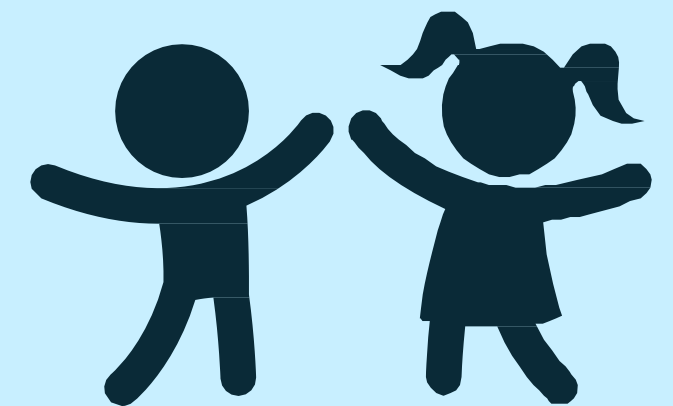
Will the application of the residence permit of my family be done and paid for as well?

Research BV will apply and pay for the residence permit and the extension of your family members when your supervisor approves this.



## Child Benefit

If you have children under 18, the government will help you with the costs of raising and caring for your children. The money you receive for this from the government is called 'Child Benefit' (Kinderbijslag). To get Child Benefit, you need to be insured under the AKW Child Benefit Scheme. You get Child Benefit once a quarter. The first payment you will receive will be for the next quarter after your child's birthday. In other words, your Child Benefit will start in January, April, July or October. The SVB pays child benefit after the end of each quarter.



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# Child Care

The general term for daycare in the Netherlands is ‘kinderopvang’, which covers options such as Host Parents, Daycare facilities and After School Care. Please keep in mind that the demand for daycare facilities in Holland is high and that it is therefore not unusual to encounter waiting lists of 6 months for certain facilities.

In the Netherlands there are three main types of organized childcare facilities:

- Kinderdagverblijf (Daycare): This Dutch version is a cross between daycare and nursery school. Children up to the age of 4 are eligible.
- Gastouder (Host Parent): Here, a host parent who has children of her own cares for a small group of children in her house. Be aware: Sending your child to a gastouder may also qualify for government contributions, if it meets certain requirements.
- Buitenschoolse / Naschoolse Opvang - BSO (After School Care): These organizations take care of children in the age from 4-12 after school hours and during holidays. Your child's school can help you locate local ones.

For the childcare facilities above generally you can apply for a childcare allowance - a contribution of the government towards the cost of childcare facilities.

Be aware that you are not eligible for childcare allowance if you do not have an employment contract.

More information:

For more information about [childcare](#)

Child care at Amsterdam UMC:

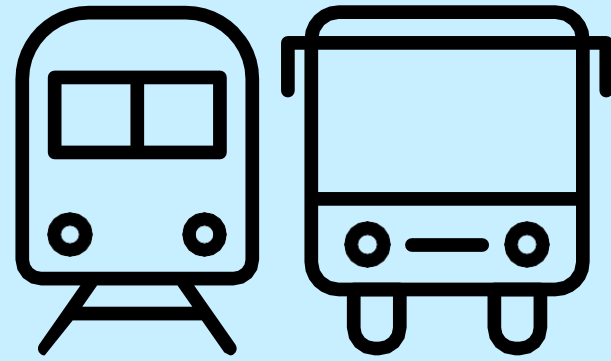
The Amsterdam UMC has its own childcare centre: [The Kinderkeet](#).



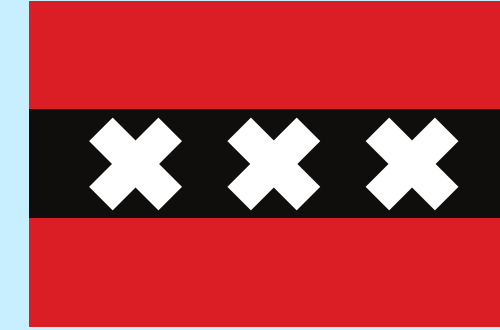
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## Public Transportation in Amsterdam



Buses, trams, metros and trains!

In the Netherlands it's easy to travel around without having a car. The public transportation exists of buses, trams, metros and trains. With the following websites it's easy to plan your trip:

- Train : [NS](#)
- Metro/Bus/Tram: [GVB \(only in Amsterdam\)](#)
- From A to B: [9292 ov](#)
- Bus: [Connexion](#)

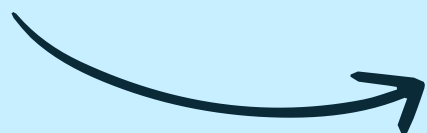
To travel on public transport in the Netherlands, everyone needs a valid ticket. This can be done either with contactless payment (e.g., debit/credit card or mobile phone using OVpay) or with a public transport chip card (OV-chipkaart). The OV-chipkaart must be loaded with a positive balance before use. You must always check in and out for each journey. An anonymous OV-chipkaart can be purchased at ticket machines and service points such as GVB Service & Tickets locations.

Information about GVB Service & Tickets is available at the following metro stations:

- GVB Service & Tickets, Stationsplein CS
- GVB Service & Tickets, Station Bijlmer Arena
- GVB Service & Tickets, Station Zuid
- GVB Service & Tickets, Station Noord

Please refer to the official website for current opening hours: [GVB Opening hours](#)

More information  
about public  
transportation in  
Amsterdam on the  
next page



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# Public Transportation in Amsterdam

It is possible to apply for a season ticket. For more information about the season ticket please visit the following websites:

- [NS](#)
- You can also buy an anonymous travel card at the GVB-machines. Several shops located at the public transport stations sell these tickets too, such as: Primera, AKO and Bruna. There are several cards that you can buy at the GVB-machine. With that card you can travel in every metro, tram or GVB-bus. See the GVB website for more information: [prices | GVB](#)
- You can also pay and travel with your bank card and/or telephone. For more information see: [Home | OVpay](#)



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When traveling with the public transportation in the Netherlands you have to check in and out each time you get in and get out.

If you forget to check out and you try to check in again, your balance will be - €4,00 !

For the NS (trains) you need to have at least €20,00 on your travel card to check in.

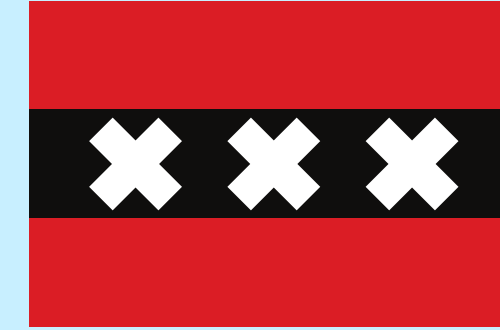


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## Mobile Information in Amsterdam



It's possible to get free Lebara & Lyca simcards at mobile shops in Amsterdam for affordable mobile data and call bundles. These can be obtained at local shops (not major providers such as KPN, Vodafone, T-Mobile and Odido).

You can also buy prepaid data bundles for 30 days, which offer different amounts of data depending on your needs.

Feel free to visit the websites of Lebara & Lyca for more information:

- [Lebara](#)
- [Lyca](#)

Furthermore, it is also possible to apply for a monthly sim-only contract with for instance certain package deals or unlimited data and calls. These subscriptions can be obtained at providers such as KPN, Odido and T-Mobile).

- [KPN](#)
- [Odido](#)
- [T-Mobile](#)



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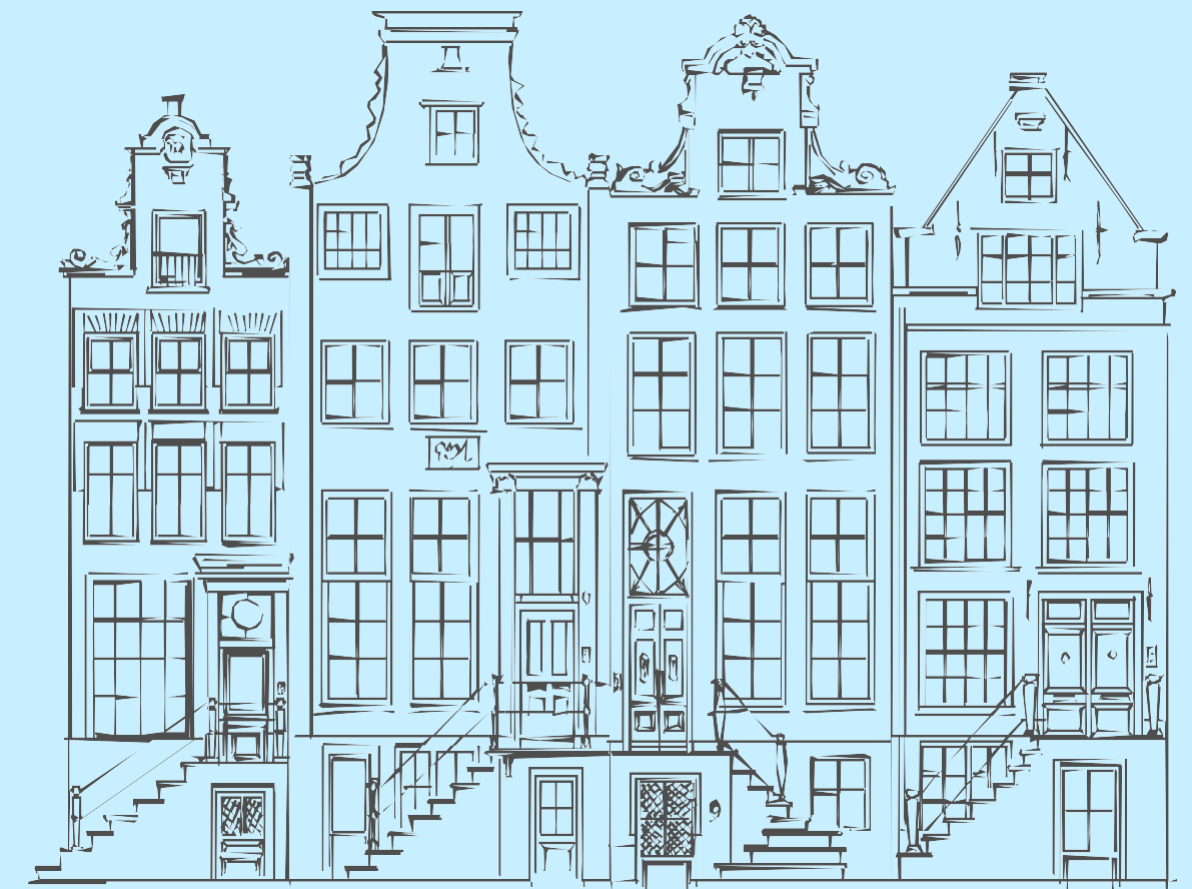
# General Information about Amsterdam

For cultural activities, practical city information,  
and tips, explore the following:

- [General information](#)
- [Activities in the Netherlands](#)
- [Fact information](#)



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