

## Note

### Knowledge Centre for International Staff

Maastricht University is keen to provide its international employees and their family members with a warm welcome and a good start to their stay in Maastricht or its surrounds. Part of the university's HR department, the Knowledge Centre for International Staff (KCIS) is happy to offer you its services. By working as an intermediate KCIS makes sure that you can start working legally at Maastricht University as quickly and smoothly as possible and that your transition and adaption to the Netherlands (or temporary posting outside the Netherlands) goes well.

KCIS, as intermediate, offers support/information within/relating to:

- Dutch immigration procedures
- Dutch Residence procedures
- 30% rule
- Outgoing staff support
- Living in the Netherlands/Maastricht
- Social/cultural activities

In order for KCIS to be an intermediate for both employer and employee when dealing with Dutch procedures, KCIS is dependent on Third Parties that are legally responsible for the processes. While KCIS strives to advise you and assess your situation in the best possible way, our advice is based on our own studies and research of the current laws and the information you provided us with. Please be aware that in most processes a Third Party is responsible for the assessment of the provided documentation and legally responsible for the outcome.

The final decision on e.g. the residence permit or applicability of the (incoming staff) 30% rule is solely up to the Third Party in charge of taking that particular decision. KCIS has no influence in the decision making procedures of any Third Party. If the Employee does not agree with a decision taken by a Third Party, he should complain or object with the Third Party in question. KCIS, as intermediate, is not responsible for decisions made by Third Parties, nor for changes in law.

The Third Party can entail any of the following Authorities individually or together:

1. **[IND: Dutch Immigration and Naturalisation Service](#)**. The IND takes decisions regarding Dutch (MVV) visa, Dutch residence permits/stickers, biometrics, Dutch return visa etc. The IND works according to the Modern Migration policy under which also Maastricht University as your employer/host and you as foreign employee/guest have obligations. Based on the [Modern Migration policy](#), KCIS is among other things obliged to submit applications for MVV visa and residence permits for its employees/guests on behalf of Maastricht University. The employee/guest is obliged to provide correct and up-to-date information about his situation at all times.
2. **[UWV: Dutch Employment Organization](#)**. UWV is among other things responsible for decisions regarding Dutch work permit applications and matters related to it.
3. **[Dutch Embassy](#)**: At the Dutch embassies abroad the employee has to pick up his Dutch MVV (if applicable) or Dutch visa.
4. **[Belastingdienst](#)**: Dutch Tax Authorities. The Belastingdienst decides on 30% rule applications for incoming staff, Dutch taxes and Dutch tax return.

5. [\*\*EY: formerly known as Ernst & Young\*\*](#). EY is a financial advisor specialized in tax and social security matters.
6. [\*\*GGD: Dutch Public Health Services\*\*](#). The GGD is in charge of performing the Tuberculosis test. If you are obliged to undergo a TBC test for your Dutch residence permit application, the GGD is the only recognized organization to take this test.
7. [\*\*Municipality\*\*](#). The municipality is in charge of registrations in the Citizens Register, through which the Employee, who is living in The Netherlands, obtains his BSN number (Dutch Citizen Number).
8. [\*\*RNI\*\*](#): RNI is a register where people that cannot be registered within the citizens register can get registered and obtain their BSN. The nearest RNI registration point is located at Heerlen Municipality.
9. [\*\*SVB: The Sociale Verzekeringsbank \(SVB\)\*\*](#). The SVB is the organization that implements national insurance schemes in the Netherlands.
10. [\*\*CZ\*\*](#): a Dutch Health Insurance company. Maastricht University has taken out collective health insurance with CZ.
11. [\*\*Holland Expat Center South \(HECS\)\*\*](#): HECS helps highly skilled migrants / scientific personnel and their families settle into the South of the Netherlands. At the Expat Center you can pick up your residence permit, have your biometrics taken and register in your municipality of residence upon your first arrival in the Netherlands.
12. [\*\*Maastricht Housing\*\*](#). The housing website through which Maastricht University supports its staff and students in finding suitable housing.
13. **"Other Third Party"**: any other party than mentioned under this provision