

## Immigration procedures for EU/EEA and Swiss nationals

Knowledge Centre for International Staff

As an EU/EEA or Swiss national, you are able to work and travel freely within the [Schengen countries](#) and you do not need a visa, residence or work permit to live legally in the Netherlands. Due to EU regulations, however, several immigration and residence formalities must be completed to ensure that your stay and employment in the Netherlands is lawful.

Since 2013 EU/EEA and Swiss nationals only have to be in possession of a (valid) passport or ID card to proof that their residence and employment in the Netherlands is lawful.

! Would you like to apply for an application for a family member with a non-EU/EEA citizenship? In this case you still need to register with the IND. Inform KCIS as soon as possible.

### Long stays (at least 4 months)

#### Registration in the municipal personal records database at Maastricht International Centre (MIC)

All non-Dutch nationals who come to the Netherlands to live here for at least four months are required to register in the municipal personal records database. We will first invite you over to KCIS immediately after your arrival to discuss the registration procedure.

KCIS will schedule an appointment at the Maastricht International Centre in Maastricht, for you to register in the municipal personal records database. This formality ensures that you will get a [citizen service number \(BSN\)](#) from your municipality of residence within 3 weekdays.

You need a Dutch address to register in the Netherlands. We therefore recommend that you begin your search for suitable housing immediately, and ideally try to secure housing before you arrive in the Netherlands. KCIS will send you housing information in Maastricht in our first welcome email to you.

Another document required for registration is your birth certificate. The birth certificate needs to be legalized/apostilled and translated into English, French, German or Dutch by a certified translator.

After registration, your municipality of residence will issue your [citizen service number \(BSN\)](#). It is important to receive the BSN as soon as possible after arriving in the Netherlands: the university needs it to pay your salary, while you need it to open a Dutch bank account and – if applicable – take out basic [Dutch health insurance](#).

#### ! If you don't get your BSN in time

If you do not have a BSN, Maastricht University – on the authority of the Tax Office – is obliged to apply a 52% tax rate on your salary until you have a BSN.

## **Short stays (less than 4 months) or working in the Netherlands while living abroad**

Those who cannot be registered in their Dutch city of residence because they do not live in the Netherlands, or whose residence is too short, can only get a BSN issued by specially appointed municipalities in the Netherlands. The nearest to Maastricht is Heerlen.

If you do not live in the Netherlands or will stay here for less than four months, KCIS will make an appointment for you at the municipality in Heerlen to apply for a BSN. You will receive it immediately during the appointment.