

Short stays

Knowledge Centre for International Staff

A short stay is defined as a visit lasting a maximum of 90 days.

Depending on your nationality, you may need an entry visa for the Netherlands. For stays of up to 90 days, this entry visa is called a short-stay or Schengen Visa. Please contact the Dutch embassy or consulate-general in your home country or country of residence for more information on visas. KCIS does not offer assistance with this.

Short stays in the Schengen area

A short-stay/tourist visa for the Netherlands gives you access to the [Schengen area](#) for a maximum of 90 days within a period of 180 days (roughly 6 months). Even if you don't need a short-stay/tourist visa to enter the Schengen area, you are only allowed for 90 days within any 180-day period.

As of 18 October 2013, a new method of calculating short stays applies:

- The maximum duration of authorised stay is now defined as “90 days in any 180-day period”. This means that, upon every entry, the 180-day period prior to that entry will be considered. If you have been in the Schengen area for 90 days prior to the new entry, you may not be admitted. The time between a new entry after you have stayed in the Schengen area for 90 days is now 180 days.
- The European Commission has created a tool which helps you calculate your short stays according to this new method. You can use the [‘short-stay calculator’](#) to calculate the period you are allowed to stay in the Schengen area under the new rules.

Work permit

In some cases, your Dutch employer or host institution will need to apply for a work permit to employ you. For a short stay, you will be allowed to work without a work permit only if:

- you are a national of an EU/EEA member state or Switzerland
- you work at Maastricht University as an academic staff member for a maximum of three years.

If a work permit is needed, it is your employer’s responsibility to apply for one. KCIS will inform you about the procedure and apply for the work permit if required, after receiving the necessary information from you.

Dutch Citizen Service Number (BSN)

For those who cannot be registered in their Dutch city of residence because they do not reside in the Netherlands or whose residence is too short, a citizen service number ([BSN](#)) can only be provided by specially appointed municipalities in the Netherlands. The nearest to Maastricht is the municipality of Heerlen. If applicable, 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.