

PREPARATION GUIDE

PART 1 OF THE PRE-ARRIVAL ROADMAP

IHE DELFT – MSc 2023-2024 & MScR 2023-2025

**Congratulations on your admission to the IHE Delft
(research) master of science programme!**

“After having studied at IHE Delft, I feel like I have a second family all over the world.”

We hear this often from our alumni. It is our pleasure to welcome you to our IHE Delft family next October. You will experience life in the Netherlands, join a multi-cultural community and you will be away from home, perhaps for the first time.

The IHE Delft Student Affairs office has compiled this Preparation Guide for you to help you with all practical preparations you need to make before moving to the Netherlands. Making sure you are prepared will save you time and trouble in a complicated process.

Please take the time to read everything carefully. It will make your travel and transition easier.

PRE-ARRIVAL ROADMAP

IHE DELFT PREPARATION GUIDE – MSc 2023-2024 & MScR 2023-2025

Studying abroad comes with a lot of questions and preparations. IHE Delft will help you prepare by sharing all the information you need according to the roadmap below.

This preparation guide is part 1 of our pre-arrival information for new MSc students. You'll receive more information about the 2nd part, including the schedule and topics of the webinars, at the end of July.

PART 1: PREPARATION GUIDE

When: As soon as you are financially admitted

- ❖ Preparation checklist Page 2
- ❖ Travel documents & Flight Page 3
- ❖ IHE Accommodation Page 4
- ❖ Finances, health & insurance Page 5

PART 2: LIVING IN THE NETHERLANDS

When: August & September

- ❖ How to book your accommodation
- ❖ IHE Delft services
- ❖ Webinars & newsletters. Topics such as healthcare, transportation, and more

PART 3: FINAL PREPARATIONS

When: October

- ❖ Pre-departure online meeting with Q&A
- ❖ Detailed introduction week programme
- ❖ Route description Schiphol – Delft
- ❖ Final instructions regarding arrival

PART 4: GETTING SETTLED IN DELFT

When: 27 October onwards

- ❖ Introduction week
- ❖ Activities to get to know IHE, your classmates, Delft & the Netherlands
- ❖ IHE will also guide you through the administrative tasks related to relocating

STUDENT SOURCE

→ [Go to the Student Source](#)

Do you want to prepare even more? The Student Source is IHE's intranet page with information specifically for IHE students.

Use your student account to log in. You received information about accessing your student account from the IHE IT Department when you were admitted to the programme.

To log in, use your user ID, **not** your student email address. So for example: use "aaa001" instead of "aaa001@un-ihe.org".

WHO TO CONTACT

→ **Changes in your arrival date and time:**

1-year MSc: m.baburek@un-ihe.org

2-year Research MSc: i.melis@un-ihe.org

→ **Anything regarding your MVV application:**

1-year MSc: m.baburek@un-ihe.org

2-year Research MSc: i.melis@un-ihe.org

→ **Anything regarding IHE accommodation:**

accommodation@un-ihe.org

→ **Using your student account and email:**

ServiceSupport.IT@un-ihe.org

→ **All other questions:**

ArrivalSupport@un-ihe.org

PREPARATION CHECKLIST

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There are many preparations to take care of before you'll be able to start your MSc programme in Delft. We've summarized the most important tasks for you. Continue reading through the Preparation guide for more instructions on how to complete everything.

IMPORTANT DATES

- ❖ **1 September** – Submit your flight info
- ❖ **1 October** – Accommodation deadline
- ❖ **16 October** – Sign your rental contract
- ❖ **19 October** – Online pre-departure meeting

- ❖ **27 October** – Arrival in the Netherlands

- ❖ **30 October** – Start introduction period
- ❖ **1 November** – Opening Academic year

You are **required** to arrive on 27 October and to attend the introduction period.

PREPARE TO BRING WITH YOU

- A (translated) copy of your birth certificate.**
In order to register with the Delft municipality. Only if available.
- Medication & any required documentation**
Only if you take chronic medication which is not easily accessed abroad.
- Sufficient funds (in cash) for the first months.**
Opening a bank account could take up to 6 weeks

RESIDENCE PERMIT AND VISA

- Check the validity of your passport.**
Your passport should be valid until several months after graduation
- Complete your VVR (and MVV) application**
- Make an appointment to pick up your MVV**
Not earlier than 90 days before traveling to the Netherlands.

IHE ACCOMMODATION

You will receive more information about reserving accommodation on 1 August 2023.

- Reserve your accommodation.**
Between 1 September and 1 October.
- Pay the first month's rent.**
Only if you will not receive a monthly allowance via IHE Delft.
- Sign your contract.**
Deadline: 16 October

ARRANGE YOUR FLIGHT

Only if you have to book your own flight

- Book your flight ticket.**
Make sure to arrive on Friday 27 October.
- Send your flight information and a copy of your ticket to Marlies Baburek**
Email: m.baburek@un-ihe.org
Deadline: 1 September.

PREPARE FOR THE MSC PROGRAMME

- Complete your preparatory courses**
- Brush up on your English**
If you do not have advanced proficiency in English, your stay in the Netherlands will be a challenge both academically and socially.

RESIDENCE PERMIT & IMMIGRATION

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Non-EU students need a residence permit (called VVR) for the full duration of their study programme to study in the Netherlands. The application procedure can differ per country. Your Fellowship and Admissions Officer has sent you instructions to complete the application procedure by email. It is important that you follow these instructions on time.

IHE DELFT APPLIES FOR:

- ❖ A residence permit for the full duration of your study programme
- ❖ *If applicable*: an entry visa (MMV) to enter the Netherlands

HOW TO COMPLETE THE VVR APPLICATION

IHE Delft applies for your VVR (and MVV entry visa if applicable), but you need to take the following steps to finish the application:

1. Follow the instructions in the email you received from your Fellowship and Admissions Office.
2. Fill and return the necessary forms and documents to IHE Delft (by email).

IHE Delft will notify you once your documents have been received by the Dutch immigration authorities.

3. When you receive this confirmation, make an appointment with your embassy (or consulate) to proceed the application.
4. If applicable: Pick up your entry visa (MVV).

Important: Without the required documents, IHE Delft cannot apply for your residence permit and entry visa.

COLLECTING YOUR RESIDENCE PERMIT

You will collect your residence permit after arriving in Delft.

IHE Delft will schedule this appointment for you as part of the introduction activities.

ADDITIONAL COSTS

Do you have a scholarship? Please keep in mind that travel or other costs related to your residence permit application or MVV application are **not** covered by your scholarship. Even if you have to travel abroad to visit an embassy or consulate

RIGHTS AND OBLIGATIONS

When you receive a residence permit for study, you gain certain rights and obligations. **You are required to familiarize yourself with these rights and obligations.**

- Read the IND publication: [Coming to study in the Netherlands](#)

Important: You will be staying in the Netherlands on a residence permit for study purposes only. When you finish your MSc programme (with or without graduating), your residence permit will be cancelled. You will be required to leave the Netherlands within a few days.

BIRTH CERTIFICATE

You are required to register with your municipality while you are living in Delft as one of your obligations. Students living in the IHE student accommodation should register with Delft municipality.

Almost every municipality requires that you submit a copy of your birth certificate in order to register. You will need a (translated and/or legalized) [official copy in Dutch, English, French or German](#).

If it is not possible to get an official copy of your birth certificate (e.g. because you do not have a birth certificate), you can still register without it, **but only if you are living in Delft.**

ENTRY VISA & TRAVEL DOCUMENTS

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You need a passport, residence permit (called VVR) for the full duration of your study programme and in some cases, an entry visa (called MVV) to study in the Netherlands. IHE Delft applies for both your VVR and MVV. You have received instructions via email from your Fellowship and Admissions officer regarding the application procedure. It is important that you submit the necessary documents for your application on time.

REQUIRED DOCUMENTS TO ENTER THE NETHERLANDS

- ❖ A passport valid until:
 - **31 January 2025** (1-year MSc)
 - or
 - **31 December 2025** (2-year MSc)
- ❖ An approved residence permit application
- ❖ An entry visa (MVV) (only if required for your nationality)

PASSPORT

Extending your passport while in the Netherlands is often complicated or nearly impossible. Make sure your passport is valid until several months after the end of your MSc programme. Specifically:

- **1-year MSc programme:**
Valid until 31 January 2025
- **2-year MSc programme:**
Valid until 31 December 2025

If your passport expires earlier, renew your passport before going to the Netherlands. If renewing your passport is not possible, contact your embassy in the Netherlands to ask how to extend your passport in advance.



HAND LUGGAGE PACKING LIST

Pack the following in your **hand luggage** while traveling:

- ➔ Your passport (with MVV/entry visa)
- ➔ IHE Delft admission letter
- ➔ Any letters you received from the IND confirming that your application for a residence permit was approved.
- ➔ *For scholarship holders:* your scholarship award letter
- ➔ *If you bring medication:* your medication, including the prescription and other related documentation.

HOW TO OBTAIN YOUR ENTRY VISA (MVV)

You will in most cases need to make another appointment with your embassy (or consulate) to pick up your MVV.

- Your MVV is only valid for **90 days** after you pick it up.
- Important: don't schedule your appointment too early. Make sure your MVV remains valid until **2 weeks** after your planned arrival date in Delft.
- Enquire if there are any additional documents you should bring. This differs per embassy or consulate.

Important: Did you renew your passport during your residence permit and entry visa application? Always bring your new passport with you to the embassy. Even if you used your old passport to apply.

TRAVELING TO THE NETHERLANDS

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ALL STUDENTS ARE EXPECTED TO ARRIVE IN DELFT ON FRIDAY 27 OCTOBER 2023

Whether you have to book your own flight, or IHE Delft books your flight depends on the conditions of your scholarship. If IHE Delft books your flight, we will notify you directly.

IF YOUR TICKET IS NOT PROVIDED UNDER SCHOLARSHIP

If your ticket is not provided under scholarship, you have to book your own flight.

SEND US YOUR FLIGHT INFORMATION

Send an email to m.baburek@un-ihe.org with the subject “**Arrival Information**”, containing:

- Name
- Country
- Student number
- Arrival **date** and **time at Schiphol**
- Flight number of your flight **to Schiphol**
- A copy of your ticket.

ARRIVAL DATE AND TIME

Plan your arrival in Delft on **Friday 27 October**. Make sure to arrive at IHE Delft during opening hours (**8:00-18:00**). It can take up to 3,5 hours to reach Delft from Schiphol.

ARRIVING EARLIER OR LATER

- **If you arrive in Delft earlier:** it will be your own responsibility to arrange:
 - Accommodation until 27 October.
 - (Health) insurance until 25 October.
- **If you arrive in Delft late:** IHE Delft is closed in the evening and during the weekend. You will need to arrange accommodation yourself (e.g. a hotel) for the weekend at your own cost.
- **Arriving in Delft after the weekend is not allowed.** You are required to attend the introduction activities from Monday 30 October 9:00 onwards.

IF YOUR TICKET IS PROVIDED UNDER SCHOLARSHIP

If you have been awarded a scholarship which includes an airplane ticket, you will receive your electronic ticket information by email from your Fellowship Officer. You do not need to inform us about your travel details. If your ticket is included, but you were requested to book your own flight, please refer to the information on the left.

If IHE books your ticket, your accommodation will be available from the day you arrive at Schiphol, even if you arrive before Friday 27 October.



BAGGAGE ALLOWANCES

It is not possible to request additional baggage allowance.

Please check the baggage allowance with your airline before traveling. If you receive extra charges due to not following baggage allowances, you will have to cover these costs yourself.

When returning home after graduation, you will have the same baggage allowance. Any additional baggage collected during your stay in Delft should be sent home by cargo instead (at your own cost).

IHE DELFT ACCOMMODATION

IHE DELFT PREPARATION GUIDE – MSc 2023-2024 & MScR 2023-2025

Delft is one of the most densely-populated student cities in the Netherlands. This makes finding good and affordable housing a challenge. To ensure that all IHE Delft students have access to suitable housing and to meet the requirements of certain scholarship programmes, IHE Delft has made an agreement with housing corporation DUWO to reserve housing for all IHE Delft-based MSc students.

GENERAL INFORMATION

- MSc students at IHE Delft can rent accommodation for the duration of their master programme via housing corporation [DUWO University Housing](#).
- IHE accommodation is **not** on-campus, but in several apartment buildings in Delft, all within cycling or walking distance from IHE Delft.
- You will be able to choose a room yourself during the *booking period* from all available room types on a **first come, first serve** principle. Keep in mind that private rooms are in high demand, and you are not guaranteed the room type of your preference. You cannot reserve a specific room in advance.
- The rental period is fixed: Friday 27 October 2023 until Monday 14 October 2024 (1-year programme) or Monday 13 October 2025 (2-year programme).

IMPORTANT DATES

- ❖ **1 August** – Accommodation manual
- ❖ **1 September** – Start booking period
- ❖ **1 October** – Deadline to reserve a room
- ❖ **16 October** – Deadline to sign contract

TYPES OF ROOMS

- All rooms are furnished with basic furniture such as a bed, desk, table and wardrobe.
- Rooms vary in size and price. Approximately 65% of rooms has a **shared** bathroom and kitchen with one or two students of the same gender, and 35% of the rooms are studios with **private** bathroom and kitchen.
- There are also a few studios with a small, private kitchenette, as well as access to a larger kitchen shared with 6 to 8 other students.

APPROXIMATE MONTHLY RENT

Monthly rent differs per room and building and includes utilities, internet and municipal taxes.

- Private rooms: €625,00 - €900,00
- Shared rooms: €475,00 - €700,00

FIRST RENT PAYMENT & ONE-OFF COSTS

The first rent payment will include October and November, and an additional one-off cost between €208,50 and €351,00 for linen, basic kitchen utensils, and cleaning and administration fees.

Scholarship holders receiving a stipend via IHE:

The first month's rent will be subtracted from your first allowance payment.

All other students:

You will need to pay your first months' rent in advance via [TransferMate](#) before you can sign your contract.



IHE DELFT ACCOMMODATION

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CONDITIONS FOR IHE ACCOMMODATION

- You can only reserve a room when you have been financially admitted as an MSc student at IHE Delft.
- If you miss the deadline for reserving a room and/or signing your contract, you will not be able to receive your keys on 27 October.
 - You will still be required to pay rent from 27 October onwards.
 - Any additional costs for temporary accommodation until your keys are available will be your own responsibility.
- The rental period is fixed: Friday 27 October 2023 until 14 October 2024 (1-year MSc) or 13 October 2025 (2-year MSc).
- It is not possible to extend or prolong the rental contract. You will need to find your own accommodation after the end date of your rental agreement.
- Special room types (e.g. couple rooms) are only available according to the principle of “*passend toewijzen*”. Meaning that students who bring their partner have priority for couple rooms over students living alone.
- It is possible in **exceptional** cases to end your rental contract earlier. But only:
 - With written permission from the accommodation department,
 - **And** with one month’s notice,
 - **And** only per the 15th or the last day of the month

BRINGING YOUR PARTNER

IHE Delft has a limited number of studios suitable for couples. There is a waiting list for these couple rooms.

If you are considering bringing your partner, please email accommodation@un-ihe.org and request to be put on the waiting list.

FINDING YOUR OWN HOUSING

If you do not want to stay in the IHE Delft accommodation, for example because there is no space in the couple accommodation, or because you are bringing your family, you can request permission to find accommodation yourself.

Finding a good, affordable room will be a challenge. **General searching time is 4 months or longer, so start on time.**

To find your own housing:

1. Request permission via accommodation@un-ihe.org. Include the reason for your request.
2. Follow the [guide to finding housing yourself](#) (Student Source)

Important: if you book your own housing, it is unlikely that you’ll be able to book IHE accommodation at a later time. Finding accommodation throughout the course of your MSc programme will be your responsibility.

FINANCES & SCHOLARSHIP

IHE DELFT PREPARATION GUIDE – MSc 2023-2024 & MScR 2023-2025

A DUTCH BANK ACCOUNT

- **All** IHE Delft students are required to have a European bank account with IBAN number.
- You will be able to apply for a bank account after you've arrived in the Netherlands and have received your residence permit card. IHE Delft will advise you on which banks are available, and how to open your bank account.
- If you receive a monthly allowance, you will receive it by bank transfer once your bank account is active. **Opening a bank account may take up to 6 weeks.**
- Monthly rent payments can only be made by bank transfer. DUWO does not accept cash payments.

ARRANGE SUFFICIENT FUNDS

- ❖ Opening a bank account can take up to 6 weeks
- ❖ Bring sufficient cash to bridge this period.

Plan ahead to be able pay your rent from December onwards:

- ❖ The accommodation one-off cost of **€208,50 - €351,00** will be subtracted from your first allowance payment.
 - ❖ Your laptop deposit (330 euro) will be subtracted in installments of **110 euro** from your first three allowance payments.
- No allowance via IHE? You'll need to pay the full deposit of **330 euro within 7 days** of receiving your laptop.

BRING ENOUGH CASH MONEY

It may take up to 6 weeks for your bank account to be active. Bring a sufficient amount of cash money **(in euros)** to bridge this period.

Please note: credit cards are not commonly used and are only accepted in some stores.



SCHOLARSHIP AND MONTHLY ALLOWANCE

- Do you have a scholarship? Keep in mind that your scholarship is just a contribution to your study costs. While your monthly allowance may seem like a lot, [life in Delft is expensive](#).
- You will use about **two-thirds** of your monthly allowance for rent.
- Most scholarships don't include a research allowance. You will have to fund any research expenses yourself (e.g. travel or equipment).
- **Depending on your spending habits, you may need to arrange additional income.**

THE FIRST THREE ALLOWANCE PAYMENTS

You will have to pay several one-off expenses after arriving in the Netherlands. These will be subtracted from your allowance.

Subtracted from your first allowance:

- Rent payment 27/10 – 31/11 **(amount varies)**
- Accommodation one-off cost **(amount varies)**

Subtracted from your first three allowances:

- Laptop deposit **(€110,00)**

HEALTHCARE & INSURANCE

IHE DELFT PREPARATION GUIDE – MSc 2023-2024 & MScR 2023-2025

The Dutch healthcare system may be different than what you are used to. If you have any pre-existing health concerns and/or you take chronic medication, you should start familiarizing yourself with healthcare in the Netherlands early. You may need to make any additional arrangements.

STUDENT INSURANCE POLICY

IHE Delft arranges (health) insurance for all MSc students through [AON student insurance](#) with the AON Complete+ policy. This policy includes medical insurance, personal accident insurance, insurance for repatriation under limited circumstances, legal insurance and liability insurance.

The AON insurance policy is meant specifically for international students. Your insurance also applies when you do field work or research outside of the Netherlands. For holidays abroad, travel insurance is included.

ALREADY INSURED?

AON insurance is required for all IHE students.

If you have existing health insurance, you are obligated to claim any costs first with your own insurance before you can claim them with AON.

PRE-EXISTING CONDITIONS

AON insurance also covers pre-existing conditions and ailments, including psychological conditions. As long as you comply with the “fit for study” requirement, a pre-existing condition does not prevent you from coming to IHE Delft.

We recommend disclosing your condition with your general practitioner in the Netherlands. Bringing a written diagnosis may be beneficial if you expect to need treatment in the Netherlands.

Important: scholarship holders still need to comply with the fit for study requirements of their sponsor. If you have a pre-existing condition and are not sure if you comply with this condition, you can contact studentwelfare@un-ihe.org.

MORE ABOUT HEALTH AND INSURANCE

- ❖ You will receive your insurance policy via email.
- ❖ Webinars about Dutch Healthcare will be held during summer.
- ❖ Become familiar with Dutch health care during and after the introduction week.
- ❖ You can also find more information on the [Student Source](#).

REPATRIATION

If a parent, spouse, sibling or child passes away or ends up in a life-threatening situation while you are abroad, AON can reimburse a return ticket to your home country under specific conditions.

You can receive this reimbursement once per insurance year per family member.

BRINGING MEDICATION

Not all medication is covered by AON insurance. If you have a condition that requires regular medication, consider if it's possible to bring sufficient medication with you.

Additionally, bring a letter in English from your doctor at home and a prescription for your medication with you.

Important: Always follow customs regulations when bringing medication abroad