



Country guide for new EPIET/EUPHEM fellows
Rijksinstituut voor Volksgezondheid en Milieu (RIVM)
National Institute for Public Health and the Environment
Bilthoven
The Netherlands

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Disclaimer: The guide is intended to provide general information only. A fellow should always seek individual and / or professional advice tailored to their personal situation.

Please note: This is a living document. If you find any information to be incorrect or out of date, or there is anything you wish to add, please amend the guide (and date it accordingly) and send the new version to your cohort representative for uploading onto the EAN country guides website.

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1. Summary: The first steps to take when moving to **The Netherlands**

These are the proposed steps to take when moving to [National Institute for Public Health and the Environment \(further: RIVM\), The Netherlands](#) based on the experience of fellows from previous cohorts. More detailed descriptions and explanations of each part of the process can be found throughout the document.

1.1 Before you arrive in **The Netherlands** we advise:

- *Collate documents (birth certificate, university certificates, pay slips of last 3 months, reference letter from previous landlord, marriage certificate/birth certificates of children, if applicable)*
- *If possible, plan a short visit to the Netherlands between mid-July to mid-August to obtain your BSN*
- *Research where you might want to live and start searching for housing early*
- *Get your Facebook up and running! It will be helpful for looking for a house and making friends*

1.2 After you arrive in **The Netherlands**, we advise:

- Obtain your BSN number by registering as a temporary or permanent resident
- Open a bank account
- Get an OV card (and order a personal OV card to use OV fiets)
- Sign up for health insurance (mandatory)
- Register in a GP
- Create a DigID account. You can also do this if not registered yet. Find information at: <https://www.nederlandwereldwijd.nl/digid-buiten-nederland/hoe-aanvragen>

Prior to commencing the fellowship programme, we strongly recommend that new fellows refer to the '[Administrative Decision EU-track ECDC Fellowship Programme Cohort 2023.docx \(europa.eu\)](#)' document in which further information is provided on contracts, rights and duties of fellows and other administrative details.

2. Registration in The Netherlands

*Residing as an EU citizen in another EU country: “As an EU citizen, you have the right to move to any EU country to live, work, study, or look for a job. You can stay in another EU country **for up to 3 months without registering** there but you may need to report your presence. The only requirement is to hold a **valid national identity card or passport**. If you want to stay longer than 3 months, you may need to register your residence.” Details for each EU country can be found here: https://europa.eu/youreurope/citizens/residence/residence-rights/index_en.htm*

Registration and BSN

The International Welcome Centre Utrecht Region (IWCUR) provides support and information on various administrative issues for new arrivals to the Netherlands: <https://www.utrecht.nl/city-of-utrecht/international-welcome-centre-utrecht-region/>

In the Netherlands, the first step to complete your registration is making an appointment with the municipality office (gemeentehuis) in order to get your social security number (burgerservicenummer, BSN). You must register in the municipality office of the city/town where you reside, and change your registration if you move. Be aware that, if you decide to live near RIVM, like Bilthoven or De Bilt, you have to register in the municipality office in De Bilt and not in Utrecht.

BSN procedure

BSN is needed to work (for your work contract) in the Netherlands. In order to get paid by RIVM and get your work ID, you need your BSN. You also need to provide the BSN to your bank upon opening an account or within 30-90 days (varies, see bank info below).

There are two options to register depending if you already have a place to live or not.

- If registering directly as a resident, you need a signed tenancy agreement. Alternatively, you need to be staying at a place where you can register (relatively rare, depends on the allowed number of residents at a given address). In this case, the owner must provide a signed permission in a format that you can find on the respective Gemeente website, along with a copy of their ID/driving licence. You will receive a copy of your resident record, incl. the BSN, as a letter within 2-4 weeks.
- Without a rental contract, you can register as a non-resident (RNI). Technically, that is an option for people staying for less than 4 months. You register with your home-country address and you get a RNI number/BSN on the spot. However, you will not be registered as a resident of the Netherlands. The BSN will remain the same number, when you eventually register as a resident with a proof of address. A limited number of municipalities provide RNI service, including Amsterdam Zuidoost (appointment by phone), The Hague (appointment by phone) and Utrecht (appointment online). You can check the list and contact details in [this website](#). For more information about getting a BSN via RNI, please go to: <https://www.netherlandsworldwide.nl/bsn/how-to-get>

Make an appointment with the municipality as soon as possible. In Utrecht in September, it can be fully booked for more than a week and sometimes up to three weeks, so reserve your appointment beforehand to avoid any delays.

For cohort 2023, RIVM HR requested fellows to have a BSN number and the passport scanned at RIVM at least

a month in advance of the official start date. This guarantees that you can start the fellowship on time, receive your laptop and have access to buildings from the first week, as well as receiving your salary on time the first month. If the contract is ready, you can also sign the contract when you visit RIVM. This will be also helpful when looking for housing as many agencies/landlords will ask for a copy of your contract. In such case, you would need to plan a trip to RIVM around mid-July-to mid-August and register with the RNI.

As above, appointments can be fully booked weeks in advance but spots can be released daily (if someone cancels). Make use of phone appointments; Municipalities with only phone appointments often have spots. In 2023, this was the case in The Hague and in Breda. You can also search Amsterdam or Leiden. Trains in the Netherlands work well so you can book your RNI appointment on the same day you plan to come to RIVM if you are short on time.

It is unclear whether fellows will need to do this in the future. Do not make plans/financial arrangements before discussing with HR and your line-manager at RIVM. RIVM would allow the reimbursement of the cost of this trip as part of relocation costs if you are still under your ECDC allowed limit but if you exceed the maximum ECDC allowance you won't be allowed to request this. Do consider that when planning your trip. In 2023, moving costs from UK to NL already surpassed the ECDC limit.

Note: For the BSN request, HR provided our details to WCFV (Welcome Center Food Valley) – who can normally help with usual immigrations processes and requesting the BSN. However, they can only arrange for a BSN number max 2 weeks before the start date. In 2023 this was too short notice for RIVM so this would not have worked. If you do not come in advance to get the BSN, you might want to consider this process but there is no prior experience with this.

Registration in Utrecht

You can make an appointment at the Utrecht municipality office, Gemeente Utrecht Stads Kantoor, via <https://www.utrecht.nl/>. Some information on the website is available in English. The municipality office is located at Stadsplateau 1, which is connected to Utrecht Centraal Station. That is also where you will find the International Welcome Centre Utrecht. Below, you will find the 10 steps to make an appointment:

1. From <https://www.utrecht.nl/>, click on “Maak een afspraak” icon
2. On the next page, select “Burgerzaken”
3. The following page provides two drop-down menus. Leave the first selection as “Alle producten”
4. In the second drop-down menu, choose “Verhuizen vanuit buitenland (immigration)” (Relocation from abroad).
5. In the “Aantal” drop-down menu, specify the number of persons in your family who are registering. Use this option to schedule a group appointment (all, incl. children must be present at the scheduled appointment)
6. Click on “Volgende”
7. On the next page, leave the location selected as “Stads Kantoor” and click on “Volgende”
8. You will be presented with a calendar of available dates and times: make your selection and click on “Volgende”
9. Fill in your personal and contact information and click on “Volgende”
10. After you submit all information, you will receive a confirmation email with the date and time of the appointment. There is a link in this email if you need to cancel/reschedule your appointment.

For more information, you can reach Gemeente Utrecht by phone +31 30 286 00 00 or via WhatsApp on +316 24 92 76 65. Contact the International Welcome Centre Utrecht at + 31 30 - 286 00 00 (for English: press 9).

Registration in Bilthoven/De Bilt

For Bilthoven/De Bilt go to <https://www.debilt.nl/> and <https://www.debilt.nl/wonen-en-bouwen/verhuizen/vestiging-uit-het-buitenland/> for making an appointment.

Registration in Amersfoort

For Amersfoort, visit <https://www.amersfoort.nl/> and <https://www.amersfoort.nl/wonen-en-verhuizen/to/vanuit-het-buitenland-naar-amersfoort-verhuizen-immigreren-.htm>. Appointments are by phone at 14 033 (+31 33 469 5111 from abroad)

Registration in Amsterdam

For Amsterdam, visit <https://www.amsterdam.nl/> and <https://www.amsterdam.nl/en/civil-affairs/first-registration/>. Appointments are by phone at 14 033 (+31 33 469 5111 from abroad)

How to register

You will need to present the following documents when you go to the municipal office:

- Valid identification, e.g. your passport or ID card (driving license is not valid for this purpose).
- Proof of address when registering as a resident (not for non-residents). Signed lease/tenancy agreement or permission from the owner of the house + copy of their ID.
- Birth certificate: Original or official certified copy or multilingual EU form extract from the public register (a simple photo copy is not valid). Note: a birth certificate was preferred but not required when registering in Utrecht in September 2021.
- Marriage certificate/birth certificates of children, if applicable: original or official certified copy or multilingual EU form extract from the public register
- If you are a national of non-EU-country, you may need a Residence/Work Permit which is issued by Immigration and Naturalisation Service (Immigratie- en Naturalisatiedienst, IND). For more information about Residence/Work permits, see <https://ind.nl/en/contact> and speak with RIVM HR Advisors.

Electronic identification number (DigiD)

DigiD is your electronic identification for all government services, as well as related services like health insurance and pension. In the Netherlands, almost all bureaucracy is aiming at paperless processing. You can receive all your government correspondence in the online mailbox <https://mijn.overheid.nl/>. You can apply for DigiD after your resident record has been created and updated, i.e. you have received the letter confirming your BSN and address registration. The activation code will be send to your registered address. Once all set you can choose between using the phone app or user/password plus SMS codes every time you login. You can use your work phone number when using the app.

Without registration, when only registered as non-resident (RNI), it is also possible to apply for DigiD. Find information at: <https://www.nederlandwereldwijd.nl/digid-buiten-nederland/hoer-aanvragen>

3. Finding accommodation

Before contacting an estate or housing agent, it is a good idea to contact the current EPIET/EUPHEM fellow(s) or a named contact at the host site, who may know of a place that is available to rent. Be prepared, house

hunting is a hard and full time job... Rental housing is in short supply and quite expensive in the Netherlands (Amsterdam and Utrecht are the most expensive cities). City apartments are quite small and if you are looking for a central location, the choice is limited. Especially in September, when all the students arrive for the new university year, flats can be fully booked and new offers are gone within hours!

It's helpful to start looking early (July/July) as students leave to get an idea of what's out there and prices, but it might be very difficult to get viewings without being in the country. If you know someone in the Netherlands (or current fellows), they might be able to go to a viewing for you but of course it would be unreasonable to ask them to go to many viewings for you. If you are planning a trip to the Netherlands in the summer, it might be helpful to search the two weeks before and try to arrange viewings while you are there.

3.1 Useful websites

<https://www.funda.nl/en/huur/>

Funda is one of the biggest free local sites. It has an English version although you may need to google-translate the flat descriptions. Sort the ads by date to see what has been posted most recently, as this is not done automatically. It's a good place to screen what is available and you can call the agency for more details on a flat.

<http://www.pararius.com/english/>

Pararius is in English. Advertised flats come furnished as well as unfurnished. Many estate agents list their available properties here, and it is a great starting point to see what is available. If you see a flat that you want to visit, you can try to book an appointment through Pararius, but agencies are not always responsive. If you really like the place, is always best to email or call the agency directly (contact information generally available on the Pararius website).

<http://kamernet.nl/>

You have to pay a monthly fee of around 30 Euro. It has both rooms and studios/apartments on offer. They also have an application which is very user friendly and you can communicate directly with the landlords. This is a good site and people mostly respond. I found 2 places through this.

[Rentslam](#) is another website that collates ads from different websites. You need to pay a subscription fee (1€/day) but the advantage is that you receive the email alerts on your whatsapp – so it's near real time. This can be really helpful as viewings are full within hours. Although almost everyone is using it these days, so it not so advantageous.

Rentbird: Same principle as Rentslam.

https://rentbird.nl/en?gc_id=19970417925&h_ad_id=654939848778&gad_source=1&gclid=CjwKCAjwjeuyBhBuEiwAJ3vuoY2N5NoASAOGVMsObdlWPvIWS9mGezpUjWXsX6SI9G4CKAL1TjQGgRoCJDMQAvD_BwE

[Huurwoningen en Huurhuizen in NL! Ga nu snel een woning huren via Huurwoningen](#) – another website collating ads.

There are multiple Facebook groups where you can find housing offered, as well as bikes, furniture and other items for sale. This list is mostly based in Utrecht, but you can probably find the same for other cities in the Netherlands.

Expats Utrecht: <https://www.facebook.com/groups/expatsutrecht/>

Expats in Utrecht (similar to above)

Utrecht housing, rooms, apartments, sublets

Utrecht rooms

Woningen te huur Utrecht/houses for rent Utrecht

Utrecht internationals

Aangeboden in utrecht: kamers en appartementen (huur)

Find a room(mate) or house in Utrecht

Woningen huren in Utrecht

Woningen te huur en gezocht utrecht en omstreken

I know a place ... Utrecht: <https://www.facebook.com/groups/iknowaplaceUtrecht/>

Utrecht International Students: <https://www.facebook.com/groups/UtrechtInternationalStudents/>

Once you join some of these groups, you will get suggestions for other groups that might be helpful.

<https://directwonen.nl/>

Direct Wonen has a paid subscription but you can search and use their email alert service for free. Often you can just google the name of the property (street) and find the add on the agency website, for example te huur ABClaan Utrecht.

<https://www.expatrentals.eu/>

They show more upscale places than other websites but also some regular apartments. They more frequently have furnished places, it's in English and very easy to navigate, and contact via the website is more effective than many other agencies.

<https://www.123wonen.nl/>

Two agencies that were helpful when approached directly for free viewings in 2019. An approach is to choose a few agencies that have adds in your target area and charge no subscription fees. Then, it is a good idea to subscribe to their email alerts or check their website for new adds daily. Often they post the add on the big sites (funda, pararius, etc) with some delay, allowing a time advantage for people using directly their website.

AirBnB

As strange as it might sound, but many long term rents are available on the website. Check with the owner if it is possible to register at their address (not likely). And be aware of scams! This option gives a more flexible, longer term rental option until you find your own place. Also gives you some time until your first salary, so paying deposit and buying furniture will be less of a shock for your wallet.

3.2 Areas to live

RIVM is located in Bilthoven, which is about 7 km from central Utrecht, on the site of Bilthoven Biologicals. In terms of public transport, it is accessible by bus or train via Bilthoven station. It is anticipated that RIVM will relocate to the Utrecht Science Park (De Uithof) in mid-2025 or later. The area is accessible by tram from Utrecht or buses from Utrecht, Zeist and Amersfoort.

The first thing you should do is decide whether you prefer to live in Amsterdam, Utrecht or surrounding area (eg. Bilthoven, De Bilt, Zeist, Amersfoort). Amsterdam has all the benefits of a capital city and is closer to Schiphol airport. However, housing in Amsterdam may be more expensive than in Utrecht and will come with more commuting time. Utrecht is smaller and quieter, but still quite bustling as it is a student town. It takes about 20-25 minutes to bike from the centre of Utrecht to RIVM. It takes a bit over an hour to get from RIVM to Amsterdam by public transport. From Utrecht Central Station, it is only 30 mins by train to Schiphol (trains run through the night but less frequently; the same applies for Sundays). Your commuting expenses are paid by RIVM. See section "working at RIVM" for more details.

Utrecht

Great areas: City centre, Wilhelmina Park (Central-East), (Buiten) Wittevrouwen (North-East), and Lombok (West) but the commute from the west side of Utrecht will be longer; the east side and the centrum is the most convenient.

Kanaleneiland (Canal Island), Ondiep and Overvecht used to be less popular areas but given that housing is

scarce (particularly for a lower budget) many people now choose to live in these areas which have experienced gentrification. Many new flats for middle income rents are also being built in these areas.

Kanaleneiland is farther (40-45 minutes cycling) and worse connected to either of the RIVM sites but from Ondiep and Overvecht the bike ride to Bilthoven can be around 30 minutes, and depending on where you are based relatively well connected by public transport with Bilthoven (train Overvecht-Bilthoven 5 minutes) and bus/tram to the science park. If you plan to cycle to work, commuting time won't be largely impacted by the area you choose, but it can make a big difference if you plan to use public transport.

<https://dutchreview.com/expat/housing/where-to-live-in-utrecht-neighborhoods-of-utrecht/>

Amsterdam

Avoid anywhere located too far from the train station, as your commute could get too long. There are direct connections to Utrecht from Amsterdam Amstel (closest to Utrecht), Amsterdam Zuid, Amsterdam Centraal and Amsterdam Sloterdijk (not a very nice area). Amsterdam Amstel is close to the Pijp and Amsterdam Oost both with lots of nice restaurants and shops. Although the Pijp has become expensive there are still lots of students living in that area as well as Oost. Amsterdam Zuid has much less bars and restaurant and is more associated with (rich) families residing there. Amsterdam Sloterdijk is relatively the furthest from Utrecht but is accessible is you want to live in Amsterdam West where lots of students live.

If you commute from Amsterdam to RIVM using public transport, it will take around 1 hour and 15 minutes in total with 2 changes, one at Utrecht Central Station and another at Bilthoven. There is the possibility of renting an OV Bike at the Utrecht train station and cycling for about 35 minutes to reach RIVM, or renting an OV Bike at the Bilthoven train station and cycling for 10 minutes to reach RIVM. You can leave OV bikes at a different station but you pay an extra fee for this.

Bilthoven and surrounding towns

Amersfoort is on the train line to Bilthoven with the neighbourhoods around Amersfoort Centraal, Schothorst and Vathorst stations. There are also direct bus lines to de Uithof Science Park area. Hilversum is linked to Bilthoven via train or direct buses, but not so conveniently to de Uithof. Avoid areas without a direct bus connection or far from train/tram stations if planning to commute via public transport. Both Bilthoven and de Uithof sites have free bike parking areas. The Bilthoven site has some free car parking spaces on a first-come-first-served basis. However, fewer parking spaces are planned for de Uithof (probably no free car parking will be available for fellows).

3.3 Type of housing

A flat-share is a viable and cheap option if you don't mind sharing. Be prepared to be interviewed by the tenants who already live there! This is called "hospiteren" in Dutch. Most rooms are in student flats but you can look for other people (in the numerous international groups, details below) with whom you can look for flats.

Beware of scams! These are common on many websites. Never transfer money before you have the key and have visited the place. If you think something might be a scam, google the address or the email address – often you will see people have already reported it on various blogs. If in doubt, or when it's too good to be true, it's probably a scam!

3.4 Housing contract and typical terms and conditions of renting

For a studio/one bedroom flat in a central location, you should expect to pay 900 – 1200 Euros per month without utilities, with you should calculate an extra 150 – 200 Euros per month. Flat-sharing is normally a cheaper option, but people are more looking either for students or women only, and sometimes even no internationals. A house/apartment for two people will cost around 1350-2300 Euros per month.

For a house share, you can expect to pay between 500-1100 depending on location, size and number of tenants. As a reference, in 2023 in Utrecht a 3-person house share near the Stadium was 675pp, a 2-person flat in Vogelenbuurt was around 1000pp, and in 2024, a small one-bedroom appartement in Zuilen was around 1250-1300 for the whole place.

The rent is usually paid on a monthly basis directly to the landlord. Bear in mind that you will also be paying 2 months' rent as a deposit for the landlord, so it can be pretty expensive at the outset. Rental duration is variable, but for most apartments the minimum rental period is a year. To leave, you usually have to give one month's notice (and the landlord has to give you two months' notice if they decide they don't want to rent the apartment out anymore). Note the price is normally increased every year, and in addition to the rent they might also charge "service costs". Make sure you ask about these costs when considering your budget.

Beware of any agency that asks you to pay fees upfront! If you contact an agency to look for a flat for you, it's often to pay a registration fee and in many cases the deal is that if you find a flat through them, you pay them up to one month's rent as a fee plus 21% VAT. Sometimes you can get the registration fee back if they do not find anything for you, and it's also possible there is no registration fee. However, if you contact an agency directly to visit a specific flat that is in their portfolio, then it's illegal in the Netherlands for them to charge any agency fee but they might charge administration costs at around 150-250 Euros if you sign a rental contract. Therefore, always ask about any additional costs when you arrange a viewing. Real-estate agencies use different formulas to calculate a required minimal income (for example gross income equal to 3 to 5 times the rent). Check any requirements in the add or on the agency website.

3.5 Necessary documents to get accommodation

The following documents may be needed to get your rental contract:

- Passport
- Employment contract or RIVM HR reference letter stating expected annual income
- Proof of income for your partner (employment contract, payslips, bank statements), if applicable
- Reference letter from your previous landlord (reference letter from abroad in English was accepted in 2019)
- BSN number (in most cases). You need this for a legal renting contract but not for subletting*. If you are subletting the place and still want to register be aware that this might cost you up to 350 euro's extra per month if the landlord agrees (not frequent). (*But in many cases you can provide it once you register, as you need the contract to register first).

Sometimes you need to provide these documents (and more, such as bank statements, or saving statements) only to get a viewing.

3.6 Amenities: Internet, Telephone, Television, Gas, Electricity, Water, Heating etc.

Use Independer (<https://www.independer.nl/>) to help you choose with these things. It compares everything (also health insurances).

You can contact EasyNuts (<https://easynuts.nl/set-up-utilities-iamexpat/>) or PartnerPete (<https://partnerpete.com/>) to connect all utilities online (energy, internet, television, water, insurance and mobile).

Internet

There are multiple internet service providers in the Netherlands: many offer bundled packages for mobile

telephone, home internet and television. You can check which providers are available for your address, and compare prices at <https://www.breedbandwinkel.nl/>. Check out the offers from the 3 main providers: KPN, T-mobile and Vodafone and Ziggo for bundling home Internet with a mobile phone contract.

Dutch mobile phone

KPN, Odido and Vodafone are the 3 main networks providers. Other companies like Lycamobile, Lebara, etc. use one of these 3 networks, but with some restrictions, so read well the small print. Heavily discounted pre-paid SIM options might be limited to Internet use within the Netherlands. Contract: if you want to get a phone contract, you will need to have a Dutch bank account. All 3 main providers usually include calls and Internet valid within the EU with their contracts. There are various phone shops on Lange Elisabethstraat (near Utrecht CS) including the Phone House, which deals with all networks so you can compare/contrast. The following guide gives some idea about the prepaid options: <https://prepaid-data-sim-card.fandom.com/wiki/Netherlands>

Gas and Electricity (includes Heating)

These are the largest energy providers in the Netherlands:

- Green choice (customer service in English) and prides themselves for being more sustainable
- Essent
- Nuon
- Oxxio
- Energiedirect
- Budget Energie
- Nerdlandse Energie maatschappij (NLE)
- Eneco

The Netherlands invests a lot in green energy. Therefore, it is pretty easy to receive sustainable energy generated from renewable energy sources such as wind and solar. If you don't know which supplier you want, Pricewise is a comparison site that can help you to choose (<https://www.pricewise.nl/energie-vergelijken/?actioncode=tradetracker&campagne=regulier>). In some cases, the heating in your building could be from a fixed provider and you will have to get a contract with them. It might be more convenient to choose them as electricity provider too, so you end up with a 1 contract for both.

Water

If you are renting a house, your landlord will likely have made arrangements.

There are 10 water supply companies in the Netherlands that produce and distribute water. Where you live determines what company will supply you with water.

- Evides: Zeeland and southern part of Zuid-Holland
- Dunea: The Hague/Leiden
- Oasen: Eastern part of Zuid-Holland
- Vitens: Utrecht, Gelderland, Overijssel, Flevoland and Friesland
- WMD: Drenthe
- WBG: Groningen
- Waternet: Amsterdam
- PWN: Noord-Holland
- WML: Limburg
- Brabant water: Northern part of Brabant

For Vitens, obtaining a contract, reporting water usage and setting up automatic bank withdrawals can be

easily done online via <https://www.vitens.nl/>

Nota bene. Rental contracts are very different from country to country. Don't forget the municipal tax does not apply simply to owners but also to the residents themselves. Also, there are additional charges for sewage and municipal garbage and cleaning that are not associated to monthly bills (are sent separately).

3.7 Furniture and household goods

You may opt to rent furnished (gemeubileerd) or unfurnished (niet-gemeubileerd) housing, but be warned that unfurnished might not include standard appliances. Shell (kaal) offers come without flooring, upholstered (gestoffeerd) have flooring and often some in-built kitchen appliances. Keep in mind that sometimes the posted photos misleadingly show furniture from the previous tenant that will not be included.

If you need to buy furniture Ikea needs no introduction. There's one in Utrecht (bus 77 goes there) and one in Amsterdam, also accessible via public transport.

- Utrecht: <http://www.ikea.com/nl/nl/store/utrecht>
- Amsterdam: <http://www.ikea.com/nl/nl/store/amsterdam>

Delivery can be arranged, although next day delivery only possible if you shop in person and make delivery arrangement with the customer service in-store. You can also order online and have larger items delivered (for a fee). The area where IKEA is located in Utrecht (the "woonboulevard") has many other furniture stores <https://www.woonboulevardutrecht.com/winkels/>.

Bol is the Dutch version of Amazon: www.bol.com.

Marktplaats is the Dutch version of Ebay/Craigslist: www.marktplaats.nl and a nice option for second hand goods.

You may also check the local second hand/thrift stores (kringloop), some of them also do delivery.

3.8 Reimbursement of relocation expenses

*Eligible moving costs [for reimbursement] include removal of household goods and transportation costs for the fellow and family members from any place within the EU/EEA to the place of employment and from place of employment to any place within EU/EEA. Since 2022, fellows, are entitled to a maximum lump sum of **EUR 2 500** for fellows without family obligations or **EUR 3 500** for fellows with family obligations. This amount is split into two equal instalments, at the start and end of the Fellowship respectively. Kindly also note that the reimbursement to the fellow is done according to each host site's reimbursement policy, i.e. the host site may reimburse the fellow the actual costs incurred, provided they do not fall above the eligible amount, and not the lump sum.*

HR at RIVM

The contact persons for HR in RIVM are Els Jacobs els.jacobs@rivm.nl (EPIET) and Arnela Smajić arnela.smajic@rivm.nl (EUPHEM) (updated 2023).

Within the fellow's departments other important points of contacts are:

In 2024, in EPI (EPIET), Birgit van Benthem is the assigned line manager. Nika Ritsema (research project manager) in the EPI department will also be a point of contact for new fellows. Financial controllers can be contacted for support with any issues with reimbursements (Marcel Ribbers marcel.ribbers@rivm.nl). In IDS Astrid Teeuw (astrid.teeuw@rivm.nl) and Frank van de Wiel (frank.van.de.wiel@rivm.nl) can also help or inform when needing help with reimbursements.

Removal expenses are paid by RIVM against the receipts (only for the costs incurred). You will need to upload

the invoices and bank statements so keep a copy of everything.

Reimbursement of relocation costs, language costs and health insurance should be done via this form:

All these cost need to be reimbursed using SAP: [ZDECLARATION FORM APP \[Web Dynpro voor ABAP\] \(rivm.nl\)](#). You should **NOT** use P-direkt for this!

If the reimbursement via SAP is being declined: please contact Marcel Ribbers marcel.ribbers@rivm.nl (RIVM financial controller) [EPIET] or Astrid Teeuw (astrid.teeuw@rivm.nl) [EUPHEM] to ask them to speak with the necessary colleagues so that these reimbursements are approved.

When using SAP, you have to fill in your “projectnummer” starting with **E113...** (EPI) of **E115...** (IDS). This is your own EPIET/EUPHEM budget number in SAP. Your line manager should give you this number for this when you start. At the start of the project this number will be provided by the projectcontroller to the line manager.

If you don't get a reply to the SAP – that's good news! You should receive it in your bank account relatively fast and appears as coming from VWS- Agentschap RIVM. **But it won't appear in your payslip** as it comes separate from your salary. Useful to know for tracking purposes: It won't have a reference so advice from previous fellows is to write down the quantities somewhere so you can check once you receive it what has already been reimbursed.

If the reimbursement via SAP is being declined (very frequently in 2023), please contact Marcel Ribbers and/or Astrid Teeuw (EUPHEM) together with your EPIET/EUPHEM line managers to ensure they speak to someone so that these reimbursements should be approved. If it's declined you receive an email that you have to action within 25 days. This email is in dutch and has this subject: “Declaratie niet correct” make sure you don't ignore it.

Note: We should **NOT** use P-direkt for these reimbursements. The relocation, language and health insurance costs are specific to the EPIET/EUPHEM programme and RIVM employees normally don't receive this. This means that when asking HR, secretaries, and even the finance department they might not be able to help as this is unique for EPIET/EUPHEM fellows. For any questions related to this process speak with Nika Ritsema and your line manager.

If it doesn't go smoothly, the reimbursement can take some time: you should expect 3-6 months. However, it is quite quick when it goes smoothly.

ECDC will only pay relocation expenses done during a certain period of time (i.e. in previous cohorts it was from two weeks before the first day of contract up to end of the first “specific grant agreement” (SGA) budgeting period, end of February). This may change, so if you are planning to move *before* your contract starts double-check with ECDC that those expenses will be eligible for reimbursement. If you can't arrange to move your belongings before the Introductory Course, it's not a problem.

Allowable expenses may vary, but in the past have included:

- One-way personal transport within Europe
- Moving company for transporting your household/personal goods
- Hiring of storage space, for example for the weeks you are in the Introductory Course
- New or extra luggage or suitcases.

Other expenses

- Language course – up to value ECDC states (1500 euros in 2024). Only the official language of the institute and country are reimbursed. If you already speak the language and you want to learn another one, this will not be reimbursed - Details above
- Health insurance (basic) - Details above
- VOG (Verklaring Omtrent het Gedrag / Certificate of good conduct): You will need a VOG in order to

work at RIVM. HR will inform you of the process. In 2023, the VOG cost approximately 40€ and it can be reimbursed by RIVM once you start working. You will need to use the first day of work as the date, since the cost is incurred before. This can be claimed in the P-Direkt portal.

- Cost of trip to sign contract **if within the ECDC relocation budget**. This was the case in 2023 but might change in the future.
- Home office workspace: In 2023, RIVM reimburses costs for home-office material (ie screens) up to 750 euros (and an additional quantity can be used tax-free through the IKB (individual budget of choice)). Check what can be reimbursed before buying anything. <https://www.p-direkt.nl/informatie-rijkspersoneel-2020/financien/vergoedingen-en-toelagen/hybride-werken/arbovoorzieningen-thuiswerkplek>
- Bike: in 2023, RIVM would cover the cost of a bike up to 500 euros if you commute by bike as long. An additional amount can also be used tax-free from the IKB (up to 1500€). This would be claimed via P-direkt.

4. Finances

4.1 Opening a bank account

There are some services that are more difficult to access if you don't have a Dutch bank account. To open an account with a Dutch bank, you might need to bring several documents with you:

- Identity Document - Passport (ID cards from some EU countries may be acceptable.)
- Your BSN – You may be able to open an account without BSN but you will have to provide it within a period (varying between 3 weeks to 90 days depending on the bank), or your account will be frozen. If opening a bank account without a BSN, ABN also requested documentation showing your Financial Identification Number or Tax Identification Number of the country in which you are currently liable to pay tax.
- Proof of Address (depends on bank)- For example, tenancy agreement; utility bill less than 3 months old (at ABN AMRO, accounts were opened without this document). In 2023 ING did not need this.
- Proof of Income – Your employment contract should do, but it may be worthwhile taking along your offer letter, or letter from RIVM confirming employment status.

Many fellows have used ABN AMRO. It has a lot of information, in English, including internet banking, and has branches at Neude, Hoog Catharijne in Utrecht and De Bilt (close to RIVM):

<https://www.abnamro.nl/en/personal/index.html>

Other banking options include Rabobank, ING, Triodos or ASN (both pride themselves with being more sustainable) and others. For some banks you need to make an appointment to set up an account, but many banks now allow opening the bank account online. In 2023, this was possible for ABN AMRO and ING but you often need to a dutch phone number. (And for a dutch phone number you need a bank account). However, as soon as you start in RIVM you will get a work phone which you can use to open a bank account and then change it once you have your personal dutch number.

Bunq is an online app-based bank that could be a useful temporary solution until you manage to open a standard bank account. Opening account is done entirely via the app.

Nota bene. Strongly advised to correct immediately in your own country that you moved and registered in the Netherlands as in the EURO zone dual taxing can apply. Remember that as soon as you have a RNI/BSN you are officially living in the Netherlands.

4.2 Paying your taxes and other deductions

Taxes are deducted automatically upon salary payment. You may still need to file your taxes in the Netherlands, but in 2023 you could still do the process up to the first 5 years in the Netherlands all at once.

[Dutch tax system & Taxes in the Netherlands \(iamexpat.nl\)](https://iamexpat.nl)

4.3. Unemployment

If relevant to the fellow's personal / family situation:

- Information on unemployment benefits can be found here: [Applying for an unemployment benefit | UWV](#)

IMPORTANT!

Please note that payment of local taxes and charges is entirely the responsibility of the fellow. Any information provided in this guide reflects the experience of previous fellows and may not be relevant to the situation of incoming fellows. If in doubt, always ask for advice.

5. Administration

The fellowship programmes are funded by ECDC and the participating training sites in the Member States. EU-track fellows are employed by training sites that have signed an agreement with ECDC to fund their salaries. MS-track fellows receive the local salary from their training institutes. The participating institutes will cover the costs for office space and fieldwork of the fellows.

5.1 Signing your contract

In July, you will have a meeting with your line manager and your HR advisors, who will explain the conditions of the contract. They will then send you this information by email. This email summarizes the starting/ending date of your contract, the amount of work hours per week, your salary, annual leave entitlement and other benefits. You will also need to sign and send back a few documents. You will still sign a paper contract – in your summer trip if it's ready or once you arrive to RIVM in September.

Please note, you will need to bring the original certificates of any degrees and your passport to be verified by the HR office or your department head. Be aware that you take all your vacation hours/annual leave by the end of your contract. RIVM is not paying for unused vacation hours for fellows (even if this is offered to other RIVM employees), except in special circumstances (when taking vacation hours was not possible).

5.2 Salary correction factor

Pending cost of living and other factors in your host country, a correction factor for salaries may be applied by ECDC. Please enquire with the Fellowship Programme Office at ECDC if you need to know the correction factor for salaries in your host country. You can check your salary correction with the ECDC Fellowship Office. Your gross salary is calculated from the pre-determined net salary (based on ECDC decision for each cohort, subject to change). For cohort 2023, the net salary was 2,200 Euros per month over 24 months, plus the correction factor of 111.40%. Your gross salary will then be calculated factoring in the corresponding taxes. In RIVM part of the salary is also allocated to the IKB (individual choice budget), which consists of a budget and IKB hours. This budget can be used for extra leave, extra salary or for tax-deductible arrangements such as a bicycle or a study programme. These hours can also be used as leave, paid out as an extra bonus or saved (IEB accumulated leave) for short or long-term leave.

As an estimate, your monthly net income with the NL correction factor will be about 2600 Euros (based on 2023). This is without getting paid part of the IKB. Talk to the HR representative for a specific calculation.

5.3 Receiving your paycheck

As you are officially employed by RIVM, normal taxes are automatically deducted from your gross salary. Tax deductions include income tax and pension (Premie ABP Pensioen, Premie ABP AP, Loonheffing table). Salary is paid monthly on the 24th, unless it's a weekend (when you would receive it earlier) and distributed over 12 paychecks. In December, pay is received slightly earlier.

In order to receive your first paycheck on time, in 2023 RIVM requested to have your passport scanned at security and BSN number at least month in advance. If you don't manage to plan a trip in the summer, there might be delays in getting your first paycheck on time.

5.4 Retirement Pension (public/private)

If you've worked in several EU countries, you may have accumulated pension rights in each of them. You'll have to apply to the pension authority in the country where you're living or where you last worked. If you've never worked in the country where you're living, your host country will forward your claim to the one you last worked in. That country is then responsible for processing your claim and bringing together records of your contributions from all the countries you worked in. Source :

https://europa.eu/youreurope/citizens/work/retire-abroad/state-pensions-abroad/index_en.htm

As you are officially employed by RIVM (based on rules for cohort 2013 to 2023), pension contributions will be normally deducted from your gross salary.

6. Health and Wellbeing

6.1 The healthcare system in The Netherlands

Prior to arriving in your host country, please note the following on accessing healthcare: 'If you already have health insurance in an EU country (i.e. your home country), you can ask your insurer for a European Health Insurance Card (EHIC), free of charge. Sometimes you can find it on the back side of your national insurance card. The card is proof that you are insured in an EU country. If you don't have your EHIC, or you can't use it (for instance, for private health care), you can't be refused treatment [in your host country], but you might have to pay the full amount for your treatment and claim reimbursement once you get home.'

You can read more about the and what the EHIC entitles you to [here](#).

6.2 Health Insurance

For a comprehensive overview of health care in the Netherlands, see <https://access-nl.org/healthcare-netherlands/>. You are legally required to get health insurance in the Netherlands. You will be charged from the day of registering as resident, so don't be surprised if you get a bill for September retrospectively. Part of the contribution is already deducted from your gross salary, but you have to pay a part yourself from your net salary. There are several providers with comparable pricing for the standard package, but RIVM employees are eligible for a discount with OHRA (<http://www.ohra.nl>); it costs around 145 euros/month for a single person. You can apply for insurance online filling in your date of registration as resident, then ask to be included in the RIVM collective discount from your first work day. OHRA customer service can provide additional information, and the HR advisors can also help you with the application. You can compare insurances on the following website: <http://www.zorgkiezer.nl/>. Standard packages are very similar across providers: you will have to decide if you need additional coverage for dental care or other health needs. You are allowed to change your

health insurance provider once per year (before January).

Note it might be difficult (but possible) to register with the health insurance before you register permanently. However, in theory it is mandatory to get health insurance in the first 4 months of living here (otherwise you might be fined, but previous fellows took longer and were not fined). In 2023, OHRA requested additional documents to prove I was living and working in the Netherlands, but allowed to register with an address from abroad until you get your permanent residency.

You can add additional packages on top of the basic health insurance (dental care, physiotherapy) – but only the cost of basic insurance is reimbursed by the ECDC reimbursements so you will pay for any add-ons yourself.

6.3 Accessing the healthcare system

In the sections below you can find information on how to access the healthcare system.

6.3.1 Emergency services

The emergency number in the Netherlands is **112**.

This emergency service will dispatch an ambulance, if required.

If you have a non-life-threatening accident/illness out of normal GP office hours, you should call the number of your local huisartsenpost. These clinics provide treatment and care between the hours of 5pm and 8am for conditions that do not necessitate a visit to the local hospital's emergency department). The number for Utrecht is **0900 - 450 1 450**. The GP is available Monday to Friday overnight from 17:00 to 08:00 the next morning. On weekends and holidays there is a 24 hour service. Be prepared to provide:

- Your health insurance card
- The name of your GP
- Your medication

On weekdays normally from 08:00 to 17:00 you can go to your own doctor, but check with your doctor for opening hours.

6.3.2 Primary care

If you need to visit a doctor during your employment at RIVM, you should:

- Find a GP. GP practices serve predefined areas by postcode. Google "huisarts Utrecht" (or municipality of your residence) to generate a list of GP practices in your area. Physicians practicing in urban areas with many international residents will be able to speak English. The huisarts is your primary care provider; it is free and the gatekeeper to the health care system if you require a referral for specialist service. You should organize health insurance coverage before you visit/register with a GP. In some areas practices are full and do not accept new patients, so better start looking for a GP as soon as you choose an insurer. **Note you need you to be permanently register to register in a GP**
- Dental Care: Dental care is usually not covered by the basic insurance packages that are reimbursed by the RIVM. If you are interested in dental care coverage, you will need to add it as an extra to the basic insurance package.
- Information on occupational health: ask your line manager if you need any information on this.

6.3.3 Mental health support services

- Please describe here how mental health services and wellbeing support can be accessed, or any resources that are available through your institute.

No information.

6.3.4 Travel clinics/where to get vaccinations

- Please describe how to access travel advice and travel vaccines, particularly in the event that the fellow might go on international assignment.
- Please provide links to any relevant sites / information.

No information.

7. Other personal Insurance

Please note: Information on health insurance is provided in Section 6 above.

7.1 Home, car and liability insurance

House contents insurance: Your rental agreement may require that you have insurance for your personal effects and household contents. This is available from OHRA, ABN AMRO and other banks and insurers, and you will usually be able to bundle it together with accident/liability insurance to suit your own circumstances.

Everyone in the Netherlands has an accident/liability insurance. If you have an accident and harm a person or their property, they will generally claim against your insurance – which means it's a good idea to have some! You can get this insurance through OHRA, ABN AMRO, and other banks and insurers, so look around. The cost will be around 2-4 euros per month.

7.2 Travel insurance

Information about ECDC Travel Insurance:

ECDC travel insurance is provided by Cigna International Health Services. All staff and sponsored meeting delegates travelling on behalf of ECDC are covered by this insurance. The insurance takes effect from the time one leaves their home/office for the meeting/mission and ends upon return to home/office. Times outside this period, including durations with private deviations, are not covered.

Coverage includes, among others, medical expenses as well as costs for repatriation in case of personal accident and/or serious illness, theft, riots etc. For medical expenses, the travel insurance is a complimentary insurance. Any costs or damages that are not covered by the primary insurance (private, national or corporate) will be supplemented by the travel insurance upon a written declaration that such expense had not been covered.

Please note that the ECDC Travel Insurance is only a "top-up" insurance and everyone is expected to have a travel insurance (professional or private) already. It is recommended to always bring your European Health Insurance Card when travelling in Europe. Source: ECDC EVA

In The Netherlands...

- Please describe how travel insurance is typically accessed.
- Please provide any useful contacts, links or information sources.

No information.

7.3 Accident insurance

You can discuss insurance issues with HR at the “aanstellingsgesprek”.

8. Working at RIVM

8.1 Getting to & from the city/institute

8.1.1 Getting to the institute: Public transport links or shuttle

Bus number 77 goes from Nieuwegein (SW of city centre) via Utrecht CS to RIVM, stopping at Neude, Janskerkhof and Oorsprongpark, among others. Get off at Dr Letteplein (ask the driver, or check the screen inside the bus that tells you what stop is coming up). Continue straight on the same road (1e Brandenburgerweg) for about 5-10 minutes. You'll pass a modern church on your right, then you'll see a road going off to the right with a sign for RIVM; the front gate of RIVM is about a 5 minute walk from there.

There are two or three buses in the morning, between 7:30- 8:30 (check the schedule for exact times), which have a modified route and stop closer to the RIVM, on 1e Brandenburgerweg. The bus banner will read Bilthoven NS via RIVM. In the afternoon, between about 16:30 – 17:30, three also stop closer to the RIVM (check the schedule for exact times).

Another option is to commute to Bilthoven station by train (only the slower Sprinter trains serve the station). Bus 31 is generally scheduled to cover the train arrivals and departures. Alternatively you can walk or bike (shared Campus bike service available) the 2km to RIVM.

By bike: Even if you don't have a bike, you can still use a public bike (OV fiets) as soon as you get a personalised card. These bikes are free the first 24 hours so you can use them to go and get back from work. OV fiets are normally taken at train stations. See details below.

8.1.2 How and where to buy tickets

Most Dutch train travellers use an OV Chipkaart, and you will find this the most convenient option.

Commuter and business trips

Your employment contract with RIVM makes you eligible for a Mobility Shuttel card (basically a business OV chipkaart), which covers the cost of public transport commute between your home and RIVM or for business trips (e.g. to/from Schiphol) when you are on duty travel to modules or conferences. If you use it on weekends, you may receive an email asking you to confirm that your journey was for work. You can register for the Shuttel card via P-direkt; the secretaries will give you more information when you start work.

Ask for a temporary Shuttel card on your first work day, to use until your personalised card ordered via P-direkt is ready or keep receipts and reimburse it via SAP/P-direkt. Ask your line manager/secretaries when you start.

If you cycle to work, you are rewarded 0.21€/km which is paid with your salary. You can choose a fixed commuting method, or you can also record which days you cycle (after it happens) and use the Shuttel mobility card when you use public transport. (You also then record the days you have worked from home, as you receive a small WFH allowance on those days).

Personal use: The OV Chipkaart

<https://www.ov-chipkaart.nl/travelling/how-does-travelling-work/checking-in-and-out.htm>. The OV Chipkaart is a chip card, which you top up with money. You then “check in/out” at the start and end of your journey and it deducts the cost. Be sure to check in/out otherwise you will be charged a maximum fare of € 4 if you travelled by bus and € 20 if you forget to swipe out after travelling by train. But you can claim it back if you go in person to the OV office at the central station or through the phone app/website. If you buy a personalised card (strongly recommended, see below), you can set it to automatically recharge from your bank account if the credit drops to a certain level so you will never be stuck without bus or train fare.

If you have an NS flex subscription of any kind and forget your OV chipkaart, you can also pay with your card and then request it back through the app/website. Then they will apply the relevant discount for that journey (ie 40% off-peak). All OV Chipkaarts can be topped up online, at railway stations, and at certain shops (e.g. Albert Heijn: you can use your bank card, but many shops accept only Mastercard, not VISA). You need to have a €20 minimum credit on the card to check in for train journeys and €4 for bus journeys.

Off peak discount pass (Dal Voordeel)

This is a really good deal! You can buy an annual subscription via the OV Chipkaart site for 52 euros per year, which entitles you to 40% discount on all train travel outside peak hours (peak hours are 6.30 am – 9.00 am and 4 pm – 6.30 pm, Monday – Friday) and all day at weekends and public holidays. What’s more, it applies to both first and second-class tickets. You can also get the 40% discount for up to three people traveling with you! So it’s excellent if you have visitors coming to stay. An even better alternative is to get a personalised OV-chipkaart and NS-Flex subscription which allows you to change your subscription for a month at a time. Then you can choose between any of the off-peak, all day, or week-end discounts and switch them on or off for the month period you need them.

<https://www.ns.nl/flex>

Here’s an overview of available discounts: <https://www.amsterdamtips.com/dutch-rail-discount-cards>.

If you take a subscription for the 40% discount, make sure that your Chipkaart is activated (at railway stations or designated shops) before you use it. For a discount option for daytrips you might check www.spoordeelwinkel.nl.

OV-fiets (bikes)

We recommend getting a free [personalised OV fiets card](#) (with photo), which you will need to rent the OV fiets. OV-fiets is a bike service all over the Netherlands. There are always OV-fiets at train stations, so you can get off the train and cycle to RIVM (for example). In 2024, the cost was 4.55 up to 24 hours. Cost increases the longer you keep the bike.

8.2 General orientation

- EPIET fellows are placed in the epidemiology unit of RIVM (EPI). Within EPI, the fellow will be part of the STI department and the head of this department (Birgit van Benthem) will be the fellow’s line manager. This is for administrative purposes but fellows can do projects with all departments. EPIET supervisors (Mirjam Knol and Susan Hahné) are in the RVP department (vaccine preventable diseases).
- EUPHEM fellows are placed in the microbiology unit of RIVM (IDS). Within IDS, the fellow will be part of the VVP or BPD department. The head of BPD (Maaike van den Beld) is the fellow’s line manager (2023), but might change to VVP in the future. This is for administrative purposes but

fellows can do projects with all departments. EUPHEM supervisor (Kim Benschop) is in the VVP department (Virologie van het vaccinatieprogramma).

- Secretaries at EPI (EPIET)/IDS (EUPHEM) will provide some information and a document with useful information on first steps to undertake upon starting to work at RIVM (ie RIVM online induction, requesting the Shuttel card).
- Introduction meetings will also be arranged with each head of each EPI unit and each head of each IDS unit for both EUPHEM&EPIET together.

8.3 Your office space

- At RIVM in Bilthoven, there is a designated seating area for each area. Within this areas, hot desking policy applies. You can seat wherever there is a desk available.
- There are small lockers in the hallway available to leave things overnight

8.4 Institute / department access card

- You need an access card to get into RIVM and to many parts of the building(s).
- For this you will need your passport scanned at security as soon as possible. HR will inform you of the process.

8.5 Laptop and mobile

- A laptop and a work phone is provided by RIVM when the fellow starts. You can also access the RIVM remote environment from your own laptop if needed but you will need your work phone to use the authenticator code required.

8.6 Remote Access

- All RIVM work is accessed through a remote environment (even in the usual work laptop)
- Working from home is widely accepted in RIVM, with many RIVM staff coming to the office 2 days a week. In 2023, Tuesday and Thursday are the most common office days. [In EPI Tuesday is the agreed day to come in]

8.7 Vacation days

- 144 statutory hours + 64 hours in IKB budget per year (based on 36 hour-week working schedule)
- Holidays are registered via P-direkt and automatically approved in the system.
- Note if you work 40-hour weeks (formally), then you accumulate additional 4 hours per week of compensation hours.

8.7.1 Public Holidays

Check this website for the actual public holidays: [Which days are official public holidays in the Netherlands? | Government.nl](#). The majority of colleagues will be absent, even though some lab work will continue.

8.8 The typical working day/week

- Full-time work is 36 hours but you have the option to work 40 hours a week and be compensated the extra 4-hours per week in holiday. In order for this to happen you need to formally record it.
- Please note this won't be paid at the end of the fellowship if not used.
- Many people at RIVM work 4-days/week. Wednesdays and Fridays being the typical days people take off. For this reason, most meetings are on Tuesday and Thursdays. Mondays, Wednesdays

and Fridays are quieter days (also in the office)

- People usually work around 9:00-17:00h, but schedule is quite flexible. HR will explain this prior to your start in RIVM.

8.9 Meals and breaks

- There is a canteen on site open 12-2pm (but the good stuff often runs out by 1, so if you need to buy food it's advisable to go earlier). It offers sandwiches, a salad bar and daily soups, and some other snacks. There is also always 1 hot meal but only vegetarian 2 days/week. On Fridays there is also a market near RIVM which some people go to.
- Microwaves and fridges are also available throughout RIVM
- Most people often have lunch sometime between 12-1:30pm (30 min-1hour, depends)

9 Living in The Netherlands

9.1 Getting around

9.1.1 Airport transfers

Air

Schiphol, the Amsterdam airport, is connected to Utrecht with a direct line. So, once at Schiphol, follow the signs to the train station and check the displays or ask at the ticket office for an intercity train stopping at Utrecht Centraal. The intercity train takes about 33 minutes to reach Utrecht whereas a regular local train ("sprinter") takes about an hour (the ticket price is calculated by distance, so it's no more expensive to get the fast train). The train's final destination should be Utrecht Centraal or a city further south (eg Nijmegen or Heerlen/Venlo). Check with any police officer or NS rail employee at the airport, they're friendly and speak English. You can check for cheap flight tickets at <http://www.vliegtickets.nl/> or www.tix.nl (in Dutch) www.skyscanner.com www.googleflights.com etc

Eindhoven airport is also not so far and you can often find cheaper tickets, as they have more low-cost airlines. The trip to the airport will be longer (train Utrecht-Eindhoven (50 mins) + airport shuttle (~15 mins)).

Taxi to & from Utrecht/Schiphol airport

For ECDC-related travel for modules and conferences, you are expected to use public transport to get to/from the airport. If public transport is not available due to your flight schedule, check with the Fellowship Faculty Office immediately (when your flights are proposed) to request approval for taxi. If taxi fare is not approved in advance, you will not be reimbursed. ECDC will only reimburse in exceptional circumstances, and they advise you to request your travel considering public transport to the airport. For public transport to modules/conferences you can use the RIVM Mobility card.

You can book a taxi from and to Utrecht/Schiphol airport with the company Utrechtse Taxicentrale that will cost you 59 euros, one way. [Price is probably outdated] Beware, if you don't fill the right page the price will be around 100 euros. Go on the webpage: <https://utc.nl/reserveren/#ritprijs>. Scroll down and fill the information that appeared on the left of the page. Make sure that you choose Schiphol airport with the airplane icons (see screen shot below).



You can book online well in advance. Do you need call a taxi within a few minutes then the taxi company or use our reservation form. Our taxi company is always accessible. Our dispatchers are available all year round 24 hours a day by phone. For other questions about transport than booking a taxi. We can show you the way if you need special transportation or regular transportation needs to the hospital or other institution.

At UTC, you are assured of good quality and service as you would expect from a good taxi company. If you want a cheap taxi please use the UTC-key. This will give you 10% discount on the fare. And you're over 65, then the Utrecht Central Taxi is a special discount for you.

1. BESTEL EEN TAXI ONLINE

Van

Naar

details 1 persoon Auto

Ga verder

Powered by taxiID



9.1.2 Public transport

[See section on getting to/from institute for additional info]

Here's a comprehensive overview of public transport in NL: http://www.expatica.com/nl/about/Dutch-transportation-Trains-metros-buses-and-taxis-in-the-Netherlands_100594.html

www.9292ov.nl (also available as an app!) contains information and schedules for all transportation (including changing trains, buses and trams) in the whole country. This site is also available in English.

To check routes you can also use the NS journey planner: [Reisplanner](#) | [Plan je reis](#) | [NS](#). Also available as an app

<https://u-ov.info/> provides route and fare info for the Utrecht area.

As soon as you arrive in NL, you should buy an OV Chipkaart (see <https://www.ov-chipkaart.nl/home-1.htm#/> and more information below). The OV Chipkaart can be used on buses, trains and trams everywhere in the Netherlands. You can get an anonymous chip card for 7.50 euros (plus travel fare) at the Schiphol train station. Once you have your Dutch bank account, you can buy a personalised one and set up automatic top up.

Trains

www.ns.nl is your friend for train schedules. You can buy train tickets online, in machines at the station, or at the NS office in the station. In many cases you can also pay directly with a contactless card – but price may vary.

For train travel outside of NL, check <https://www.nsinternational.nl/>. This may give you better prices than going through the individual train companies – e.g. worth trying to travel with Dutch trains and then Eurostar

from Brussels, rather than book a Eurostar ticket from Amsterdam to London.

Ferry

You can get ferries to all sorts of places in Europe from the Hook of Holland or Rotterdam. It takes a while, but is a good alternative for snowy Christmases/volcanic eruptions! <http://hookofholland.com/>. The 'rail and sail' option will give you a train ticket to/from London and any Dutch station.

Coach travel

For cheap (but uncomfortable!) coach travel all across Europe.

<http://www.eurolines.nl/en/>

<https://www.flixbus.com/>

9.1.3 Walking and cycling

Cycling everywhere, in all weather, is an important aspect of Dutch culture! There is a bike loan scheme at RIVM; ask the Secretariat for more details. For more info on cycling in the Netherlands, please consult the Access booklet http://www.access-nl.org/our_services/pdf/booklets/cycling_in_the_netherlands.pdf.

Bike theft is a problem so buy 1-2 good locks and always lock your bike frame and wheel to something fixed. Second hand bikes can be found for 80-100 euros in many bike shops around the city, and are regularly offered in the Facebook and Google groups mentioned above, or www.marktplaats.nl. Be careful as some of the bikes sold online will be the stolen ones! Another option is to get you a bike via www.swapfiets.nl.

9.1.4. Driving license and other considerations

If you move to another EU country, you don't usually have to exchange your driving license for a local one. However, you can voluntarily exchange it for an equivalent one in your new country of residence if you wish. Source: [Driving license exchange and recognition in the EU - Your Europe \(europa.eu\)](http://europa.eu)

- If you don't own a car but you have a driving license, there are some companies with shared cars across the city that might be helpful (ie to go to Ikea or pick up something bought in Markplaats). They are expensive for long distances/longer period so they are not intended for a weekend trip. Examples: Green Wheels, My wheels.

9.2 Language schools

Language courses are reimbursed up to a maximum total of EUR 1 500. ECDC recommends that a budget of €750.00 is apportioned during the 1st specific grant agreement (SGA) and €750.00 during the 2nd SGA (01 March 2022 – 28 February 2023).

It is a good idea to start off with an intensive course, as there is so much travel in the first few months of the fellowship that you will miss several lessons if arranged weekly. Although it's not as nice, since COVID there's also many schools that offer online classes. This might be helpful at the start of the fellowship to avoid missing so many classes with all the travel. In Utrecht in September and October courses can be fully booked, so if you want to enrol in a course at the beginning or after coming back from the Introductory Course, plan in advance! Before arranging anything, check with RIVM to confirm the amount available to you for language classes in each financial period during your fellowship. For example, if you do not use your funds for language courses planned for the first SGA (in cohort 2016 was until the end of February) you will lose the money, as the funds

cannot be transferred to the second SGA. And vice versa, you cannot be reimbursed in the first SGA more money than the maximum planned for that period.

Schools in Utrecht

- Lest Best: A good option that has been used by EPIET fellows and coordinator. Expensive but good quality: <http://www.lestbest.nl/index.php?webtekstid=11>. It is located on Maliebaan, on the east side of the city. This school offers classes on a rolling schedule, so there are no fixed start dates for lessons. Both private and group classes are available. Depending on your level, it may be possible for you to join a group class which will make your allowance stretch further (and is also a good way of making friends). It is a popular school so you may find yourself on a wait list for courses. Email or phone the school for more information.
- Babel Talen: <http://www.babel.nl/>. This is also a good option, and used in the past but been criticised for the lack of grammar etc. The school offers different courses (intensive, once a week etc), both group and private. It is located close to Wilhelminapark. The class sizes are limited, so if you are planning on a course, it is advisable to book in advance. They also have online courses.
- Learn Dutch Utrecht: <http://verbabel.nl/learn-dutch/>. This small school offers Dutch language courses in small groups or private lessons; they have regularly scheduled evening courses and semi-intensive beginner sessions in the centre of Utrecht.
- Dutch First: www.dutchfirst.nl/. They are located in Lombok and offer Dutch language courses in small groups (max 8 students). They have morning or evening courses, typically twice a week, also with weekend option. In 2016/17 prices were slightly lower than other schools, so you may be able to study all the way to B1-1 level with your language allowance. The method they used is based in all in Dutch from the first day, so don't expect a course in Dutch grammar. It is a good start to understanding and building your familiarity with the language.
- Linguaterra: <http://www.Linguaterra.nl>. This small school, located in Overvecht that offers Dutch language courses in small groups or private lessons. This is a good option if you want to learn Dutch on your own pace in a family atmosphere.
- Taalhuis: [Learn Dutch | Courses at different levels. Make learning fun! \(taalhuis.nl\)](http://www.taalhuis.nl) Small school also in Maliebaan. The courses are relative small groups. One of the advantages it that there are courses starting frequently (rather than the typical September/January dates), allowing to start after the introductory course. Everything in dutch from the first day and good balance between grammar explanations and speaking.

Schools in Amsterdam

- Joost Weet Het! http://www.joostweethet.nl/index.php?id=24&action=switch_language This school regularly offers 4 hour per day, 4 day a week classes for a period of 2, 3 or 4 weeks. The classes are cheap but pretty basic (e.g. you have no access to further resources such as language laboratories), but for an absolute beginner they're a very good start, especially as they offer intensive courses in November.
- INTT - Institute for Dutch as a second Language <http://www.intt.uva.nl/home>. Part of the University of Amsterdam, the INTT offers both intensive and evening courses at all levels, and is walking distance from Amsterdam CS. Has a 3 week winter course for absolute beginners right at the start of the New Year (useful if you've not managed to have any lessons in the first few months of the fellowship).
- Vrije Universiteit. The second university in Amsterdam, which also has a department for Dutch as a second language offering intensive courses and evening courses at all levels. Very near Amsterdam Zuid station, so also good for people living in Utrecht (20 minutes by train). NB –class sizes for this course are very large (15 minimum), so they're good for making friends but not so good if you want to learn quickly. <http://nt2.vu.nl/en/nt2-academy/expats/index.aspx>

Useful websites

- <http://www.radioline.co/podcast-laura-speaks-dutch> - this is a really cute little podcast that a

Dutchman made for his American girlfriend to learn Dutch while she was in the USA... It quickly became one of the most popular web resources for learning Dutch (you will fall a little bit in love with the guy who produced it)

- www.dutchgrammar.com has lots of useful stuff, including a very comprehensive Dutch grammar book (which explains the rules in English) which costs only €3.75 to download.
- The Verbix verb conjugator is great when you can't remember how to put something into the past tense: <http://www.verbix.com/languages/dutch.shtml>
- <http://www.mijnwoordenboek.nl/> - online dictionary into English/German/French/Spanish; good to have open whilst at work ☺
- Watch <http://www.uitzendinggemist.nl/> for Dutch TV
- ... and Sesame Street plus many other delights at <http://www.2bdutch.nl/>
- Watching Dutch first dates (in NPO) is a great way of practicing what you learn in dutch class, as they introduce themselves, say where they work, etc. You can also add subtitles

9.3 Recreational activities, sports, worth visiting, meeting people

Netherlands

- Trail network in the Netherlands: <http://wandelnet.nl/>
- Bike network in the Netherlands: [Cycle routes of Fietsnetwerk.nl | Discover the area in just a day!](http://www.cycle.nl/)
- <http://www.iens.nl/>: restaurant guide for the Netherlands; you can find cheap deals here.
- National park worth visit Centre of the Netherlands, free bicycle rent once entered the park: [De Hoge Veluwe National Park](http://www.veluwe.nl/)
- The Netherlands Museum Pass, visit musea all year round with a membership card. [The Netherlands Museum Pass | Museum/nl](http://www.museum.nl/)
- [waarkanikzwemmen.nl](http://www.waarkanikzwemmen.nl/) – Shows spots where you can swim (open water) in the Netherlands

Utrecht

- Uitagenda Utrecht <https://www.uitagendautrecht.nl/> provides information on concerts, events, museum exhibits and more in Utrecht and region.
- <http://www.utrecht.nl/> website for Utrecht council, has info on e.g. courses, location of gyms. leisure centres, history of the city etc.
- www.parnassos.nl - Parnassos is a cultural centre linked to Utrecht university and offers all sorts of activities you can join from dance classes to choirs to massage lessons.
- <http://ing-utrecht.squarespace.com/> The International Neighbour Group in Utrecht is intended for expats linked to the university, but anyone can join. They organize weekly drinks and the occasional excursion, and it offers an easy way to get to know some people in the city.
- <https://www.meetup.com/Expats-in-Utrecht> there are regular Friday drinks organised. Great if you came alone to Utrecht or fancy meeting people.
- <https://www.iwcu.nl/> - International Women's Contact Utrecht is a club that offers many social activities for women, including pub nights and Dutch conversation group.
- Cycling Utrecht: This a group of mostly international people (also dutch) who started informally as expats getting together for bike rides (mostly with road bikes, but also gravel and mountain bike rides). People will post bike rides for others to join, ask any questions related to cycling/cycling gear/bike shops. All communication in this group is in English. The main communication method is the Whatsapp community, for which you can find details in the facebook group:
<https://www.facebook.com/groups/cyclingutrecht/>
<https://www.strava.com/clubs/UtrechtCycling>
- Triathlon: Hellas is the triathlon club in Utrecht. They have several induction weeks a year (possibly once every 2 months), for which you can sign up. Language for all communication is in dutch and trainings are also in dutch (so great way to practice!) but there's normally someone willing to

translate if you don't understand. Induction can be in English but best to ask in advance so they are prepared.

Amsterdam

- www.iamamsterdam – covers all the current events/shows/exhibitions etc in Amsterdam

Free legal advice

If for any reason during your stay you find yourself needing legal advice, the Rechtswinkel in Utrecht can help: <http://www.rechtswinkelutrecht.nl/index.php>

Expats

<http://www.access-nl.org/>. Access is a non-profit organisation set up to support expats. They provide free information and advice via the Expat Center [helpdesk](#) and [personal consultation services](#). They also offer a free referral service to their professional [counsellor network](#). Lastly, they have a range of useful information sheets on a range of topics e.g. healthcare in the Netherlands, which can be downloaded for free from http://www.access-nl.org/shop/more_info_booklets.htm).

Other websites

www.expatica.nl

<http://www.xpat.nl/home>

9.4 Supermarkets

In large cities, supermarkets open every day, and often until 10pm. In the more traditional towns, many shops are closed on Sundays, although in bigger cities usually shops open on Sundays, and some large stores are even open late on Sundays (until 8-9pm).

Useful shops for day-to-day living include:

- Albert Heijn (AH). This is the main supermarket in the Netherlands. You can receive good discounts with an Albert Heijn Bonus Card (available from the service desk).
- Jumbo, Plus and Lidl, Aldi are other common supermarkets and there are numerous health food stores eg Eko plaza.
- Action, Blokker and Xenos. Sells almost everything you could possibly need for the house – light bulbs, toasters, candles, cushions, extension leads...you name it, it's probably got it. And it's cheap.
- Hema. Sells almost everything you could possibly need for life itself – also very cheap. There's a big one on the Oudegracht diagonally opposite the Winkel van Sinkel.
- Etos. Drug store that stocks toiletries, make-up, bathroom stuff, etc
- Kruidvat: Like Etos, but cheaper!

9.5 Cultural insights

<https://access-nl.org/living-netherlands/dutch-life-culture/>

Stuff Dutch People like is a great blog for helping you understand all the weird and wonderful habits of the Dutch people!: <http://stuffdutchpeoplelike.com/>

- Typical Dutch festive days are Kingsday on April 27th , Remembrance Day on May 4, Liberation Day on May 5th and Sinterklaas on December 5th.
- The Netherlands has a subgroup of orthodox Christians, which live mainly in the Bible belt.
- Foods you might want to try are:
 - o Drop (liquor sweets, available at every supermarket)

- Stroopwafel (thin waffle with honey/caramel sauce, available at every supermarket)
- Pannekoeken or poffertjes (pancakes)
- Tompouche (small pie with pink glaze and pudding, available at HEMA)
- Haring met ui (raw haring with onion, fish served at markets or fish stores)
- Bitterballen (croquette-like fried ball)
- Oliebollen (fried dough – Christmas time (before New Years))

10 Moving with a family

Eligible moving costs include removal of household goods and transportation costs for the fellow and family members from any place within the EU/EEA to the place of employment and from place of employment to any place within EU/EEA, at the beginning and end of the fellowship respectively. Due to the implementation of the simplified cost options process under the FPA signed from 2022 onwards, between ECDC and the partners, there will be two systems in parallel. It is the responsibility of both the training site and the fellow to understand which system will apply. Please provide your general impressions of living in your host country with a young family.

10.1 Social benefits for expectant parents and families:

In the event of pregnancy and birth or adoption, fellows are entitled to maternity or paternity leave according to the rules of the employer and within the duration of the framework partnership agreement (FPA) signed with ECDC. The training period may be extended in order to ensure the minimum length of 23 months to be eligible for the diploma. During the above-mentioned leave period, the fellow is entitled to the benefits as foreseen in his/her employment contract. ECDC may cover salaries during this period only if these costs are not covered by the social security system and provided that a specific grant agreement (SGA) is in place. Fellows must notify the training site supervisor and confirm their communicated return date to the Head of Fellowship Programme and FFO in accordance with the national law, but at least 30 days in advance.

The Netherlands is generally a child-friendly country with lots of facilities and attractions for children. You can find some child-friendly museums here: <https://museumkids.nl/>. Dutch children are among the happiest in the world. However, be also prepared for the financial side when moving with children to the Netherlands. Organizing daycare, school and after-school care is a time-consuming and costly venture.

10.2 Daycare and kindergarten

Kindergardens (kinderopvang) with kinderdagverblijf (KDV) cover babies and toddlers until their 4th birthday. Most daycare centers are private and the hourly fees are around 11 euros [updated 2024]. They usually have a waiting list of a few months (or more in the big cities like Amsterdam and Utrecht). The typical contracts are for a certain day of the week in the whole month, with popular days like Mon, Tue and Thu having longer waiting times for a free spot. Check the hours individually, the longer ones cover 7:30-18:30, some less. The big chains are Partou, Kind&Co Ludens and Ska, though it is worth looking for smaller ones in your area.

Gastouders are a form of daycare where a registered carer organises a daycare group in their own house. The groups are smaller and the hourly fees higher.

Peuteropvang (PO) in peuterschool are toddler schools for children between 2 and 4 years old. They also

include pre-school educational program: Voor- en vroegschoolse educatie (VVE). From the age of 2.5 years most municipalities subsidise the integration of kids without Dutch spoken at home or with language developmental issues. Ask your local GGD office for a VVE referral letter. For example in 2020, Amersfoort municipality subsidised 15h/week = 3 days/week of VVE. PO simulate real schools thus they are only half-day in the mornings (usually 8:30 – 13:30). It is possible to combine them with half-day KDV to a full day if both are located in the same building, or if you transfer the kid yourself during lunchbreak.

Child allowance (kinderbijslag)

You can apply for the child allowance (kinderbijslag) at the Sociale Verzekeringsbank (SVB) website. It is a fixed amount depending on the age of the child (200-300 euros) paid every quarter, thus 4 times/year. Registering with your child as residents in your municipality forwards information to the SVB and they should contact you to submit a claim form. You might be asked to provide proof of employment and they sometimes cross-check with the RIVM.

Once approved, SVB automatically forwards information to the tax office and you might be eligible for a child budget too (see below): <https://www.svb.nl/en/child-benefit/>.

Daycare allowance (kinderopvangtoeslag)

For all forms of childcare (KDV, PO, gastouders, babysitters at home), you can apply for childcare allowance (kinderopvangtoeslag) using DigiD via the Tax office website.

<https://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privetoelagen/kinderopvangtoeslag/>. There are set limits of what and how is covered: hourly rate (for example, maximum 8,17 euro/hour for KDV in 2020) and hours per month (calculated depending on the parents' work hours and annual income). The most important eligibility condition is that both parents work, study or follow an integration course. You can do a test calculation (Proefberekening toeslagen) using the tax office calculator: <https://www.belastingdienst.nl/wps/wcm/connect/nl/toeslagen/content/hulpmiddel-proefberekening-toeslagen>

Keep in mind that in order to be eligible for daycare allowance the center or provider MUST be registered officially and list their LRK number in the monthly invoices. The register is also a good starting point for locating daycare in your area: <https://www.landelijkregisterkinderopvang.nl/>

Another very important point is the processing time for the allowance. A new application or every change to an existing allowance (change in hours/month, new daycare locations, changes in rates, etc.) triggers a 5 to 13 (usually 13!) weeks processing period during which allowances are NOT paid. You must notify of any changes within 4 weeks, thus triggering a processing period. Thus, in the beginning you might have to pay 3 to 4 months of daycare fees until you receive the allowance which is a considerable sum!

Once approved, the daycare allowance is transferred around 20th in advance for the following month. Daycares also send out the monthly invoices in advance to be paid by the end of the current month. There is an option for the daycare allowance to be transferred directly to the daycare, thus resulting in bills only for the remaining amount. There are certain conditions to be met (incl. all children going to only one daycare provider), though and that option is not always possible. Ask you daycare provider about it.

Child budget (Kindgebonden budget)

That is a form of additional allowance for children up to 18 years. It depends mainly on the parents' income. The application for it is forwarded automatically to the tax office (belastingdienst) when you apply for a child allowance kinderbijslag at the Sociale Verzekeringsbank (SVB). If for some reason it is missing, you can apply

for it via the tax office website. Check the tax office calculator (Proefberekening toeslagen) if you are eligible: <https://www.belastingdienst.nl/wps/wcm/connect/nl/toeslagen/content/hulpmiddel-proefberekening-toeslagen>

10.3 Healthcare for children

Anyone who lives in the Netherlands and / or enjoys an income in the Netherlands is obliged to at least have a basic health insurance. All children aged below 18 years old are insured through parents' insurance. However, you need to actively subscribe your children to your health insurance.

10.4 Children and public transport

For buses and trains, children under the age of 4 years can travel for free. Most of the time children between the age of 4-12 years can travel at reduced prices. From 12 years and older, they travel for regular fee. This can differ per city. In Utrecht, for example, on city buses children between the age of 4 and 12 also travel for free.

10.5 Schooling for children

School starts on the 4th birthday of the child (daycare contracts are also automatically terminated at the month they turn 4). For foreign children attending school is obligatory from 4 years, while for native Dutch speakers it is optional until 5 years. In practice, almost all children start school at 4 years old. Schools vary a lot: public and private, general educational plans and religious focus, different concepts of teaching and learning. Schools are often paired together close by or even in the same building (for example public and religious schools). After-school centres are also often on the premises.

Many schools organise information sessions and introduction days. You can also call a school to make an appointment for a tour to get to know the school. You can find a school in your living area: [Scholen op de kaart - Vind en vergelijk scholen in de buurt](#).

The application process for applying for primary school differs per city. In Amsterdam and Utrecht, for example, there is a central process by the municipality. In the quarter your child turns 3 you can send in your application with a top 5 list of primary schools. After the last day of the quarter, the places at the schools are distributed fairly.

For other cities it can be a good idea to apply early (around the 2nd birthday of the child or before), so you can be placed on the waiting list. Most schools contact you around the 3rd birthday to confirm/reject your application. In some municipalities, schools are limited to certain postcode catchment areas and the child can only choose between the schools in the defined neighborhood.

If your child is 4 years or older, you can contact the school directly for information about the application process.

Application primary school Utrecht: [Going to Primary School in Utrecht Brochure](#)

Application primary school Amsterdam: [Basisonderwijs | Aanmeldprocedure, Schoolwijzer Amsterdam](#)

School holidays are set for the entire country each year and divided into 3 regions. Utrecht municipality is in the central region (regio midden).

After-school care (Buitenschoolse opvang, BSO)

After-school care is often offered by the same providers as the daycare (see above). Partou, Kind&Co Ludens, or Ska are the big chains, but check for smaller local ones, and most importantly which are located near/in

your school building. They usually collect children directly from school, and could also provide mornings care if you need to drop off the child before 8:30. Waiting lists are long, so register as soon as you have a school/choose a school to apply. Hourly fees are around 9 euros, differs per city.

11 Leaving the country

11.1 Household Removals

This is updated based on experience from the 2021 cohort (so from September 2023):
Advice is to send an email to Suzanne (ECDC) to be certain of amount remaining to spend and be clear on procedure. In 2023 the proof of payment and invoices had to be submitted to RIVM before the last day of fellowship and the reimbursement was received by end of November.

11.2 Deregistering from your host country

For administrative advice on how to de-register etc when you've come to the end of your fellowship, please consult the following Access guide (double click to open).

http://www.access-nl.org/our_services/pdf/booklets/leaving_the_netherlands.pdf

12 CONTACTS

12.1 Key contacts at your institute

Secretariat EPI (EPIET): Secretariaat.epi@rivm.nl

Secretariat IDS (EUPHEM): lds-secretariaat@rivm.nl

Human Resources (last updated 2024)

EPIET: Els Jacobs els.jacobs@rivm.nl

EUPHEM: Arnela Smajić arnela.smajic@rivm.nl

Finance (within EPI/IDS) (last updated 2024)

Financial controller EPI: Marcel Ribbers marcel.ribbers@rivm.nl

EUPHEM Astrid Teeuw (astrid.teeuw@rivm.nl)

IT

ICT Support centre

<https://topdesk-p.int.ssc-campus.nl/tas/public/ssp/>

[Telephone]: 0031886898888

Fellowship supervisors

EPIET

Susan Hahné susan.hahne@rivm.nl

Mirjam Knol mirjam.knol@rivm.nl

EUPHEM

Kim Benschop kim.benschop@rivm.nl

12.2 Contact information of current and previous fellows

We actively encourage you to contact fellows that are currently located at your host site. They have lots of current and additional information that they are happy to share with you.

Name	EPIET or EUPHEM	Cohort	Email	Nationality, moved from → to	Moved with partner/family
Marta Bertran Perez-Hickman	EPIET	2023	martabph@gmail.com	Spain, London → Utrecht	No
Emiel Vanhulle	EUPHEM	2023	emielvanhulle@hotmail.com	Belgian, Leuven → Utrecht	No
Goncalo Matias	EPIET	2022		Portuguese, Portugal → NL	No
Ilse Hazelhorst	EPIET	2022	ilsehazelhorst@gmail.com	Dutch	NA
Margarida Simoes	EUPHEM	2021	Simoes.margarida.p@gmail.com	Portugese Portugal → NL	Yes
Tatiana Garcia Vilaplana	EPIET	2021		Spanish, UK → NL	No
Katja van Ewijk	EPIET	2021	katjavewijk@gmail.com	Dutch	NA
Elke den Boogert	EPIET	2020		Dutch	NA
Anita Shah	EPIET	2019	anitashahmph@gmail.com	British Switzerland → NL	No
Kamelia Stanoeva	EUPHEM	2019	kamelia.stanoeva@gmail.com	Bulgarian, Japan → NL	Yes, family with toddler
Laurene Peckeu	EPIET	2018	l.peckeu.mcj@gmail.com	French	
Anna Loenenbach	EPIET	2017	aloenenbach@gmail.com	German	
Susana Monge	EPIET	2016	susanamcorella@hotmail.com		
Zsofia Igloi	EUPHEM	2016	zsofiaigloi@gmail.com	Hungarian	
Gudrun Freidl	EPIET	2015	gudrun.freidl@rivm.nl		
Saara Parkkali	EPIET	2014	saara.parkkali@gmail.com		
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