



UNIVERSITY OF AMSTERDAM

FOUNDATIONCAMPUS



Pre-Arrival 2014/2015

Amsterdam
FoundationCampus

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Don't forget to visit www.amsterdamfoundationcampus.com to view our blog, and to like us on Facebook www.facebook.com/amsterdamfoundationcampus, a great way to keep in touch and get the most up-to-date information for your studies!

Welcome

Dear Student,

Welcome to Amsterdam FoundationCampus, we are very much looking forward to meeting you.

We hope that your preparations for starting your studies with us are going well and that you are looking forward to the next exciting step in your education and learning. You may be just about to leave your home country for the Netherlands, or you may have already been studying in the Netherlands for some time. We are looking forward to meeting and welcoming you.

We believe that successful students need a strong learning community. During your time with us we hope you will be inspired to learn and to enjoy your learning, to develop new skills, to understand different cultures, and perhaps most importantly of all, to make friendships that will last a lifetime!

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Accommodation

Full support is offered by the team at FoundationCampus to assist you in finding suitable accommodation before you arrive. FoundationCampus offers university accommodation through the University of Amsterdam, and private accommodation through the Student Hotel. As in many other major European cities, the demand for reasonably priced private housing is high, so we recommend you book your accommodation as soon as possible to avoid disappointment. Please note that student accommodation is scarce in Amsterdam, and therefore finding accommodation on your own can be difficult and is often more expensive.

University managed accommodation

University managed accommodation is well known for its high-quality, relatively low price and convenient and secure locations. The University of Amsterdam has a number of agreements with housing corporations throughout Amsterdam and can assist international students in finding appropriate, furnished student accommodation.

The housing locations are spread throughout the city. Some rooms are located in the city centre (five minutes from the University), others are further away (up to 40 minutes by public transport). Rooms are allocated on a first-come, first-served basis and the Amsterdam FoundationCampus team cannot influence where in the city your room will be.

All rooms have a bed and mattress, table or desk and chair, wardrobe, bookcase or bookshelves, curtains or venetian blinds and lighting. The kitchen is equipped with a fridge, and small cooker(s). Pots, pans, rice cookers and kitchen utensils are not usually provided, but are sometimes left behind by former students. There are also many shops where these items can be purchased. Please note that to use the internet in your room you need to bring or buy your own internet cable.

Rent for single rooms varies from approximately €400 to €550 a month, rent for shared accommodation is approximately €300 to €350 a month.

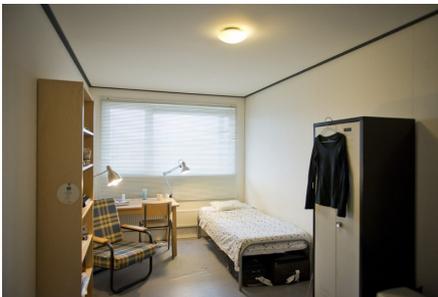
This includes heating, lighting, and fuel costs.

More information regarding in-room facilities can be found on the website of the housing corporation.

De Key www.shortstay.dekey.nl

DUWO www.duwo.nl/en/home

Ymere www.ymere.nl/ymere/home.asp



If you have any queries you can contact the team at Amsterdam FoundationCampus, who will be able to assist and to talk you through the procedure.

Amsterdam FoundationCampus Office

Esther Albers

Email: amsterdam@foundationcampus.com

Tel: +31 (0)20 525 4190

Important Notice:

When you book university accommodation you enter into a legal contract. If you change your mind and want to cancel your booking after you arrive, there are likely to be penalties.

Please contact the centre office if you have any queries about this.

Accommodation

Student Hotel

The Student Hotel is privately owned purpose-built student accommodation. The rooms are high quality and competitively priced for this type of accommodation.

The Student Hotel is located approximately 30 minutes by public transport from the University.

All rooms are fully furnished with en-suite bathroom, shared or private kitchen, Wi-Fi and flat screen television with international channels. All shared kitchens are already furnished with two fridges, two ovens, two microwaves, a toaster, a dishwasher, and two freezers. Private kitchens have a small fridge with freezer, an oven/microwave, and a kettle. You can also buy a pack with high quality kitchen accessories (€49) which includes a non-stick frying pan, cutlery set, cooking utensils, breakfast plate, soup bowl, dinner plate, cup, dish cloth and hand towel.

Rent varies from €595 to €925 a month depending on the type of room. Included in the rent is your own bike, use of the gym, Wi-Fi, study spaces, lounges and games area.

The Student Hotel has a reception with 24 hour security, laundry room and restaurant and bar with regular social and cultural events.

In addition, you can add these (optional) services to your booking:

- Meal plans
- Personal trainer sessions at the gym
- Room cleaning

More information can be found on their website

www.thestudenthotel.com

More information can be found on their website; www.thestudenthotel.com
Students are allocated accommodation on a first-come, first-served basis.
Availability can be viewed on the Student Hotel website. If you have any queries you can contact the Student Hotel or the team at Amsterdam FoundationCampus who will be able to assist and to talk you through the procedure.



Student Hotel

Email: info@thestudenthotel.com

Tel: +31 (0)20 760 4000

Accommodation Application Process

Step
1

Once you have paid your deposit and confirmed your place on the course, you will receive an email from the Amsterdam FoundationCampus team, in which we ask whether you would like to book university managed accommodation or the Student Hotel.

University managed accommodation

Student Hotel

Step
2

If you have chosen to book university managed accommodation, you will receive an email from the Amsterdam FoundationCampus team with a link to the online accommodation application system called 'Embark'.

If you have chosen to book a room at the Student Hotel, you can make your booking via their website at www.thestudenthotel.com/. You can choose the location Amsterdam and book your room online by clicking at 'book semesters'. You can enter your preferred room type and duration (maximum one year).

Step
3

You should complete the application form on Embark and indicate the maximum monthly rental price, rental period (maximum one year) and choose between single or shared room.

You will receive an automatic email from the Student Hotel with your personal username and password. You can use these personal details to pay your deposit by credit card and first month rent. You will need to pay within 48 hours to confirm your booking.

Step
4

Once your application is completed on Embark and the university administration fee has been paid (€525 for a room for one year), your details will be sent to the housing corporation, who will contact you with information on the next step.

Once you have made the payment you will receive a confirmation of your booking.

Step
5

Please check your email box carefully and regularly; once you receive an offer letter from the housing corporation you will only have a few days to accept the room.

Note: All payments for accommodation should be made directly to the Student Hotel, not the Amsterdam FoundationCampus. Please also note that the payment can only be made with a credit card or Dutch debit card; it is not possible to pay with an international debit card.

Step
6

Note: All payments for accommodation should be made directly to the University or housing corporation, not the Amsterdam FoundationCampus. Please also note that the accommodation fee payments can ONLY be made with a credit card; not with a Dutch or international debit card.

Arriving in Amsterdam

Airport Transfer

Amsterdam Schiphol Airport is situated approximately 20 km south-west of Amsterdam. For travelling from the airport into Amsterdam you can choose from a selection of transportation methods. Direct trains to Amsterdam Centraal Station run every 10 to 15 minutes between 6am and 12.30am and every hour during other times. The trip takes about 15 minutes and costs under €5. Fully regulated taxis are available 24/7 and cost about €50 into the city centre.

If you have booked university managed accommodation, you will need to collect your keys from the housing corporation's offices, which are only open on week days, from 8.30am until 4.30pm.

If you have booked a room at the Student Hotel, you can collect your keys after 15.00 every day. In some cases you can collect your keys before 15.00, but as this differs per room it is best to check with the Student Hotel before you arrive in Amsterdam.

We strongly advise you to arrive during the week before induction so that you can move straight into your room.

What to expect from the IND

Obtaining Dutch Visa

In order to be able to study in the Netherlands, non-EU students need to apply for residency. Once you are officially enrolled to the Amsterdam FoundationCampus programme, the University of Amsterdam applies for a residence permit on your behalf. UvA Student Services will send you an invitation by email to register on the University of Amsterdam's online Embark system, after which you need to upload the required documents. Once the University has received everything, they will send your application to the Immigration and Naturalisation Department (IND).

Students can always contact the Amsterdam FoundationCampus team for assistance during the visa application process. Please also see the University of Amsterdam's website for more information about the visa process (<http://www.uva.nl/en/education/bachelor-s/practical-matters/visas-and-permits/visas-and-permits.html>).

To download the our country-specific Visa guides please [click here](#)

Start appointment

Once the online visa procedure is finished, students receive an invitation from UvA Student Services to book a Start appointment. Every Amsterdam FoundationCampus student or University of Amsterdam student has this Start appointment with UvA Student Services after they arrive in Amsterdam.

During the appointment, students:

- Receive information on when and where to collect the residence permit;
- Receive information on registering with the city hall of Amsterdam (or Diemen);
- Receive information about how to open a Dutch bank account (the letter that you receive during the appointment is needed to open the account);
- Receive information about the (free) tuberculosis test (if applicable);
- Receive their University Student Card and UvAnetID, which you need to use the University facilities (computers etc.);
- Receive more information about the University's Cultural Centre CREA, the sports centre, how to get around in Amsterdam etc.

Please note that before you arrive in Amsterdam you will receive emails from UvA Student Services (visa process and Start appointment), UvA's housing department, your housing corporation (for example De Key or DUWO) and from the Amsterdam Foundation Campus team. Please make sure you reply to all the emails that you receive from the different departments. The Amsterdam Foundation Campus team can always help you if you have any questions.

Immigration on your arrival

Passport Control

When you arrive at Schiphol Airport you will need to pass through immigration so follow the signs to Passport Control. If the Immigration Officer asks you about the purpose of your visit then please explain that you will be studying in the Netherlands and make sure that you are able to show the following documents:

- **Passport**
- **Original academic documents (see checklist on p.26)**
- **Proof of accommodation**
- **Certificate of Enrolment**
- **Dutch Entry Visa (If required)**

Make sure you have all your supporting documents (see checklist) in your carry-on luggage if you are flying to the Netherlands; you will not have access to your luggage until you have cleared immigration. Failure to show the right documents will result in delays.

Health insurance

You are required to have appropriate health insurance for the duration of your stay in the Netherlands. You must arrange your health insurance prior to entering the country. The AON Insurance Certificate for Students (ICS) complete package covers medical costs in the Netherlands, liability, household contents and luggage, accidents and legal assistance. The package costs around €40 per month.

Students who aim to get a part-time job need Basic Health Insurance which is about €100 per month.

On <https://www.students-insurance.eu/> you can request health insurance after you have decided which package is most suited for you.



Getting around

Public transport

Traveling within Amsterdam is straight-forward and convenient. There is an extensive transport network connecting city districts. Trams are common in Amsterdam, with routes heading out from the centre in all directions. Trams are ideal for short journeys around the city centre, as well as for traveling to other districts. Amsterdam's metro runs underneath the centre, from Central Station to the outer districts. This can be a fast and efficient way to travel. Amsterdam also operates a full bus network, which will take you anywhere you have to go. Behind Central Station, ferries hustle their way across the River IJ, transporting passengers to various locations in the north of Amsterdam. The ferries are free of charge.

Public transport chip card (OV-Chipkaart)

A public transport chip card (OV -Chipkaart) is an electronic card with a built-in chip for use on all public transport in Amsterdam including trains, buses, trams and metros. The chip card can be topped up with credit in euros. You can buy a public transport chip card with your credit card at Schiphol Airport or Amsterdam Central Station and with cash or Dutch debit card at many other places.

Don't forget to check in and check out!

When you start your journey, hold your card up to the reader – in the bus/tram/metro – until a green light appears. A bleep sound will indicate that your card has been read. If you change to another bus/tram/metro, you have to check out (by scanning your card at the machine again), and check in again at your next stop. If you don't check out, you will be charged, so don't forget!

More information about the OV-chipkaart, but also route maps for tram, bus, metro and ferry can be found at <http://en.gvb.nl/pages/home.aspx>. A useful journey-planner can be found at www.ov9292.nl/en.

Cycling

Cycling is a fun and easy way of getting around in Amsterdam – just like the locals do! There is an extensive network of bike paths, so Amsterdam is the perfect city to explore on two wheels. There are many rental shops throughout the city (see, for instance, <http://www.amsterdam.info/transport/bike-rentals/>). It is also possible to buy a bicycle. At Marktplaats for instance, you can buy a second-hand and affordable bicycle (<http://kopen.marktplaats.nl/fietsen-en-brommers/c445.html>).

On the Amsterdam Foundation Campus Blog, you can find a brief guide to buying and riding a bicycle in Amsterdam (<http://amsterdamfoundationcampus.com/life-in-the-netherlands/>).



Sample timetable

Induction

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Sessions	Welcome presentation & Campus Orientation	Attendance and Compliance Presentation	Individual Trouble Shooting	Individual Trouble Shooting	CEG/UvA IT training
10:30 - 12:00	Ice Breaker Activity, meeting the other students!	Enrolment Interview Academic Interview	Maths Test	English Test	Individual Trouble Shooting
Lunch					
Afternoon Sessions 14:00 - 17:00	Amsterdam Orientation Introduction to: International Student Network (ISN) and the University Cultural centre CREA	Tour of University of Amsterdam central campus Start Appointment with UvA Student Services	Introduction to the Dutch language and Culture: Dutch Lesson	Town Hall Registration	Social Group Activity

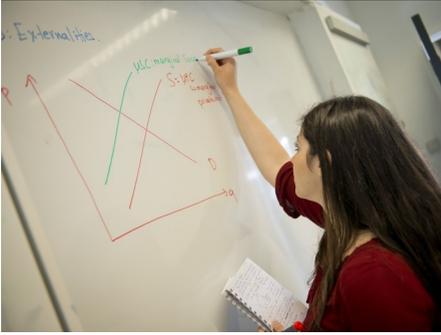
Sample timetable

Academic

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 11:00	Maths for Economics		Economics	Maths for Economics	
11:00 - 11:30		Business			
11:30 - 12:30		Business	Economics	Business	
12:30 - 13:30	Business				
13:30 - 15:30	Business	EAP	Dutch	EAP	Economics
16:00 - 18:00	EAP	Maths for Economics		Personal Tutorial	Economics

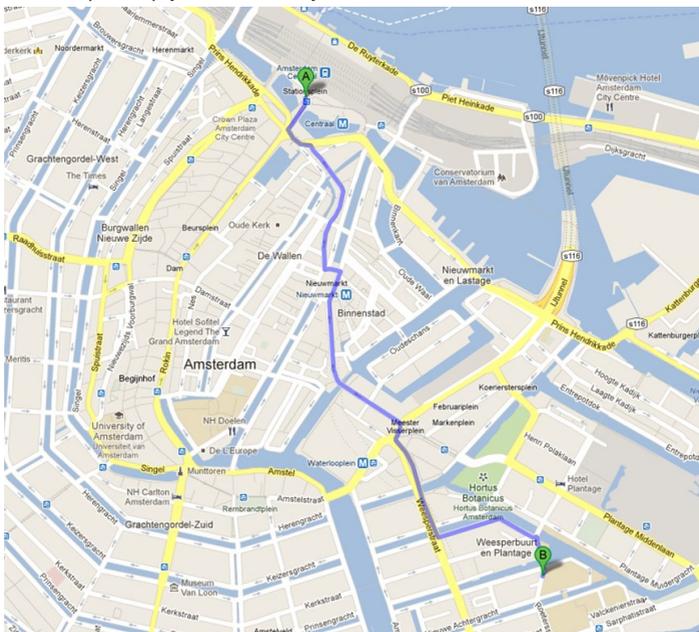
The timetable above is a sample timetable to give you a better idea about how your week will be organised. Your timetable will depend on which programme you have chosen to study.

Before you arrive, the centre will be sending you more information about the programme you will follow. In the meantime, please visit www.europe.foundationcampus.com.



How to get here

Students should arrive during the week before term starts as the keys for University accommodation can only be picked up during office hours (Monday-Friday, 8.30 am—16.30 pm). Please read your room offer letter carefully for instructions on when, where and how to pick up your room keys.



A Amsterdam Centraal Station

B Amsterdam FoundationCampus / Universiteit van Amsterdam (Roetersstraat 11, Amsterdam)

Traveling from Amsterdam Centraal Station to Amsterdam FoundationCampus

From Amsterdam Centraal Station you can take tram 9 to Amsterdam FoundationCampus. The tram runs every 10 minutes between about 6.00 a.m. and 12.30 a.m. You exit the tram at stop 'Plantage Kerklaan'. From there, it's a 3 minute walk to Roetersstraat 11.

Another option is to take the metro. From Amsterdam Centraal Station you can take any metro that runs (number 51, 53 and 54). You exit the metro at stop 'Weesperplein'. From there, it's a 5 minute walk to Roetersstraat 11.

Transport from the Airport

Amsterdam Airport (Schiphol) is situated approximately 20 km south-west of Amsterdam. The arrival and departure halls are located under the same roof as the train station. From Schiphol you can choose from a selection of transportation methods into Amsterdam. There is also a wide selection of bars, restaurants and shops. See for more information: http://www.schiphol.nl/index_en.html.

Free baggage trolleys are available.

Train to Amsterdam Centraal Station

Direct trains to Amsterdam Centraal Station run every 10 to 15 minutes between about 6.00 a.m. and 12:30 a.m. (every hour during other times). The trip takes about 15 minutes. Train tickets and public transport chip cards are available from the yellow ticket machines near the platforms at Schiphol Plaza. Tickets are also available from the NS Service desk, which is situated close to the red/white-checked cube at Schiphol Plaza. Staff at the ticket offices will also be able to provide you with train departure information.

2nd-class Single: €4.00 2nd-class Round-trip: € 8.00

Bus to Amsterdam Centraal Station

Bus 370 (direction Amsterdam Marnixstraat) leaves Schiphol about every 30 minutes between 5:40 a.m. and 11:40 p.m. from the stop just outside the main entrance to the arrivals and train station level. The journey takes about 30 minutes. You can pay the driver the fare in cash, or use a public transport chip card (see information below).

Single journey: €3.60.

Taxi

You'll find plenty of private taxis for hire in the taxi line just outside the main entrance to the arrivals and train station level at Schiphol.

The fare will be around €50. Make sure you have money with you to pay the driver.

If you want an airport pick up please be sure to send your arrival date, arrival time, flight number and drop-off location to Amsterdam@foundationcampus.com.

Living in Amsterdam

Payment options in Amsterdam

In the Netherlands, credit cards are accepted in hotels, most restaurants, large department stores and tourist attractions. However, you can't use a credit card for smaller transactions, for instance in the supermarket. Cash is still widely used but the most common method of payment is pinnen, using a debit card plus PIN code.

Next to many ATM's is a Chipknip machine where you can load your card with 'virtual cash'. This system is used within the University for instance in the canteen and for printing.

Opening a Dutch bank account

We advise our students to open a Dutch bank account once they have arrived in Amsterdam. When opening a personal bank account you will be offered a pincard (pinpas). You must pick up the pass personally (with ID). With your pincard, you can take out money from the ATM without any extra charges. When you pay by pin, you insert your card into the machine and punch in your pincode. It is the most common method of payment used in shops, supermarkets, bars and restaurants.

When you open a Dutch bank account (savings account), you will be asked to show the following documents;

- **Passport and/or residence permit**
- **Letter of Enrolment from the University of Amsterdam**
- **Proof of address (your rental contract)**

During your Start appointment (see also under Start appointment) you will receive more information about how to open a Dutch bank account.

Mobile phones

In the Netherlands, people use GSM mobile phones and SIM cards. There are many shops in Amsterdam where you can buy a mobile phone. Buy one locally at any Albert Heijn supermarket (usually at the service desk), or at one of the downtown phone stores. At Albert Heijn supermarket you can buy an inexpensive phone complete with a pre-paid calling plan. You can buy extra credit there too, as well as in tobacco stores or phone stores. If you want to bring a mobile phone from home; Albert Heijn supermarket also sells Dutch Simcards. If you wish to have a contract for you mobile phone instead of a pre-paid phone, please contact the office for more information.

Getting a part time job

Students from non-EU countries who want to get a part-time job may either work ten hours a week all year round or take a seasonal job in June, July and August for a maximum of 520 hours. However, it can be very difficult to succeed in finding a job, and please note that the programme of study will be demanding. If you wish to work you will also be required to take out additional insurance (see section health insurance).

Activities and attractions in Amsterdam

Amsterdam has many great things to do and see. From its canals to world-famous museums and historical sights, Amsterdam is one of the greatest cities in the world. Amsterdam is also a city of tolerance and diversity. It has all the advantages of a big city: culture, nightlife, international restaurants, good transport - but it is quiet, and largely thanks to its extensive canals, has a little road traffic. In Amsterdam your destination is never far away. Amsterdam is also one of the safest cities in the world.

Information about activities, museums and attractions can be found on <http://www.awesomeamsterdam.com/> and <http://www.iamsterdam.com/>

Climate

The Netherlands has a temperate climate, with few extremes, but the weather here is famously changeable, so be prepared. It can be quite wet and cold in the winter, (roughly November to March). A warm topcoat, hat, scarf, gloves and an umbrella are a good idea. Summers can occasionally be showery and overcast, but are mostly pleasant and rarely extremely hot. The days are long and it stays light until late in the evening.

Term	Average Temp (Max °C)	Average Temp (Min °C)	Average Temp (Max °F)	Average Temp (Min °F)	Total Rainfall (mm)	Total Rainfall (inches)
Mar to May (Spring)	14	6	57	33	147	5
Jun to Aug (Summer)	21	15	70	59	193	7
Sept to Nov (Autumn)	14	7	57	45	256	10
Dec to Feb (Winter)	6	3	43	37	179	7

Social Attitudes

Life in the Netherlands will almost certainly be different from life in your own country. When you first arrive you may notice differences in the way people behave compared to your own country, however, it won't take you long before you are accustomed to your new life here and are able to adapt to a whole variety of situations; everything from understanding Dutch customs to cooking your own food and running your own bank account.

Drinking

Alcohol is available to anyone aged over 18. For many Dutch people, drinking is an established part of social life – 'going out for a drink' is how people relax or spend time with friends. This doesn't mean that you have to drink alcohol. You can always order a non-alcoholic drink instead.

Smoking

Since July 2008, smoking has been banned in all restaurants, pubs and clubs in the Netherlands. Smoking is also prohibited in many public places including buses and public transport. If you smoke in these areas, you have to pay a fine. In the Netherlands, there is a tolerant policy on the use of cannabis. "Coffee shops" are allowed to sell small amounts of cannabis. "Coffee shops" are governed by strict laws that control the amount of permitted cannabis, and the conditions in which it is sold and used. Persons under the age of 18 are prohibited from buying drugs and are barred access to coffee shops.

Homesickness

To start with, everything is new, exciting and different, but as time goes by you may start to wish that things were the way they were back at home. Don't despair as this stage will pass – and much more quickly if you talk to someone about how you are feeling. There will always be someone in centre who you can talk to.

Sharing a room with another student

Sharing a room with someone else can be a great way of living. A roommate can be good company and nice to share experiences with. However, it is important to realise that it can also be difficult sometimes. You may be living with someone who has a slightly different life style to you. Maybe you like to wake up early in the morning to study for an exam, maybe your roommate prefers to study until late in the evening. It is important to communicate with your roommate to avoid that things becoming unpleasant. Sitting down together and talking about things can make a big difference. If you try to understand each other and to respect each other's way of doing things, then sharing a room can be great.

Language

The official language of the Netherlands is Dutch. Dutch is a West Germanic language with about 20 million speakers mainly in the Netherlands and Belgium. The majority of Amsterdam's residents speak English very well.

Helpful words and phrases

Hello	Hallo / hoi
Good morning	Goedemorgen
Good afternoon	Goedemiddag
Good evening	Goedenavond
Goodbye	Doei / dag
Excuse me	Sorry / pardon
Thank you	Dankuwel
Please	Astublieft
Do you speak English?	Spreekt u Engels?
Yes	Ja
No	Nee
Good	Goed
Sorry, I don't speak Dutch	Sorry, ik spreek geen Nederlands
Where is the station?	Waar is het station?
Supermarket	Supermarkt
Food	Eten
Drinks	Drinken
Cheese	Kaas
Bread	Brood
Can I have...?	Mag ik...?
Where do I find...?	Waar vind ik...?
Entrance	Ingang
Exit	Uitgang
Ticket	Kaartje
Open / closed	Open / gesloten

Checklist

Preparing to come to Amsterdam

Make sure you have a valid passport & passport photographs	
Satisfy conditions of offer (if applicable)	
Obtain visa (if applicable)	
Apply for accommodation	
Have medical examination and vaccinations (if applicable)	
Arrange medical/travel insurance	

*Documents including: Legalized Birth Certificate, Offer Letter, IELTS Certificate or original English Language test result, Original academic documents (this is needed to fully register and enrol on your course), Accommodation offer letter and Copy of Health Insurance

Before you leave

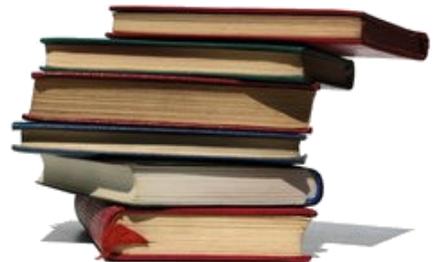
Check your transfer to Amsterdam if you are travelling independently	
Buy currency	
Decide how to pay your tuition fees	
Decide how to pay your accommodation fees/ Pay accommodation deposit	
Pay tuition fee deposit (if applicable)	
Check your luggage allowance and pack your luggage appropriately	
Put the emergency telephone numbers into your mobile phone (to be put in your hand luggage)	
Photographs from home, addresses and phone numbers of friends and family	
Adaptor for electricity sockets	
Pack all relevant original documentation or certified copies*	
Confirm arrival date with the Centre	

When you arrive in Amsterdam

Tell your family you have arrived	
Enrol at the Centre**	
Arrange payment of tuition fees	
Arrange payment of accommodation fees	
Have your Start appointment with the UvA Student Services	
Open a bank account	
Have your tuberculosis test (if applicable)	
Register with the city hall	

****When you enrol it is important to remember to bring the following documents with you:**

- Original Passport and Visa
- Original Academic/School Certificates
- Original English Test Certificate (IELTS)



FoundationCampus General Office

The General Office is where your course is managed. This is where you will get information/documentation and can go to for other general enquiries. Our office is open Monday to Friday from 9:00 am to 5:00 pm.

Location

Amsterdam FoundationCampus
Roetersstraat 11
1018 WB Amsterdam
The Netherlands

Telephone: +31 (0)20 525 4190

Email: amsterdam@foundationcampus.com

Emergency contact number: +31 (0)6 52027689



www.amsterdamfoundationcampus.com



www.facebook.com/amsterdamfoundationcampus



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Education Group

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