INFORMATION FOR NEWLY ADMITTED EXCHANGE STUDENTS

Fall 2019

Utrecht University
University College Utrecht
Dear future exchange student,

Welcome to University College Utrecht! Although you are not actually here yet, preparations are already being made for your arrival. This booklet is here to help you prepare for starting at University College Utrecht, and gives you an idea of what to expect when you arrive. Read this booklet carefully and make sure you complete all tasks listed in the Checklist. Please feel free to contact us with any further questions.

With best regards,

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University College Utrecht Exchange Checklist

1. Before Arrival
   ☐ Pay Campus Fees
   ☐ Read the Campus Rules and Regulations
   ☐ Follow Visa Requirements (non-EEA/EU students)
   ☐ Take Out Insurance

2. After Arrival
   ☐ Register with Utrecht Municipality (if applicable)
   ☐ Register with a General Practitioner
   ☐ Take care of money matters
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Before Arrival

1. Payment of Campus Fees
Campus fees cover your room, bills, and campus facilities. The mandatory University College Student Association membership is also specified in the campus fee invoice. A specification of the costs, bank details and a deferred payment authorization form will be sent to your email address over the summer. Please note that fees are subject to annual change. For a breakdown of this year’s (2019-2020) fees, see the University College website (web page specifies degree students but this is the same for exchange students): https://www.uu.nl/en/organisation/university-college-utrecht/fees-degree-students. Your deposit will be deducted from these fees.

Campus fees can be paid in either one, two or ten installments. To pay the campus fees in installments you must complete the ‘Mandate for recurrent SEPA collections’ form. Instructions will be sent via email over the summer together with a costs specification. Direct debit is only possible from SEPA compliant bank accounts. Check with your bank whether SEPA direct debit is available. Please note the payment deadlines on the invoice. International banks may need the following additional information in order to complete a transaction:

University College Utrecht Bank Account number for campus fee only:
Bank: ABN-AMRO, postbus 2059, 3500 GB Utrecht
BIC: ABNANL2A
IBAN: NL15 ABNA 0513 5968 60

Make sure to include your invoice customer number (specified on your invoice) with your payment.

2. Reading the Campus Life Rules & Guidelines
Make sure to read about our Campus Life Rules & Guidelines in advance (guidelines for 2019-2020 will be online soon). Upon your arrival at University College Utrecht we will ask you to sign a Campus Agreement, stating that you agree with these regulations. Note that if you do not sign the Campus

1 SEPA = Single Euro Payments Area
Agreement we cannot give you a key to your room. The inventory list can be found at the back of this booklet.

3. **Follow Visa Requirements (non-EEA/EU students)**
If you have a non-EEA/EU nationality, you will have to apply for a student visa and/or residence permit. **Please do not independently apply for a visa**, as only universities can forward the visa applications of incoming exchange students. If this applies to you, you will receive an e-mail within the coming weeks announcing the start of the visa procedure and containing more information about the process as a whole. If British nationals will need to apply for a residence permit following Brexit, we will contact them individually. More information about this can be found here: [https://students.uu.nl/en/brexit](https://students.uu.nl/en/brexit).

4. **Taking Out Insurance**
Utrecht University assumes no liability for loss of or damage to personal possessions of students and their guests on college property. It is strongly recommended to take out a household content insurance for your personal belongings, and personal liability insurance.

By Dutch law you are **required** to have health insurance. This is very important because the cost of medical treatment can be very high. Make sure your insurance is ‘coverage costs’ based. Health insurance is also required for obtaining a residence permit (VVR) (see Visa Information).

For more information please see:
[https://www.studyinholland.nl/practical-matters/insurance](https://www.studyinholland.nl/practical-matters/insurance)
Upon Arrival

1. Registering with a General Practitioner
It is strongly recommended that you register with a local General Practitioner ("huisarts") as soon as possible after arriving. In case of sickness or other nonemergency medical needs, the practitioner with whom you are registered will be the one you must see. GP’s serve a gatekeeping function within the medical system and must be consulted first to receive referral to a specialist. There are a few local GP’s and dentists around the campus area that you can register with when you arrive in Utrecht.

2. Registering with Utrecht Municipality
When you live and study at University College Utrecht, you also become an inhabitant of the city of Utrecht.

All students coming from abroad must register at the municipality in person if they stay here for longer than 4 months. You will receive clear instructions from us on how to proceed upon your arrival to campus on Registration Day. After registration at the municipality you should receive a confirmation letter including a BSN number within 10 days. The BSN (Burgerservicenummer) is your social security number, which you will need for all government contact for verification purposes.

3. Take care of money matters
Exchange students who are staying shorter than one year are discouraged to open a Dutch bank account, since most Dutch banks are reluctant to open a bank account for you for a period shorter than a year. If you really need to open one (e.g. for scholarship reasons), ING and ABN AMRO are two large banks that have offices close to campus.

The currency in the Netherlands and most other European countries is the Euro (€). Other currencies are not accepted, but can be exchanged at banks and post offices. There are commercial exchange agencies as well, but pay attention, as they sometimes charge high commission fees.

Automated Teller Machines are widely available in the Netherlands. Please check with your bank at home to see if your bank card can be used here. The
money will automatically be deducted from your bank account. In some cases this is also possible with international bankcards, but this will depend on the services your own bank offers.

Make sure you have access to sufficient funds in your first week(s) on campus: you will have to buy books, you may need some additional things for your room or pay for the insurance. International bank transfers can take a while, so if you do not have a bankcard that will work in the Netherlands, bring cash for the first weeks if there is no other way. Please note that you cannot pay for public transport with cash, but will have to buy a transport card.

MasterCard and Visa credit cards can be used. American Express is used less often. Credit cards are accepted at many restaurants, some stores, but not in all supermarkets. A credit card can be convenient in case of a (financial) emergency, or if you plan to buy books via the internet.

**Utrecht University**

University College Utrecht is a part of Utrecht University. This means you are registered with the Utrecht University while you live and study on the University College Utrecht campus. University College Utrecht students benefit from all the facilities that are available to Utrecht University students.

Utrecht University was founded in 1636. Today the university has over 30,000 students who live and study throughout the city. While the Faculty of Humanities and the Faculty of Law, Economics and Governance are still located in the old city center, the Sciences and Social Sciences are located in the ‘Utrecht Science Park’ (formerly ‘Uithof’) – just on the outskirts of Utrecht. The University College campus is located between these two areas, on the International Campus of Utrecht, together with the Utrecht School of Economics and the Philosophy, Politics and Economics department.
Academic Matters

1. Academic Calendar 2019–2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Week</td>
<td>26 August 2019 – 1 September 2019</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>2 September 2019 – 20 December 2019</td>
</tr>
<tr>
<td>Fall Break</td>
<td>19 October 2019 – 27 October 2019</td>
</tr>
<tr>
<td>Winter term</td>
<td>6 January 2020 – 24 January 2020</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>27 January 2020 – 15 May 2020</td>
</tr>
<tr>
<td>Spring Break</td>
<td>16 March 2020 – 22 March 2020</td>
</tr>
<tr>
<td>Summer Term</td>
<td>25 May 2020 – 26 June 2020</td>
</tr>
</tbody>
</table>

2. Course Registration

As part of accepting our offer we have asked you to fill in the Course Registration form and choose your course preferences. Registration for courses will be arranged by your personal tutor. Based on your acceptance form, your tutor will design a program for your (first) semester. The assigned courses are still subject to change. You will discuss your course schedule with your tutor in a meeting held during Introduction Week.

3. Introduction Week

The University College Student Association, together with volunteering University College students, organizes an Introduction Week at the beginning of each semester. The purpose of this Introduction Week is to help you acclimatize to campus, Utrecht, and to assist you in official proceedings. You will take care of some important academic matters, but also settle into your room, meet your fellow students, and celebrate your arrival! We will e-mail an updated Introduction Week program in early August.

Introduction Week is mandatory for all new students. If you are absolutely unable to attend, please contact the International Office as soon as possible. On arrival you will receive the keys to your room and unit. Bedding packages (~€65 = duvet/pillow/sheets) are available to buy from the Landlord (see below). You will also receive additional information, your tutor meeting schedule and a full Introduction Week program.
4. Earlier Arrival
Unfortunately it is **not** possible to stay on campus before August 26th. Students who arrive in the Netherlands earlier should make their own arrangements.

5. Welcoming at Utrecht Central Station
Most years several University College Utrecht students have offered to welcome new students upon arrival at **Utrecht Central Station**, and to help you find your way to campus. We hope to provide this service again and if so, will let you know in due time how to proceed. Should you arrive at a time when students are not available to help you find the way, you can find information about further transport on [9292.nl](http://9292.nl). The following bus routes serve University College from Utrecht Central Station:

- **Bus 8**: departs from platform D2 in the direction of Wilhelminapark. Alight at the stop De Hoogstraat and walk down the Prins Hendrikstraat, located on the arrival side of the street. After you pass the Rietveld-Schröderhuis, campus will be on your right.
- **Bus 12**: departs from platform C8 in the direction of De Uithof or Utrecht Science Park. Alight at the Kromme Rijn, cross the street, and follow the Platolaan. Campus will be on your left.
Campus Facilities

1. Academic Facilities On-Campus
Classes are taught on the University College Utrecht campus, where each academic department has its own building: Locke (Social Science), Newton (Science) and Voltaire (Humanities). Besides classrooms and offices, each academic building has areas for quiet study, computer use, and relaxation.

About 28 computers are available for students, most of which are in areas accessible until 01:00 am. The computer areas in Newton is open to students from 8:30 – 01:00 (7 days a week). Voltaire remains open 24/7.

During the fall, winter, and spring holidays at least one of the academic buildings stays open to students who choose to stay on campus. Please check the Housing section for details.

2. Academic Facilities Off-Campus
As you are registered at Utrecht University, you have all the rights and privileges other UU students have. You can obtain a digital student card as soon as you have enrolled correctly. You will receive a notification by email. It not only gives you access to all the university libraries, but also entitles you to diverse discounts such as cheaper movie tickets and music lessons.

3. Housing
Nearly all University College students live on campus. University College considers this residential arrangement integral to your overall education and development. Students come from highly varied backgrounds, and living together provides unique opportunities to learn from each other’s experiences.

The accommodation is located throughout several buildings on campus. Each group of student rooms (a unit) has a shared living room, kitchenette, laundry room and bath room(s). A unit can have between 4 and 12 individual student rooms. The majority of rooms are single, but some double rooms are available on a voluntary basis. Please see the inventory list at the end of this booklet to see what is provided in each room/unit.
4. **Room Assignment**
You are assigned a room shortly before you arrive. All students live together in units, both new and returning, Dutch and international, and of all genders. You have already filled out the Housing Questionnaire Form as part of the Acceptance Form, on which you have indicated - among other things – preferences for a single or double room. Double rooms will be assigned to students of the same gender.

5. **Moving In/Out**
For all students, your room is available to you from the beginning of the Introduction Week - this means you will not be able to move into your room until Monday 26th August, 2019 (no exceptions). Moving out happens on January 1st, 00:00 for all students here for Fall semester only, and on Tuesday 30th June, 2020 midnight at the latest (24.00 Tuesday to Wednesday) for students here for the whole academic year. You are free to leave earlier than this if you wish – these are the last possible dates.

6. **Bedding Package**
As the beds are longer than usual (220x90cm), regular fitted sheets won’t fit. The Landlord offers a special bedding package. Included are a duvet, duvet cover, pillow, pillowcase, fitted sheet at a cost of ~€65. You can also buy one or more of these items separately. You do not need to make arrangements in advance; the Landlord will have bedding packages available when you check in. You can pay with either cash or debit card/pin.

7. **Landlord**
University College Utrecht works together with a housing corporation to provide and maintain the student rooms. The Landlord – of Lekstede Wonen – conducts an inventory of the rooms, the room furnishings and their condition prior to your arrival. Once you arrive, you should check the inventory list included in the student handbook and report any missing and/or damaged items to the Landlord immediately. His office is in Dining Hall on the ground floor, or you can reach him by telephone (030 253 9986) or e-mail (ucu.landlord@uu.nl). A final inventory check will be completed when you move out, and you will be held accountable for any damage to the furniture or the room itself, and for any missing items. All students sharing a unit have joint responsibility for the items and furniture in the living room and other shared areas.
A Few Important Rules

1. **Fire Safety**
   Although we respect your privacy, University College Utrecht staff does have to check the units to make sure all fire and safety regulations are met. Neither University College nor the Landlord comes into your room or unit without prior notification.

2. **Cleaning**
   You are required to clean your own room and – together with the other students – the shared areas in your unit. The latter includes the hallway(s), the bathroom(s), the living room, kitchenette and the washer & dryer facilities. Some cleaning equipment (see inventory) is provided in each house.

3. **Smoking**
   Smoking is prohibited in all campus buildings. The only places where smoking is allowed are designated student units. These rooms will be clearly indicated, and you have already indicated your preference for a smoking or non-smoking unit on the Housing Questionnaire Form. Smoking is not allowed in any of the living rooms of the student residence halls, the Dining Hall, the bar areas, or anywhere in the academic buildings.

4. **Pets**
   It is not permitted to keep pets either inside the University College Utrecht accommodation or on college grounds.

5. **Unit Facilities**
   **Laundry**
   A washer and dryer are available in each building at no additional cost.

   **Kitchen**
   A refrigerator, freezer, combination oven, kettle, and hotplates are available in each kitchen.

   **Telephones**
The student residence halls have no telephones. You are advised to bring a cell phone.

**Wi-fi and network connections**
University College Utrecht has wi-fi everywhere on campus. There are two wireless networks:
- *Eduroam* is the main wireless network. You connect to Eduroam with yoursolisID@soliscom.uu.nl and your Solis password.
- *UU-visitor* is an open network for visitors. Refrain from using this before you have installed Eduroam, as it is very slow.

**Television outlet**
*No* cable outlet is available for a television set.
Campus Life

Life on campus extends beyond the academic buildings! Of the 168 hours in a week you will spend approximately 20 hours in class. The other 148 may be spent studying, sleeping, relaxing, eating, doing sports, and many other activities.

1. Dining Hall Services
The University College Utrecht Dining Hall is run by Sodexo. You can purchase meals with a Sodexo card or a debit card. In Dining Hall you will also find Jazzmans café, where you can enjoy a variety of hot and cold beverages and cakes.

For opening hours of the restaurant please go to https://students.uu.nl/en/university-college-utrecht/practical-information/people-buildings-services/dining-hall. Here you will also find information on the offer. Please note that the Meal Plan offer for 2019-2020 will only be updated later this semester.

University College Utrecht additionally offers kitchen facilities in all student units on campus, where students can cook their own meals.

2. Your Mailing Address
There is a central mail facility in the Dining Hall. All mail – including campus mail – is delivered here, and each student is assigned a mailbox (postbus / P.O. Box). You will be informed of your mailbox address upon arrival. Your mailing address is as follows:

Name
Maupertuusplein 1 – [your mailbox number]
3584 EE Utrecht
The Netherlands

Packages that are too big for your mailbox will be delivered at College Hall, and you will be notified by e-mail if anything has arrived for you. When you have a package sent to you by courier service, it is advisable to write both addresses (both your street address and your mailbox address) on the package.
Please be aware that the postal service cannot and will not deliver mail to the residence halls.

3. UCSA
The University College Student Association (UCSA) represents all University College Utrecht students, and you automatically become a member of this association when starting at University College. The UCSA Board has six elected members: a Chair, Secretary, Treasurer, and three Committee Affairs Officers. The UCSA co-ordinates most of the social, cultural, sporting and other communal activity on campus, and has close working relations with the College management. For more information see: https://ucu.community/

4. Sports and Recreational Facilities
- The University College Utrecht campus has its own sports facilities, including a basketball court, a multi-functional sports field (tennis, soccer, volleyball), and a fitness room. There are also facilities to play table tennis, chess and petanque outside.
- There is a designated arts studio, as well as a music rehearsal room, drama/dance studio and multi-purpose spaces on campus.
- In the reading room/lounge in the Voltaire building you can keep up with current affairs: several international newspapers and magazines are available there.
- There is a silent prayer and meditation room for all religions and practices.
- Different events are staged in the University College Utrecht auditorium, such as lectures and student performances, while different student clubs meet all over campus.

5. Cars
The speed limit on campus is 15 kmh. Parking is available, but cars parked outside the designated areas are subject to city regulations. Please be aware that the car entrance is closed between 1:00am and 7:00am, 7 days a week.
Support

Once you arrive on campus, you will discover many people are willing to help you with questions or difficulties that may arise. Here is an overview of the kind of support you can find:

1. Tutorial System
Each student is assigned a personal tutor. Your tutor will guide you in planning your curriculum at University College Utrecht, monitor your academic progress and provide all-round support and advice if needed. A first meeting with your tutor will be scheduled during Introduction Week.

2. Student Life Officer
Located in College Hall, the Student Life Officer, Mark Baldwin, is there to support you with social and personal matters, welfare, new campus activities, University College Utrecht scholarships, and community engagement.

3. Wellbeing Team
This is a student-led initiative whose aim is to increase the general wellbeing of the student body of University College Utrecht by stimulating awareness, empowering students, and promoting a sense of community. They organize a Peer Support group which enables students to seek advice, support, and referrals from individuals similar to them in age, social, and educational contexts. It allows them to talk about any issues or concerns that may be on their mind, and speak to someone outside of their immediate friend group, unit mates, or family; thus receiving an outside perspective that still closely understands issues specific to University College Utrecht.

4. ICT Problems
If you encounter problems with the ICT facilities you should go to the reception at College Hall. They will be able to help you or refer you to the appropriate person. University College Utrecht’s ICT manager is Michiel Ruijgrok (M.S.Ruijgrok@uu.nl). For more help from outside University College Utrecht, check this link. http://students.uu.nl/en/practical-information/it-facilities
5. **Landlord**
   If there are any problems or questions regarding your room or unit once you are on campus (such as a broken table or no hot water), you can contact the Landlord on campus. The office is located downstairs in Dining Hall. Office hours are on weekdays from 08:30 until 12:00, unless indicated otherwise. He can also be reached by telephone (030 253 9986) or e-mail (ucu.landlord@uu.nl)

6. **Housemaster**
   University College Utrecht’s Housemaster is mainly responsible for the academic buildings on campus (not student housing). His office is in Dining Hall (ground floor), but as he is busy around campus most of the time he can most easily be reached by e-mail (ucu.housemaster@uu.nl).

7. **University College Utrecht Staff**
   The University College Utrecht staff will always gladly assist you if you have any questions. Please visit the College Hall Reception (weekdays from 09:00 – 17:00) or call +31 (0)30 253 9900. They can direct you to the right person.
City of Utrecht

Utrecht has 334,000 inhabitants and is the fourth largest city in the Netherlands. Its location in the center of the country makes it an important crossroads for travelers and businesses. Many trade shows, conventions and festivals take place in Utrecht each year. The historic city center with its canals and wharves offers countless opportunities, equally appealing to those who like to visit a museum or spend an afternoon sitting on one of the many terraces along the canal.

Utrecht’s central location also means that you can easily visit the other three major cities in the Netherlands: Amsterdam (30 minutes by train), Rotterdam (40 min.) and The Hague (40 min.). However, if you prefer to leave the hustle and bustle of the city behind you, you can just hop on your bike and within 5 minutes you will be in the rural estate ‘Amelisweerd – Rhijnauwen’ with its waterways, meadows and wooded areas.
Room Inventory

1. Individual room:
   - Table (120x80 cm)
   - Desk chair
   - Desk lamp
   - Waste basket
   - Bed
   - Mattress (220X90 cm)
   - Mattress cover
   - Cupboard with shelves and hanging room
   - Bookcase
   - Ceiling lamp
   - Curtains

2. Living room:
   - Couch(es)
   - Comfortable Chairs
   - Low table(s)
   - High table(s)
   - Chairs
   - Lamps
   - Refrigerator
   - Freezer
   - Combination oven
   - Cooker hood
   - Hot plate(s)
   - Electric kettle
   - Trash can
   - Blinds

3. Other:
   - Washing machine (available in some units, otherwise in the general laundry)
   - Dryer (available in some units, otherwise in the general laundry)
   - Sanitary Articles
     - e.g. toilet paper holders, waste baskets
• Cleaning equipment
  o vacuum cleaner, bucket, mop
• Fire extinguisher(s)
• Fire alarm(s)

* Bedding: apart from the mattress, no bedding is available in your room. However, you can buy a bedding package from the Landlord when you check in. For details see the section Campus facilities / Bedding package