EXPAT INFORMATION DOCUMENT

Working & living in the Netherlands

Employment conditions, practical guidance, and a step-by-step plan for your residence permit, citizen service number, and the Expat Scheme

SUMMARY OF TERMS OF EMPLOYMENT AND HELPFUL INFORMATION FOR EXPATS

This document summarises NIOZ's main employment conditions, derived from the collective labour agreement for research institutes 2025-2026 and the NWO implementing regulations 2026.

This document contains relevant information for expats about living in the Netherlands and a step-by-step plan to obtain a residence permit and citizen service number, and apply for the Expat Scheme (30% Facility).

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01 Employment conditions summary

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Salary & allowances

NWO-I, the NWO institute organisation, pays its salaries on or around the 23rd day of each month. Part of the income is deducted for unemployment benefits, disability, and income tax. The holiday allowance is **8%** of the gross annual income, paid in May of the relevant year. The end-of-year bonus amounts to **8.33%** of the gross yearly income, paid in December of the appropriate year.

02

Pension regulations

The ABP Pension Fund regulations apply to all employees at NIOZ.

01

Employment conditions summary

338

HOURS LEAVE / YEAR

Leave

Full-time (40 hrs/week) employees receive 338 hours of leave per year: 160 statutory + 178 non-statutory hours.

NIOZ is closed on Dutch public holidays — New Year's Day, Easter Monday, King's Day, Liberation Day, Ascension Day, Whit Monday, Christmas Day and Boxing Day — with no leave deducted.

NIOZ is also closed on a number of institute-wide days each year, partly for sustainability reasons. These dates are set annually by the institute in consultation with the Works Council and are communicated via the Intranet. Employees are required to take leave hours on these days.

01 Employment conditions summary

AVOM — tailor-made terms

Use your non-statutory leave hours flexibly: pay out up to **120 hrs**/year, or purchase up to **80 extra hrs**/year, both based on full-time employment. Once every five years, use AVOM to buy a commuter bicycle (up to **€2,000** deducted from gross wage or leave hours) if you cycle more than half your commuting days. Apply via the Youforce.

Relocation costs

In some situations, NIOZ compensates relocation costs, subject to certain conditions set out in the NWO Implementing Regulations. Contact your HR Advisor for details.

Temporary accommodation allowance

If the employer deems daily commuting not reasonably possible and the employee maintains another residence, the NWO Implementing Regulations describe specific guidelines. Contact your HR Advisor to apply for compensation for a temporary stay in the Netherlands.

02 Important matters at NIOZ

1

Municipal registration

As a European citizen settling in the Netherlands, you must register with a municipality (e.g. the town hall in Den Burg on Texel, or in Reimerswaal for Yerseke) and request a BSN (citizen service number). Registration is in person — book your appointment during your first week, as the process takes time.

2

Citizen service number

After registration, your BSN (a unique ID for contacting the Dutch government) typically arrives in about **two weeks**. You need it to open a bank account, apply for health insurance, and apply for the Expat Scheme.

3

Dutch bank account

Open a Dutch bank account as soon as you have your BSN number this is needed to receive your salary. Apply in person or online with your passport, BSN, and proof of Dutch address (e.g. rental contract).

Expat Scheme for incoming employees

When you come to work in the Netherlands from abroad, additional costs may arise, also called extra-territorial costs. The government compensates for these costs, and you can claim this scheme under certain conditions. NIOZ can support you in this procedure. NIOZ and the employee can jointly apply to the Tax Office to compensate the extra-territorial costs. The Tax Office's decision applies for a maximum of five years. This scheme is known as the Expat Scheme. If you are eligible, you do not have to provide proof of the costs.

To start the application procedure for the Expat Scheme, you need documentation to prove that "the employee has lived more than 16 months before the start of the contract a distance of more than 150 kilometres from the Dutch border".

Expat Scheme— documents required

To complete your application for the expat scheme, we need, among other things, one of the items listed below. You are free to choose which one.

- Proof of registration and deregistration from the Personal Records Database at the municipality
- A rental contract and proof that you paid rent from your bank account in the last 17 months
- An invoice from your energy supplier in the previous 17 months
- An overview of your bank transfers over the previous 17 months

02 Expat Scheme— application notes

NIOZ will submit the application for this scheme. Please note that we can only apply for the Expat Scheme if you have a citizen service number. The NIOZ cannot guarantee that the 30% Facility is approved. That decision lies with the Dutch Tax and Customs Administration and is subject to strict conditions.

Please note that: the Expat Scheme can generally be applied retroactively to the employee's start date, provided that the application is submitted within the statutory application period. However, if an employee starts employment in November or December and the application is submitted in the following calendar year, the Dutch Tax Authorities do not apply the Expat Scheme retroactively to the original start date. In such cases, the ruling takes effect on 1 January of the new calendar year. To avoid losing part of the tax benefit, employees are advised to submit the application as soon as possible after starting employment.

If the application is submitted within four months, the expat scheme takes effect retroactively. If the application is submitted after four months, it can still be processed, but the scheme will not apply retroactively.

02 Important matters at NIOZ

Health insurance

Health insurance is mandatory for everyone who lives or works in the Netherlands. At NIOZ, you can opt for collective health insurance with health insurers Menzis and VGZ, both of which have an English-language website. You can request your health insurance online if you have a citizen service number. By using the specific number for NIOZ employees (Menzis: 20337, VGZ: 87711039), you can calculate your monthly premium, including the corresponding discount. The collective discount applies only to supplementary insurance. Visit the Zorgwijzer website to compare prices and premiums of Dutch health insurance providers. Selecting appropriate health insurance is a crucial step towards adequate health care coverage during your stay in the Netherlands.

Register with a local general practitioner (huisarts) and dentist as soon as possible after registering with the municipality (gemeente). Always see your general practitioner first before receiving specialist care. In a life-threatening situation, call 112.
Video: An introduction to the Dutch healthcare system

02 Important matters at NIOZ

Learning Dutch

NIOZ provides the opportunity to take Dutch lessons. These lessons are offered in the form of in-company sessions that you can attend in person or online. They are suitable for beginners, semi-advanced and advanced participants. You can request Dutch lessons via the NIOZ Academy, where you can get more information about the available lessons and learning opportunities. Taking Dutch lessons contributes to effective integration and communication during your stay in the Netherlands.

03 Housing & residence permit

Housing

If you need to find a (rental) home, we can recommend the platforms Funda and Pararius. These websites offer an extensive range of homes. If you are specifically looking for accommodation on Texel, you can visit the Campus de Potvis website. For more information about available rooms or renting a room, please submit a request via their site. For accommodation in Yerseke, we can refer you to **Guesthouse De Kêête**. You can contact Jan Megens at jan.megens@nioz.nl for more information on available rooms in this guesthouse.

03 Housing & residence permit

Living in the Netherlands

Visit the website "I am expat" for detailed information on living in the Netherlands. This source provides insight into various aspects of life in the Netherlands, including Dutch holidays, the health care system, and the school system. The website offers valuable information to help you navigate the different aspects of daily life and culture in the Netherlands.

03 Housing & residence permit

IND

Residence permit

People who do not have a passport from a country in the European Union need a residence permit to work in the Netherlands. NIOZ is an accredited referee for the Immigration and Naturalisation Service (IND). If you have been offered employment and a start date has been determined, we will start the application procedure for your residence permit. An HR advisor will contact you will contact you to discuss the necessary documentation and complete the request successfully.

If the Dutch Tax and Customs Administration approves the request for the Expat Scheme, and if NIOZ has paid the legal costs for your residence permit (and that of your family members), these costs will be offset against your salary. You must sign the additional Expat Scheme document and the employment contract for this. NIOZ is taking the necessary steps to handle the administrative aspects of the residence permit and the Expat Scheme.

04

Step-by-step guidance

Residence permit → citizen service number (BSN) → Expat Scheme

1. **IND documentation**
2. **Intent & biometrics**
3. **Permit issued**
4. **Municipality & BSN**
5. **Expat Scheme**

05 Driving license

Expats can continue using their foreign driving licence for a limited period after arriving, ranging from six months to 15 years depending on the country of issue.

EU/EEA driving licence
Licences issued before January 19, 2013 remain valid for 10 years from issue (or two extra years from municipal registration if already over nine years old). Licences issued after that date are valid for up to 15 years. Once validity ends, you must apply for a Dutch driving licence.

Non-EU/EEA driving licence
Licences are valid for 185 days from municipal registration. After that, you need a Dutch licence, either by exchange or by taking the Dutch driving exams, depending on whether your country has an agreement with the Netherlands. If you don't apply within the 185 days, you'll need to take the exams regardless of any agreement.

If you'd like to know more about your driving licence, please read the following website for a detailed description:
Exchanging a foreign driving licence | RDW

06

Family, kids and pets

Partner

If you move to the Netherlands from another country, the relocation costs scheme applies to you too. If you relocate together with your partner or family, their travel costs will be reimbursed as well. This covers the travel costs of your partner and of any children who are part of your household.

Your partner is also welcome to join the Dutch course!

On Texel, you will mostly find jobs in hospitality, logistics and retail. There is also plenty of seasonal work, especially in hospitality and tourism, from Easter to October. Many of the vacancies on the island are at vocational (MBO) level or lower. Jobs for professionals, are also available, but there are fewer of them.

Is your partner looking for work in a specific sector? Then we recommend taking plenty of time to find the right job.

06

Family, kids and pets

Dutch school system

All children in the Netherlands attend similar primary schools until age 12. After that, they go to one of three secondary school levels: VMBO (4 years, leads to vocational training), HAVO (5 years, leads to a university of applied sciences) or VWO (6 years, leads to university). The government funds primary, secondary, vocational and higher education in the Netherlands to ensure that it is accessible to all. Education is therefore mostly free. However, students and their families are usually required to pay some additional fees.

Children up to four years old can be looked after in a daycare centre (kinderdagverblijf) Daycare centres in the Netherlands are professionally run and employ fully qualified childcare staff. All childcare centres must comply with a strict standard of quality according to Dutch law. There are often long waiting lists for spots in daycare centres so it is best to register your child as early as possible (which may be before it is even born). You should also consider registering with more than one centre until you get a spot.

06 Family, kids and pets

Pets

If you are planning to bring your pet with you to the Netherlands, it's worth planning well in advance, as the entire process can take up to five months. Note that it is not possible to bring more than five pets to the Netherlands; otherwise, you will need to follow the rules for the commercial movement of animals.

Bringing pets to the Netherlands from inside the EU

- Owners of cats, dogs and ferrets that are relocating to the Netherlands from inside the EU must adhere to the following requirements:
- Your pet must be at least 15 weeks old
- Your pet must be vaccinated against rabies at 12 weeks of age
- After your pet has been vaccinated against rabies, you must wait 21 days before bringing it to the Netherlands
- Your pet must be microchipped
- Your pet needs an EU pet passport, issued by a veterinarian, containing details of the pet and owner, a confirmation of rabies vaccination and details of their microchip

Extra requirements for pets from outside the EU

Are you bringing your pet to the Netherlands from outside the EU? Then some extra requirements apply. The exact process depends on your country's rabies risk level. You can find a list of low-risk countries on the EU website. If your country is not on the list, it is considered high risk.

If you are coming from a low-risk country

You must meet all the requirements above. You also need to provide:
A health certificate issued by an official veterinarian of the authority
An owner's declaration form, completed by you as the owner and/or the person travelling with the pet

If you are coming from a high-risk country

You must meet all the requirements above. You need to provide one more thing: a blood test that proves your pet's rabies vaccination is effective. The blood must be taken at least 30 days after vaccination and at least three months before you travel.

NIOZ offers an allowance of €250 towards the costs of bringing and relocating your pets. This amount applies regardless of how many pets you have.

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DigiD

DigiD (Digital Identification) is a form of online ID that allows you to access many services and government websites in the Netherlands. It’s like a digital version of your passport or driving licence. The DigiD consists of a username and password that are linked to your personal citizen service number (BSN).

You need a DigiD to do your administration online in the Netherlands. This includes doing your taxes, applying for benefits and allowances, checking your pension, and many other actions.

You can request a DigiD for free on the DigiD website by clicking the button that says "apply". The online application form is relatively simple and available in English. Before you start, make sure that you have your BSN, the address where you are registered, and your mobile phone to hand. Click "Apply via the application form" and follow this step-by-step guide.



Questions about your move to the Netherlands?

Contact your HR advisor
Or contact the HRM department — hrm@nioz.nl