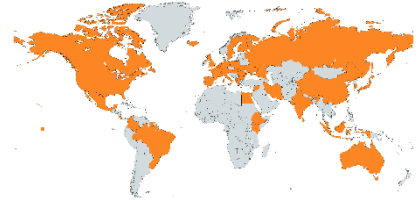


## Welcome new colleague!

Since the opening of the Princess Máxima Center in June 2018, the number of international staff, especially the Research department, has grown enormously. At the Máxima we currently have staff from more than **42 different nationalities** (see world map).

*Last updated: December 1<sup>st</sup>, 2022.*



In this document you will find important practical matters for you as a new international employee before moving to the Netherlands and before you start to work at our center.

The **MáximaWijzer** (separate document) is our personnel manual and intended to familiarize new employees of the Princess Máxima Center with our organization. The MáximaWijzer provides insight into the daily practice of working towards our mission to *cure every child with cancer, with optimal quality of life*. It is also a guide for employees to find general information and provides an overview of the rights and obligations that apply to all employees.

Useful websites (recommended):

- For more information on the Netherlands' **government**, laws, rules and regulations about a variety of topics: [www.government.nl](http://www.government.nl). There is separate part on this website about [immigration to the Netherlands](#).
- You can read more in the information about '[Coming to work in the Netherlands](#)' from the Immigration and Naturalization Service (IND).
- [International Staff - Utrecht University \(uu.nl\)](#): Information for **PhD students** like living in the Netherlands (costs of living, taxes, pension) prepare your stay (checklist, financial matters) etc.
- We advise you to take a look at the website of [International Welcome Centre Utrecht Region \(IWCUR\)](#), they help you with essential information about living, working, studying and discovering Utrecht.

Other useful websites:

- [Welcome to NL - Welcomes International Talent](#): Here you can find more information about working and living in the Netherlands and immigration, a **relocation app** and how to find your way in the Netherlands.
- [Expatica Netherlands](#): information about moving to and living in the Netherlands, education, finances, healthcare, housing, working, lifestyle and an [article about the costs of living in the Netherlands](#).
- [Home at ACCESS](#): is a platform managed by volunteers, who moved to the Netherlands themselves, who answers to questions about moving to and living in the Netherlands. Topics about relocating, housing, education, healthcare and living.
- [FactCards](#): All about a career in academia, research and science in the Netherlands. With handy fact cards about for example '**20 things you need to know**', bringing family, before arrival, first days and weeks in the Netherlands.

Do you have additional questions? You can always contact your future manager or HR Support (+31 6 2571 0016 or [HRSupport@prinsesmaximacentrum.nl](mailto:HRSupport@prinsesmaximacentrum.nl)).

We hope you enjoy your work at the Princess Máxima Center!

*Do you miss important information on this page? HR Support appreciates to hear from you!*

## Subjects

<b>Before arriving in the Netherlands</b> .....	<b>3</b>
Work and residence permit .....	3
Housing .....	3
Appointment at the municipality (BSN) .....	5
Translate and legalize official documents .....	6
Buddy program for internationals .....	6
Also good to remember or arrange .....	6
<b>After arriving in the Netherlands</b> .....	<b>7</b>
Register at the municipality (BSN) .....	7
Open bank account (IBAN).....	7
Health insurance .....	8
Other Insurances.....	9
Also good to remember or arrange .....	9
<b>First day at the Máxima</b> .....	<b>9</b>
<b>Other topics</b> .....	<b>10</b>
Dutch public transport system.....	10
Bicycle and biking in the Netherlands.....	11
30% ruling .....	12
Covid-19 in the Netherlands .....	12
<b>Communities at the Princess Máxima Center</b> .....	<b>13</b>
Máxima International Community (MIC) .....	13
Princess Máxima PhD-students (PriMá PhD) .....	13

## Before arriving in the Netherlands

Before arriving in the Netherlands, you need to arrange at least the following things:

- Arrange a **Work and residence permit** (if applicable).
- Find (temporary) **Housing**.
- Make an **Appointment at the municipality (BSN)** for your social security number (BSN).
- **Translate and legalize official documents** (if applicable).
- If you want, apply for our **Buddy program for internationals**.

[Checklist moving to the Netherlands](#) | [Netherlands Worldwide](#)

### Work and residence permit

To work and live in the Netherlands you will probably need a work and residence permit, except for European citizens. Our **Immigration & Expat Officer** can advise you with all that is mandatory for your personal situation and help with the application process.

**Note:** If you already living and working in the Netherlands and have a permit, please contact our Immigration & Expat Officer to check if changes need to be made.

Which permit you will need, depends on your personal situation:

- What is your nationality?
- Where do you live at this moment?
- How long are you staying in the Netherlands?
- What type of contract do you have?
- What is your job position?
- Who is traveling with you?

**TIP!** We advise you to book your flight *after* the application process for you permit or visa is finished.

You can read more in the information about '[Coming to work in the Netherlands](#)' from the Immigration and Naturalization Service (IND).

### Contact

If you have additional questions, need advice or start your application process, please contact our Immigration & Expat Officer, Rico Göbel - +31 6 2853 7832 - [e.g.m.gobel@prinsesmaximacentrum.nl](mailto:e.g.m.gobel@prinsesmaximacentrum.nl)

### Housing

In the Netherlands, and specifically in bigger cities like Utrecht, there is a housing shortage. So, we recommend starting to look for housing as soon as possible. The **Máxima International Community (MIC)** and HR try to help and support our employees with finding suitable housing such as apartment and/or a temporary room.

Please note: The Máxima only provides support, the employee is responsible for finding housing, making arrangements and signing (rental) agreements.

### General information about renting a house in the Netherlands.

There are two renting options available in the Netherlands: social housing (*'sociale huurwoning'*) and the private sector (*'vrije sector'*). Social housing generally has long waiting lists, so most international arrivals rent in the private sector. As a tenant, you are protected under the Rent Act (*'Huurwet'*), which means the rental accommodation must meet certain criteria, and that both landlords and tenants must follow certain rules. If things do not go as planned, you are able to fall back on the rules listed in your renting contract, which often include issues regarding deposits, rent, maintenance and service charges.

In the Netherlands is a difference between fully furnished (*'Gemeubileerd'*), partially furnished (*'Gestoffeerd'*) and unfurnished housing (*'Kaal opgeleverd'*). In most cases housing will be offered as partially furnished. You can expect things like a floor, curtains and kitchen utilities. When housing is offered fully furnished you can expect basic furniture and most of the times linen and basic kitchenware. In some cases, the housing is offered totally empty and unfurnished then you can expect no floors, curtains, no painted walls etc.

When renting a house in the Netherlands, you might be eligible for a subsidy on your rental costs, known as *'huurtoeslag'*, if you meet certain criteria. You can read more on the website of the *'Belastingdienst'*, the Tax and Customs Administration of the Netherlands).

**TIP!** If you're looking for furniture for your new home, you can check *'woonboulevard'* (an area with a lot of furniture shops close together, like the IKEA) but also buy second hand furniture and house hold on websites like [Marktplaats](#) or pick up free furniture at websites like [www.gratisaftehalen.nl](http://www.gratisaftehalen.nl) or [www.gratisoptehalen.nl](http://www.gratisoptehalen.nl). On our intranet Join (you'll get access after you start working), there is also a group 'demand/supply' where colleagues can offer stuff.

More information and useful links:

- [Find out about options for housing in Utrecht | Utrecht Region.](#)
- [Buying or renting a house or apartment - Welcome to NL \(welcome-to-nl.nl\).](#)
- [Housing in the Netherlands | Expatica Netherlands.](#)

### Apartment

We aim to help international employees in finding suitable housing together with a rental agency, who offers mostly 2 or 3 room apartments, for a minimum of 12 months. These apartments are 45 m2 to over 100 m2 within a price range of € 750,- and € 1.200,- per month (excluding service costs). This is an average price for similar housing in Utrecht. These apartments have a waiting list and an income requirement (monthly income is at least 3- or 4-times monthly rent). You can sign up for this waiting list: [Housing@prinsesmaximacentrum.nl](mailto:Housing@prinsesmaximacentrum.nl)

Other useful links:

- [Reserved housing for international PhDs - Utrecht University \(uu.nl\).](#)
- [WoningNet Regio Utrecht.](#)
- [Ikwilhuren.nu](http://Ikwilhuren.nu): More permanent apartments/studios in Utrecht.
- [Home - Socius \(sociuswonen.nl\).](http://Home - Socius (sociuswonen.nl))
- [Houses and Apartments For Rent in Utrecht \(onlyexpats.nl\).](#)
- [SabbaticalHomes Home Rentals, Exchanges and Sitting](#) – A community of academics, writers, artists and friends who provide temporary home rentals and home exchanges.
- Sign up for different Facebook groups (i.e., Houses for rent Utrecht, Find a room(mate) or house in Utrecht, Utrecht housing and rooms, Utrecht Internationals etc.).

### Temporarily housing / short stay / student housing

With our partner hospital, UMC Utrecht, we aim to help our international students and researchers find temporary accommodation (maximum of 6 months). This room is offered fully furnished (including linen). The building in the center of Utrecht contains 50 rooms of varying sizes (9m<sup>2</sup> - 18m<sup>2</sup>) for rent between € 277 and € 490 per month. This way you can easily settle down and have time to look for a more permanent place. Please note that there often is a long waiting list for these rooms. You can sign up for this waiting list: [Housing@prinsesmaximacentrum.nl](mailto:Housing@prinsesmaximacentrum.nl)

Other useful links:

- [Find short-stay apartments in Utrecht | Utrecht Region.](#)
- [Tips to help you find student housing in Utrecht | Utrecht Region.](#)
- [Utrecht International Students | Facebook](#) – And follow more Facebook groups for housing in Utrecht.
- [Holland2stay](#): Fully furnished studios and apartments (price range € 950 - € 1.200 per month).
- [HospiHousing](#): Hospi Housing will put you in touch with a landlady or host family.
- [The Fizz](#): Student housing in Utrecht.
- [SSH](#): Apartments or Short Stay (max. 12 months) for students, fully furnished.
- [Canvas - Student living](#) Apartments or Short Stay for students, fully furnished.
- [Home - Socius \(sociuswonen.nl\).](#)
- [Airbnb](#): Rent temporary apartments from private owners.
- Sign up for different Facebook groups (i.e., Houses for rent Utrecht, Find a room(mate) or house in Utrecht, Utrecht housing and rooms, Utrecht Internationals etc.)

### Contact

If you could use some extra help, please contact us: [Housing@prinsesmaximacentrum.nl](mailto:Housing@prinsesmaximacentrum.nl)

### Appointment at the municipality (BSN)

When you are going to live and work in the Netherlands, it is mandatory to register with the local municipality ('Gemeente'). There is no charge for this. Once you've registered in the resident's database (BRP) of the municipality, you'll also receive your citizen service number ('Burgerservicenummer' – BSN). You'll need your BSN for example for working, to open a bank account, taxes and your health insurance.

Our Immigration & Expat Officer can help you to make an appointment at your local municipality. Some municipalities have a busy schedule, therefore it can take a while before you'll have your appointment. We advise you to make an appointment as soon as possible. To make an appointment you'll need the following information:

- Your (temporary) address in the Netherlands.
- When you're planning to arrive in the Netherlands.

### Contact

If you have additional questions or make an appointment at the municipality, please contact our Immigration & Expat Officer, Rico Göbel - +31 6 2853 7832 - [e.g.m.gobel@prinsesmaximacentrum.nl](mailto:e.g.m.gobel@prinsesmaximacentrum.nl)

More information:

- [Registering with the municipality | Personal data | Government.nl](#)
- [Registration in the Netherlands \(iamexpat.nl\)](#)
- [Register in Utrecht Region](#) – Only applicable if you are (planning) to live in Utrecht.

## Translate and legalize official documents

The government, municipality or other organizations will only accept official documents in Dutch, English, French or German. Other languages need to be translated and legalized. For example, birth certificate, marriage or partnership certificate, diplomas/degrees etc.

**Note:** Legalization can take a lot of time, so make sure to start the process early on.

More information:

- [Translation and legalization of documents | IND](#)
- [Legalization of foreign documents for use in the Netherlands | Netherlands Worldwide](#)

### Contact

If you have additional questions, please contact our Immigration & Expat Officer, Rico Göbel - +31 6 2853 7832 - [e.g.m.gobel@prinsesmaximacentrum.nl](mailto:e.g.m.gobel@prinsesmaximacentrum.nl)

## Buddy program for internationals

Starting a new job can bring up a lot of questions and sometimes worries, especially when you come to the Netherlands from another country. To make things a bit easier, the **Máxima International Community (MIC)** has set up a buddy program, especially for new international employees.

This buddy program consists of a community of employees, which can help offer you a sense of support. The idea is that you will be matched with a buddy (a fellow international Máxima employee) which you can contact before moving and start working. But also, after starting at the Máxima can you meet informally over a cup of coffee or tea and discuss navigating life in the Netherlands.

In the first weeks to months, many questions and issues are likely to arise. A buddy is just one additional person to add to your support system. Taking part in this buddy program is completely optional, if you do not need one that is also fine. If you choose to have a buddy, it will be up to you and your colleague to determine how often you will meet or have contact.

If you are interested in having a buddy, please send an email to [MICCommunity@prinsesmaximacentrum.nl](mailto:MICCommunity@prinsesmaximacentrum.nl). Our team will try to find you a buddy and connect you to them in the weeks before you arrive.

## Also good to remember or arrange

If applicable, a few topics to keep in mind to take care of:

- Recognition of qualifications or credentials.
- Arrange the import of your furniture and other belongings.
- For your child(ren), if applicable:
  - Arrange childcare and/or school for your child(ren).
  - Vaccinations: [National Immunization Programme | RIVM](#).

## After arriving in the Netherlands

After arriving in the Netherlands, you need to arrange at least the following things:

- Register at the municipality (BSN)
- Open bank account (IBAN) – You'll need a BSN to arrange
- Arrange Health insurance – You'll need a BSN to arrange
- If you want, arrange Other Insurances – You'll need a BSN to arrange

Useful checklist for moving to the Netherlands:

- [What do I need to arrange if I am moving to the Netherlands? | Government.nl](#)
- [Checklist moving to the Netherlands | Netherlands Worldwide](#)

### Register at the municipality (BSN)

Once you have arrived in the Netherlands, it is mandatory to sign up with the municipality for your BSN (citizen service number) formally within **5 days**. Please note, in some cities it will take some time to make an appointment with the municipality, therefore it is not always possible to register within 5 days. This won't be an issue. Our Immigration & Expat Officer will help you with this.

What to bring to the appointment?

- A valid passport or ID card for each person that needs to be registered.
- Your **Work and residence permit**, if applicable.
- Certified copy of your birth certificate.
- Certified marriage or partnership certificate, if applicable.
- A rental or purchase contract for your home or a completed form for temporary registration.

**Note:** The municipality only accepts official documents in Dutch, English, French or German. Other languages need to be translated and legalized. Read more: [Translate and legalize official documents](#).

Once you have your BSN, the HR department of the Máxima needs to know this for your personnel file and salary payment. You can email this as soon as possible to: [HRsupport@prinsesmaximacentrum.nl](mailto:HRsupport@prinsesmaximacentrum.nl).

More information:

- [Registration in the Netherlands \(iamexpat.nl\)](#)

### Contact

If you have additional questions, please contact our Immigration & Expat Officer, Rico Göbel - +31 6 2853 7832 - [e.g.m.gobel@prinsesmaximacentrum.nl](mailto:e.g.m.gobel@prinsesmaximacentrum.nl)

### Open bank account (IBAN)

Once you have a BSN, you can arrange a Dutch bank account (IBAN). This is important for your salary and the mandatory income taxes. To prevent paying a high amount of taxes, we advise you to upload your IBAN in the HR Portal as soon as possible.

When HR has your BSN and IBAN **before the 8<sup>th</sup> of every month**, we can take this into account for your next salary payment. Once you have started working at the Máxima, you can change it yourself in the HR Portal, your digital personnel file. If you have questions about this, please contact HR Support ([HRsupport@prinsesmaximacentrum.nl](mailto:HRsupport@prinsesmaximacentrum.nl)).

More information:

- [Banking in the Netherlands | Dutch Banks & Opening Accounts \(iamexpat.nl\)](#)
- [Payments and cash withdrawals in the Netherlands - ABN AMRO](#)

### Health insurance

Everyone who lives or works in the Netherlands is **legally obliged** to take out a standard health insurance within **four months** of registering with their local municipality. Children can be insured free through their parents' health insurance until they reach the age of 18. Healthcare in the Netherlands ranks among the best in the world; however, it may be organized differently than what you are used to.

**TIP!** To get a sense of how it all works, you can watch a useful [video](#), download the '[Healthcare in the Netherlands](#)' or '[Helping you navigate](#)' brochure. Learn more about health insurance by visiting the [website](#) of the Dutch government and also read more about [Healthcare for internationals \(H4I\)](#).

### First steps

Once you have settled into your new home, we advise you to take the following steps to gain healthcare access.

1. Register with your municipality to receive a citizen service number (BSN).
2. Arrange Dutch health insurance for you and your family members.
3. Register with a general practitioner (GP) in your area, even if you do not immediately need a doctor.

### Health insurance companies

There are many health insurance companies ('*zorgverzekeraars*') to choose from. If you wish, you can change insurers annually, at the end of the year. There is a **basic health insurance**, decided on by the government, and all health insurance companies must offer this essential plan without exception. If you would like to go beyond the basics, **additional insurance** can be taken out for healthcare such as dentistry, physiotherapy and various holistic therapies.

### Compare & Select

Use the [Zorqwijzer comparison tool](#) to filter and compare quickly the most health insurance, both basic and additional insurances.

The Máxima offers you to participate in the **collective health insurance** by the company IZZ. You can apply for this collective health insurance through the [IZZ website](#). The Princess Máxima Center is registered as an employer under number **16415**. The premium will be deducted from your salary.

### Hospitals and GPs

There is very little difference between private and public hospitals in the Netherlands. Both offer high standards of care. Keep in mind that you generally **cannot see a specialist without obtaining a referral from a GP ('huisarts')**. It is therefore important to **register with a GP shortly after arriving in the Netherlands**. In most cases, you will need to register with a GP that is no more than **15 minutes travel distance** from your home.



The emergency telephone number in the Netherlands is: 112.

### Other Insurances

Besides the mandatory healthcare insurance, you can also opt for other insurance. The most common forms of insurance are:

- Home/household insurance (*'inboedelverzekering'*)
- Residential insurance, in case you bought a house (*'opstalverzekering'*)
- Liability insurance (*'aansprakelijkheidsverzekering'*)
- Motor vehicle insurance, mandatory in case you have a car (*'motorrijtuigenverzekering'* or *'autoverzekering'*).
- Travel insurance (*'reisverzekering'*)

If you want to compare the different insurance companies, costs and conditions you can use a comparison tools like [Independenr.nl](https://www.independenr.nl) or [InShared.nl](https://www.inshared.nl). Unfortunately, these tools are not (yet) available in English. So, for now you can use Google Translate.

### Also good to remember or arrange

If applicable, a few topics to keep in mind to take care of:

- Applying for **Digital Identification** (DigiD) which gives you access to many services and government websites. This is needed for doing taxes, applying for benefits, healthcare insurance companies etc.
  - [DigiD in the Netherlands | What it is & How to apply for it \(iamexpat.nl\)](#)
  - [DigiD | Home English](#)
- Valid **driving license** in the Netherlands:
  - [Government.nl](#)
  - [Iamexpat.nl](#)
  - [Driving with a foreign driving license | RDW](#)
- Arrange **internet, television** and/or **mobile phone**.
  - [TV, home phone, and internet in the Netherlands | Expatica – More information](#)
  - [Compare Dutch internetproviders | breedbandwinkel.nl](#)
- Check if you are entitled to receive **benefits** (*'toeslagen'*) for example childcare benefit, housing benefit, healthcare benefit, child budget. [Benefits \(belastingdienst.nl\)](#)
- Familiarize yourself with **Dutch social etiquette** so you can understand the local culture and assimilate into life in the Netherlands. [Dutch etiquette, culture, and social values | Expatica](#)

### First day at the Máxima

Finally! Nice! Exciting! Everything is possible on your first working day at the Princess Máxima Center!

Your first working day is mainly about processing new impressions, finding your way, figuring things out, making arrangements and meeting your new colleagues. To help you prepare, this page contains some practical information to get you started.

Your future manager will let you know at **what time** and **where** you are expected at the Máxima on your first day. Your supervisor or colleague will welcome you and guide you on the first day and start your **onboarding**.

- You will receive an invitation for the **Check-in All**, an introduction day for all employees. This will take place every first Wednesday of each month. If you have a position in Care, you will also receive an invitation for the **Check-in Care** (every first workday of each month). If you have additional questions, please contact [Academy@prinsesmaximacentrum.nl](mailto:Academy@prinsesmaximacentrum.nl)
- A couple of days before your start date, you will receive information about your **account** and **email address**. Until your first day, you do not have to do anything with this information. On the first day you can activate your account with the IT Service desk.
- On the first day you will pick up your **employee badge** and (if applicable for you) **IT items** like a laptop or mobile phone. You can read more about this in the MáximaWijzer.
- In the **HR Portal** you can find your personnel file (personal details, your contract, your pay slips), make changes (home address, contact number, bank account, type of travel costs etc.) and formal request (days off, parental leave, expenses, the bicycle plan, employers statement etc.).
- Our **intranet** is called **Join**. Here you can find the latest Máxima **news**, **facts** and **practicalities**, calendar, chat with colleagues or join different groups (for example: Research All, Máxima International Community (MIC), Prima PhD and maybe your new department/team has his own group).

## Other topics

Other topics that might be interesting for you to read more about:

- [Dutch public transport system](#)
- [Bicycle and biking in the Netherlands](#)
- [30% ruling](#)
- [Covid-19 in the Netherlands](#)

### Dutch public transport system

For many expats arriving in the Netherlands, Dutch transportation means one thing: **the bicycle**. But while the Dutch have created the best cycling infrastructure in the world, there is also a good public transit system.

The local **train** network – operated by **NS** (*'Nederlandse Spoorwegen'*) – covers much of the country and you can move between cities easily. Towns and villages are connected by **bus** links, in larger cities and you will find either a **tram** or a **metro** system (or both). Wherever you are in the Netherlands, you'll be able to use your [OV-chipkaart](#), the national smart-card payment system for public transportation. Read more about paying for public transport in the Netherlands: [Paying for public transport \(OV\): travelling everywhere by Dutch public transport - Holland.com](#).

Disabled travelers are generally well-catered for, and public transport stops and stations are usually near each other. This lets you seamlessly move between transport modes during your journey.

**TIP!** If you want to plan your travel with public transport you can use the website and app: [9292.nl - Travel planner & e-tickets train, bus, metro, tram & boat](#).

### Public transport to the Máxima

When HR asked you to upload the requested documents and information, you could also indicate your preferred type of travel product. Once you indicated that you would be traveling to the Máxima by public transport, you'll receive information from [Forensz](#) (employer login code: **Duurzaam#OV**). You will then receive an **NS Business Card** by post which you can use for commuting. After you have registered yourself via the website, the correct travel product will be selected for you based on your address and number of commuting days. Therefore, it is important that your address is up to date in the HR Portal.

If your address changes or if you want to change your type of travel to mileage *before* you start working at the Máxima, please inform HR about this ([HRsupport@prinsesmaximacentrum.nl](mailto:HRsupport@prinsesmaximacentrum.nl)). *After* you've started working at the Máxima and your address changes or want to change your mileage allowance, you can change this yourself in the HR Portal.

You can read more about our transport and parking policy in the MaximaWijzer. Topics are travel within the Utrecht Science Park, **mileage allowance**, commuting by bicycle, commuting by car, **parking**, public transport etc.

### Bicycle and biking in the Netherlands

The Netherlands is the ultimate biking country! With a flat landscape, short distances, a mild climate and excellent infrastructure, it's no surprise that biking is highly popular for both locals as daily-use and tourists for sightseeing.

**Fun fact:** The Netherlands has over **35,000 km of bicycle paths** and also there are more bikes in the Netherlands than people. A Dutch person cycles an average of **1,000 kilometers a year!** In 2022 Utrecht was named as the **world's most bicycle friendly city**. Not to mention that Utrecht has the **biggest bicycle parking lot** (over 12.500 spaces) in the world and Amsterdam has an underwater parking area.

**TIP!** Within Google maps you can choose your type of transport and select the route by bike. This way you will get the best cycling routes, avoid highways for cars and get an accurate cycling travel time.

### How to get a bike?

So, you have just arrived in the Netherlands, or maybe you have been here a while, and you have noticed that cycling is pretty much the main mode of transport in this small country. But where can you find your own set of wheels? Here are a few options to help get you started:

- **Buy** a bike at your local bike shop. **Second-hand** bikes are also common, especially in bigger cities. But it is not recommended to buy them on the street.
- The Máxima offers a **bike plan** through the **MKSA-ruling**. This way you can buy a new bike with your holiday allowance, end-of-year bonus and/or PLB-hours with a tax benefit. You can read more and apply once you've start working (after one month) at the Máxima on our intranet Join.
- The NS (the local train network) provides '**OV-fietsen**'. These are bikes you can rent easily and for only a couple of euro per day, after using the public transport.
- '**Swapfiets**' is a bike membership. For a fixed monthly fee, you get a *Swapfiets*, and they make sure it always works. Problem along the way? Contact them via the app and they will fix or swap it for a new one in 48 hours or less.
- You can also make use of the **shared electric bikes** from [Tier](#).

- You can also buy or rent a typical **Dutch Cargo Bike** ('*Bakfiets*'). This is a popular bicycle style in the Netherlands for parents with toddlers or young children. The cargo hold area is quiet often equipped with child seats and seat belt restraints. This can also be useful to pick something up on the other side of town. [Cargoroo](#) offers **electric cargo bikes** for rent.

Here you can read a nice blog about the [Do's and don'ts of riding a bicycle in the Netherlands | DutchReview](#).

### **Bicycle parking**

In Utrecht (and other big cities) it is possible to park your bicycle at several public bicycle parking facilities. Here you can park your bicycle free of charge (first 24 hours), in a safe and dry place. It is also possible to borrow a stroller (free) or charge your electric bicycle (free). More information: [Bicycle parking | gemeente Utrecht](#).

### **30% ruling**

If you come to work in the Netherlands from another country, you may incur additional costs, known as extraterritorial costs. This is because, for example, the cost of living here is more expensive than in your country. You can get a tax-free allowance from your employer for these extra costs. But instead, your employer may also choose to pay you 30% of your salary, including compensation, tax-free. This is the 30% rule.

Our Expat & Immigration Officer manages all applications for the 30% ruling by Prinses Maxima Centrum staff. Please [check](#) if you are eligible for the ruling. If you do want to apply, please inform our Immigrations & Expat Officer and we will do so on your behalf. Together with the application form, the tax office will require some documentation. Some documents may require your attention prior to your departure.

### **30% ruling and the Dutch driving license**

You can also exchange your driving license for a Dutch one if you are eligible for the [30% ruling](#), regardless your country of origin. In this case, you should follow the above procedure, but also submit your 30% ruling statement issued by the [Belastingdienst \(Dutch tax office\)](#) to your municipality.

Do you want to read more?

- [Expat tax break to be shortened | Income Tax | Government.nl](#)
- [Can I apply for the 30% facility? \(belastingdienst.nl\)](#)
- [Dutch Income Tax Calculator \(thetax.nl\)](#)
- [Dutchtaxadvice.nl - Netherlands Tax Advisor - Dutch tax advisor](#)

### **Contact**

If you have questions about the 30%-ruling, you can contact Rico Göbel, our Immigration & Expat Officer (+31 6 2853 7832 - [e.g.m.gobel@prinsesmaximacentrum.nl](mailto:e.g.m.gobel@prinsesmaximacentrum.nl)).

### **Covid-19 in the Netherlands**

We advise you to read more about the latest Covid-19 updates, measures and restrictions on the formal websites of the authorities:

- [Coronavirus Covid-19 | Government.nl](#)
- [COVID-19 quarantine and isolation | RIVM](#)

## Communities at the Princess Máxima Center

Within the Máxima we find it important to invest in Diversity and Inclusion. Therefore, there are a number of initiatives and communities within the organization. A little introduction of a few communities:

- [Máxima International Community \(MIC\)](#)
- [Princess Máxima PhD-students \(PriMá PhD\)](#)
- Diversity & Inclusion (D&I)
- Authenticity in science, creating a Community of Excellence (ACE)
- Woman in Care
- *And still growing...*

You can read more about these initiatives and join these groups on our intranet: Join. Once you've started working in the Máxima, you'll get access to this platform.

### Máxima International Community (MIC)

**Máxima International Community (MIC)** aims to create a **community** for all our international staff and raise **awareness** throughout the organization of the international character of our center.

MIC deals with the various projects:

- **Events:** we regularly organize events to bring international colleagues together!
- **Housing:** we try to help our (international) staff find (temporary) housing in and around Utrecht.
- **Buddy program:** New international employees can be paired with Máxima employees who support them before they start at Máxima and in the months after.
- **Language skills:** A certified course to learn Dutch, fully paid for by the Máxima.

In this [video](#): Alexander Eggermont (Board Member), Jan Engelen (former HR Director), Marita Partanen (research group leader) and Camilla Calandrini (PhD Student) discuss the importance of internationalization for the Máxima.

**Contact:** [MICcommunity@prinsesmaximacentrum.nl](mailto:MICcommunity@prinsesmaximacentrum.nl)

### Princess Máxima PhD-students (PriMá PhD)

At the Princess Máxima Center, there is a committee of PhDs aiming to help other PhDs make the most of their time here. The **Princess Máxima (PriMá) PhD** committee organizes the **PhD Buddy program**, where new students are matched as buddies to more senior ones, monthly **'Lunch 'n' Learn'** sessions with interesting guest speakers, and **social activities** such as BBQ's or movie nights. We are excited to get to know you!

**Contact:** [PrimaPhD@PrinsesMaximaCentrum.nl](mailto:PrimaPhD@PrinsesMaximaCentrum.nl)