

Internship Experience Program in

## NETHERLANDS



RUYTERKADE 106 II – 1011 AB – AMSTERDAM  
T: +31(20)4223322 – F: +31(20)4222022 – E: info@stageplaza.nl

## THE NETHERLANDS

The Netherlands is the European part of the Kingdom of the Netherlands, which is formed by the Netherlands, the Netherlands Antilles and Aruba.

The Netherlands is geographically low-lying countries and is therefore popularly known for its windmills and dikes. But also the social tolerance and the policies, concerning drugs, abortion and same-sex marriage are well known all over the world

The official language is Dutch, which is spoken by practically all inhabitants. Another official language is Frisian.

In the Netherlands you will find a temperate climate. This means cool summers and mild winters. Rain is spread evenly over the year. So it is hard to avoid the Dutch drizzle



Stageplaza v.o.f.  
is registered t the Chamber of Commerce in Amsterdam under file:  
33306904 - VAT nr. 8105.25.872.B01

## INTERNSHIP PROGRAM

Would you like to experience your internship in the Netherlands? Stageplaza gives you the opportunity to do that! Stageplaza cooperates with over 3000 companies all over the Netherlands in almost every sector, so we can offer a wide range of placements.

**The Internship Program** is a program with a duration of 3 to 6 months which consists on an internship in a selected Dutch company in any sector. Before starting with the program, participants have the opportunity to attend English and/or Dutch Courses.

The program aims to enrich the participants understanding of the professional course through an internship experience in a Dutch company. Participants immersed in this program will improve their linguistic and communication skills and will depth in their knowledge about working in the Netherlands.

We appreciate that many of the applicants are required to undertake internships in order to complete their education and therefore the **placement must be relevant to their chosen career**. Stageplaza appreciates that each placement is an essential part of your learning program. That is why Stageplaza studies each case one by one and tries to find the company which best suits the wishes of the applicants.

You now have the opportunity to experience first hand how the Dutch workplace and work ethic functions are like. This is your opportunity to contribute to the workplace using prior knowledge, your own culture, enthusiasm and transferable skills.

## WHY AN INTERNSHIP?

This Program is designed to increase the opportunities available to gain work experience while you are a student and to improve your knowledge.

Doing an internship will provide you lots of advantages:

- You will experience the real world of work.
- You can improve your skills and put into the practice everything you have learned during your study.
- You will be given responsibilities what will enable you to react easier to any problem you would find in the future.
- By experiencing an internship you show you are motivated enough to find and keep a job.
- You can experience what you like and do not like. You will be able to determine what kind of job would you like to do in the future.

## WHY GOING ABROAD?

### Why should you consider a foreign internship?

There are many reasons:

- It will introduce you into an adventure you will never forget at the time it gives you the opportunity to gain in depth knowledge of another culture.
- This is also a way of learning or improving a foreign language, which is really valuable in these days.

- By travelling and doing a work experience before you start with a long-term job, you show your future employer that you are enthusiastic, that you are able to react to unusual situations and that you have motivation and initiative enough to be a good member of the company.
- It gives you the opportunity to meet other people, cultures, and lifestyles, which undoubtedly contributes to make you more tolerant, mature and independent.

#### Examples of available internships

- Job Agencies
- Manufacturing
- Multimedia- ICT
- Consulting & Engineering
- Travel Agencies & Congresses
- Import-Export
- Theatre
- Promotion-Publicity
- Social Work
- Administration
- Medical
- Graphic Design

#### Features of the program

- **Airport transfer:**  
A member of Stageplaza will meet you at your arrival point and bring you to your house.
- **Accommodation:**  
Stageplaza can find an accommodation for your stay in Holland.
- **Language training:**  
You will have the opportunity to attend to English or Dutch lessons if required.
- **Coaching and tutoring:**  
A member of Stageplaza will act as your tutor and help you if any problems arise. During your internship you will be coached by a member of the company you will be working for.
- **Internship in a selected Dutch Company:**  
Stageplaza will study your case and your wishes and will try to make contact with the company which best suits you.

**INTERNSHIP PROGRAM:** One consultant of Stageplaza will interview all participants and introduce them to their future employer for the following internship. During the internship, the consultant will visit all participants in the companies to help them with problems as well as to write a report. This report will be made using the information from the employer as well as from the participant. The minimum duration for this program is 3 months and has a maximum of 6 months. Normally Dutch companies take interns on for a period of 5 months.

## LANGUAGE COURSES

Before starting with your internship you will have the opportunity to attend to an English and/or Dutch course to get used to the language you will use during your placement. It is not compulsory to attend this Language Course. Students with a good level of English and/or Dutch will start their placements without taking language lessons.

You will be taught at **Dutch & Such** Language training Centre which is situated in the centre of Amsterdam with modern teaching facilities and easy public transport access. The teacher is Completely bilingual in Dutch and in English. The Dutch & Such method is a solid balance between theory and practice. You will work from a variety of sources. Carefully composed handouts are a key supplement to mainstream course books. The intensive Language Course consist on a minimum of 2 weeks (16 classes) to a maximum of 4 weeks (32 classes) depending on the level and the desires of the participant.(Each class is 90 minutes long). The price of the Language Course includes Handouts and drinks. The price for the Course does not include the books.

**The book for Dutch: Concise Dutch Grammar ISBN 90-01-13799-7 (W.Noordhoff)**  
**The book for English: New Headway Intermediate ISBN 0-19438750-x (Oxford).**

*Note: If your internships are not placed in Amsterdam, there is the possibility to attend to language courses in Rotterdam and in Utrecht. Prices for language courses out of Amsterdam are subject to change.*

## ASSESSMENTS

Participants assessments will be defined by their further employer. It will depend on the department the participant is working for.

### Accommodation

Stageplaza cooperates with a local partner who can offer accommodation in the large city areas, for example in Amsterdam. Normally this company finds accommodation in students apartments. Prices for this accommodation range are between € 200 and € 350 per month. The fee to be paid to our partner organisation is a half month rent that will be paid just the first month.

Stageplaza is continuously trying to offer participants the best service and to make their stay in the Netherlands the best as possible by exploring new alternatives.

Participants enrolled in this program are given details of their accommodation prior to their departure. These include a description of the accommodation, photographs, the address and the location in relation with the company and Stageplaza.

### Salary

The Internship Program is a non-paid program, but in the Netherlands companies usually pay a voluntary salary which is between € 200 and € 400 (sometimes more) per month, depending on the company and the Department.

This program aims to introduce the participant into the day-to-day of a company, and enables the

participant to gain experience not only in the professional field, but also in the personal field.



## FEES AND DATES

Total fees include Tuition, Accommodation, Registration and Enrolment, Internship Placement, Airport pickup and transfer to accommodation, Language orientation, Civil Responsibility insurance, and more. Program advisors provide information and assistance pre-departure and through the program.

Starting Day : Every Monday of the year except holidays.

<b>Compulsory</b>	
Registration Fee	€100
Internship Placements and tutoring	€650
<b>Optional</b>	
Airport Transfer	€40
Accommodation in students apartment	€200- 350
Language Course (Dutch or English) 16 lessons	€218
Language Course (Dutch or English) 32 lessons	€436

## NOTE:

1. The first month a commission of half month rent has to be paid for the accommodation in students apartments.
2. The Registration Fee is a non refundable fee that is made to cover the costs for registration and documentation.
3. The Fee for the Internship Placement and tutoring will be paid only when the participant agree to work for a company.
4. Prices for the Language Courses are designed for a group of 5-6 people. It might change depending on the number of students attending to the course.
5. The schedule of language courses is subject to change.
6. Prices are TAX excluded (19%V.A.T)

## APPLICANTS REQUIREMENTS

There are no special requirements. The program is accessible to participants from all over the world, who are at least 18 years old. EU citizens preferred. Non-

EU citizens needs a work permit (ask the Dutch Embassy in your home country). For exceptions, contact Stageplaza in Amsterdam. Most of the companies prefer motivated, healthy, independent, open minded and flexible people.

## Application

It is possible to start with the Program every Monday of the year except holidays.

## Insurance

- **For Europeans citizens:** You need to bring the E-111 or E-128 forms if you have health insurance under your National Scheme, **NOT** a private insurance. (Ask the social security scheme in your country) .

If you have a private insurance, you will have to check whether or not it provides the necessary international coverage. If it does, you should bring your certificate of insurance and the full coverage details with you.

If your private insurance does not cover you abroad, you will have to take out private health insurance in the Netherlands. If this is your case Stageplaza could take it out for you.

-**For Non-European citizens:** Contact your national scheme before arriving in Holland.



## HOW DOES IT WORK?

- You decided to do your internship through Stageplaza. Great idea!
- First send me an email in which you explain your interest.
- I will contact you and if you decide to do the internships I will send you 3 documents that you have to return to me:
  - **Application Form**
  - **Signed copy of Terms and Conditions**
  - **Copy of your passport.**
- Send alongside these documents your CV (check <http://europass.cedefop.europa.eu/>) and your Motivation Letter. A Motivation Letter must contain a description of your level of education and your working experience related to the internship. As well you should motivate your choice for doing this internship.
- At the time you send all these documents, you will need to cover the **Registration Fee**, and this way, everything will be ready to enrol you in the program.

At the time you send all these documents, you will need to cover the **Registration Fee**, and this way, everything will be ready to enrol you in the program.

*Please note that in the Application Form, you will need to describe what kind of tasks would you like to develop. The more we know, the best we can help you, so the best company we will find. Don't feel afraid of writing a lot, to write too little can cause misunderstandings, and consequently, disappointments (And we don't want a sad face!)*

- Your information will be studied by a qualified consultant of Stageplaza and our partner organization, they will accept or decline your booking. (Depending on the possibilities of placing you in a suitable company for your internship, and on your skills and level of the language)
- The total amount of the program must be covered
- Once your interview has been successful, your adventure is ready to start.
- You have the right to cancel one Work Placement offer, but only for reasonable causes, which will be criticised by a consultant of Stageplaza and our partner organization.
- Once in France, your progress will be followed up and you will always have the help and advise of our partners and Stageplaza.

### **VISA- Extremely important**

For students coming from non-EU countries or those who would normally require a work permit or visa to work in the Netherlands, it is extremely important that they have a full student-visa. To obtain this visa it is vital that the work experience element of the program is well described. Please check all visa requirements with the Dutch consulate.

### **Open a bank-account**

You may find some difficulties in opening an account. We suggest to make enquires with your own bank in your hometown before coming to The Netherlands. It may be possible for your bank to arrange temporary access to your bank account with a subsidiary in the Netherlands. This will ensure that you're able to gain access to any money you earn in Holland. If your own bank is not able to arrange it, these are the steps you need to take once you get in Holland:

- Register your self in the City Hall, give your new address and show your ID or Passport.
- Get your "Sofi Number". The place where you can get your Sofi Number will depend on the place of Holland you will be living in. (Ask Stageplaza where you have to get it).
- Show your ID or Passport and all the documents above in the bank.
- *We recommend you to show your internship contract.*

We recommend Banks such as Rabobank, ING, ABN-Amro and Postbank.

### Payment

All payments are in Euros and have to be fulfilled before the first day of the program. The following methods are recommended: payment by cheque, Bank transfer to **Rabobank** Account n°: **3936.10.411** For international payments **IBAN-** NL50 RABO 0393.6104.11 **BIC-** RABONL2U (banking charges paid by the transferor).

### Cancellations

Up to 20 days prior too the start of the Program we do not charge cancellation fees.  
 Within 20 days before the first day : € 180 .  
 After the beginning of the program Full Fee must be paid, no refund is made.  
 Change of Booking: € 30.

### Certification



Stageplaza.nl

<b>Program</b>	- Internship Experience Program - Paid Hotel and Country Houses Program																	
<b>For whom?</b>	European and Non European citizens 18 years or older , with a basic level of Dutch																	
<b>Type of Placement</b>	<ul style="list-style-type: none"> <li>• Job Agencies</li> <li>• Manufacturing</li> <li>• Multimedia-ICT</li> <li>• Consulting &amp; Engineering</li> <li>• Import-Export</li> <li>• Theatre</li> </ul>	<ul style="list-style-type: none"> <li>• Promotion &amp; Publicity</li> <li>• Social Work</li> <li>• Administration</li> <li>• Medical</li> <li>• Graphic Design</li> </ul>																
<b>Duration</b>	A minimum duration of 3 months to a maximum of 12 months																	
<b>Salaries</b>	Non-paid program, but Dutch companies usually pay trainees an allowance																	
<b>What do WE need?</b>	<ul style="list-style-type: none"> <li>- At least 6 weeks to find the most suitable company</li> <li>- Application form</li> <li>- Full CV (as professional as possible)</li> </ul>	<ul style="list-style-type: none"> <li>- Letter of Motivation</li> <li>- Copy of your Passport</li> <li>- Payment form</li> </ul>																
<b>Fees</b>	<table border="1"> <tr> <td><b>Compulsory</b></td> <td></td> </tr> <tr> <td>Registration Fee</td> <td>100 €</td> </tr> <tr> <td>Internship Placements and tutoring</td> <td>650 €</td> </tr> <tr> <td><b>Optional</b></td> <td></td> </tr> <tr> <td>Airport Transfer</td> <td>40 €</td> </tr> <tr> <td>Accommodation in students apartment</td> <td>200-350 €</td> </tr> <tr> <td>Language Course (Dutch or English) 16 lessons</td> <td>218 €</td> </tr> <tr> <td>Language Course (Dutch or English) 32 lessons</td> <td>436 €</td> </tr> </table>	<b>Compulsory</b>		Registration Fee	100 €	Internship Placements and tutoring	650 €	<b>Optional</b>		Airport Transfer	40 €	Accommodation in students apartment	200-350 €	Language Course (Dutch or English) 16 lessons	218 €	Language Course (Dutch or English) 32 lessons	436 €	
<b>Compulsory</b>																		
Registration Fee	100 €																	
Internship Placements and tutoring	650 €																	
<b>Optional</b>																		
Airport Transfer	40 €																	
Accommodation in students apartment	200-350 €																	
Language Course (Dutch or English) 16 lessons	218 €																	
Language Course (Dutch or English) 32 lessons	436 €																	
<b>Our services</b>	<ul style="list-style-type: none"> <li>- Job Description of the potential internship employer</li> <li>- Phone Interview with the potential employer</li> <li>- Welcoming Pack</li> </ul>	<ul style="list-style-type: none"> <li>- Accommodation (Optional)</li> <li>- Language Courses (Optional)</li> <li>- Airport transfer (Optional)</li> <li>- Monitoring through the placement</li> </ul>																
<b>Insurance</b>	<p><b>.For Europeans citizens:</b> You need to bring the E-111 or E-128 forms if you have health insurance under your National Scheme.  <b>For Non-European citizens:</b> Contact your national scheme before arriving in Holland</p>																	
<b>Cancellation</b>	<ul style="list-style-type: none"> <li>- <b>Up to 20 days</b> prior too the start of the Program: No Cancellation Fee.</li> <li>- <b>Within 20 days before the first day</b> program : € 180 .</li> <li>- <b>After the beginning</b> of the program: Full Fee must be paid.</li> <li>- <b>Change of Booking:</b> € 30</li> </ul>																	
<b>Visa</b>	For student coming from a NON EU country, is vitally important to bring a full student -visa. Contact the Dutch embassy in your home country.																	

RUYTERKADE 106 II – 1011 AB – AMSTERDAM  
T: +31(20)4223322 – F: +31(20)4222022 – E: info@stageplaza.nl



Stageplaza v.o.f.  
is registered t the Chamber of Commerce in Amsterdam under file:  
33306904 - VAT nr. 8105.25.872.B01