Pre-boarding as International Employee @ UMC Utrecht

from application to your first day at work.

1 Send a copy of

Your valid *ID* or *Passport* and *CV* (pdf/word) to your manager

2 Send documents

to the International Service Desk (ISD). Email: internationalservicedesk@uu.nl

3 Arrange

- Sign your contract
- Housing
- School / Day care
- Vaccines
- Other

4 Arrange your travel

Collect your visa at the Dutch Embassy

5 First week in NL

- Meet with ISD
- Meet with municipality
- Open bank account
- Start Health insurance
- Submit Income Tax Form

6 First day @ work

- Central Introduction
- UMC Utrecht Badge
- Ulearn (e-learning)
- Onboarding

Terms of employment

Contact with your future manager

Applying for visum

Welcome at UMC Utrecht email *(if Visa isn't required)*

ISD asks for *extra* documents

ISD submits Visa application & plans meetings with municipality

Receiving Visum

Message: **Visa Approved**

Arrival in the Netherlands

HR request for *extra* documents

Welcome at UMC Utrecht email *(if your visa has been approved)*

First day at work

A week before your first day, you'll receive a message from HR

UMC Utrecht

Questions?
Contact your manager or contact HR at poservicecentrum@umcutrecht.nl