

WELCOME TO VRIJE UNIVERSITEIT AMSTERDAM

A roadmap to your first three months of your PhD



YOU JUST LANDED? HERE'S WHAT YOU NEED TO DO



PHASE 1

Settle in

Find accommodation:

Review the housing information provided by [VU](#) to explore available options.

- **NOTE:** Make sure not to get scammed on fraudulent online housing markets.

Arrange your residence permit:

This [resource](#) provides a helpful overview of the residence permit process.

- **NOTE:** Please make sure your supervisor onboards you **three months** before your start date so that there is enough time to apply for your permit.
- **NOTE:** If you plan on taking up residence in Amsterdam (Amsterdam, Amstelveen, Almere, Diemen, Haarlem, Hilversum, Haarlemmermeer and Velsen) or one of the municipalities that fall under Amsterdam, the International

Office of Vrije Universiteit Amsterdam will assist you in making a reservation for your biometrics, municipality registration, and to pick up your permit.

The International Office unfortunately, does not facilitate appointments for the IND lokets outside of the greater Amsterdam region. You can make an appointment directly via the following link: [Online afsprakenplanner IND](#).

Register with the municipality: I

International staff can register through the International Welcome Centre in Amsterdam Zuid by [appointment](#) as a VU employee.

When registering with the municipality, you will also receive a citizen service number ([BSN](#)).

Obtain health insurance as soon as you receive your BSN:

Once your BSN has been issued, arrange your [Dutch health insurance](#) without delay.

Check your eligibility for financial schemes: Review whether you qualify for the [30% ruling](#), [housing allowance](#), and [healthcare allowance](#), and apply where relevant.

- **Note:** Contact the secretaries about the 30% ruling

Open a [Dutch bank account](#):

[ABN AMRO](#) offers English-language banking services, which may be a convenient option.

Request a [laptop](#):

This process usually needs to be initiated by your supervisor.

Obtain your staff badge:

Make sure to arrange your [VU staff badge](#) as part of your onboarding.

Set up Teams, email, and other IT services:



PHASE 2

Get connected to VU

To access these systems, you will need your VU ID. You may also need to visit IT to arrange two-factor authentication and complete your account setup.

Familiarize yourself with your rights and contractual obligations:

Make sure you understand your holiday entitlement, the [Individual Choices Model](#), working hours, commuting allowance, and other [employment conditions](#). It is also advisable to discuss work-from-home arrangements with your supervisor.



PHASE 3

Start your PhD formally

Register in [Hora Finita](#):

There is a guide available to help you complete the registration process.

Prepare your Training and Supervision Plan ([TSP](#)):

You will receive an email with the relevant forms and instructions for completing your TSP. Drafting this plan will likely prompt valuable conversations about supervision, meeting frequency, mutual expectations, goals, milestones, and how you intend to obtain the required ECTS.

Meet with your candidate advisor:

This is an important step in getting guidance and support during the early stages of your PhD.



PHASE 4

Look ahead

Explore available courses and plan ahead:

Start browsing [course](#) options early so you can think strategically about your training and development during the PhD trajectory.

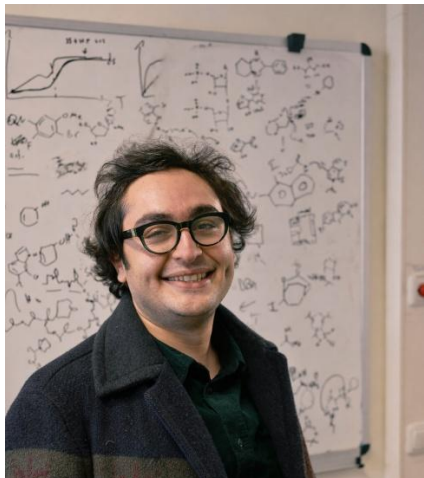
- **NOTE:** Relevant courses may also be taken at [other institutions](#), including appropriate Master's-level courses. For example, [UvA course catalogues](#) can be consulted for additional options.

Consider the University Teaching Qualification: [This](#) may be a valuable option if you are interested in developing your teaching profile.

Complete the obligatory courses: Scientific Integrity and Academic Writing are mandatory components of the PhD training programme.

Have a clear view of your expectations and milestones

Physics and astronomy PhD council members:



HOSSEIN AFSHARIAN

Physics of Living Systems



ANDRE LOHDE

Quantum Metrology and Laser
Applications



KIMIYA SETAYESHMEHR

Photo Conversion Material



SARAH LANDER

Photo Conversion Material



XAMANIE SEYMONSON

Physics of Living Systems



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Biophotonics and Medical
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