

# HOW TO SURVIVE

Royal  
Academy of Art  
The Hague

# HOW TO SURVIVE



# How to Survive The Hague

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# HOW TO SURVIVE



# THE HAGUE



# How to Get to The Hague (Den Haag)

The best way to get to The Hague is by train. There are two main stations, which can be confusing but also handy. Den Haag Centraal station is located very close to the academy, and has the best connection with Utrecht and places closer to Den Haag, for example Voorburg.

Den Haag Hollands Spoor station (Den Haag HS station) is also not that far from the schools (about a 15- or 20-minute walk away) and it has good connections with, for example, Rotterdam, Amsterdam and Belgium. If you follow courses in Leiden, it doesn't matter which station you use, since it's about a 10-minute trip by train from both stations.

# Public Transport Tickets and Passes

## Train tickets

Trains are run by Nederlandse Spoorwegen (Dutch Railways), which is known as NS. You can buy single-use tickets, but it is better to purchase a public transport card (OV-chipkaart) or a NS card. It is also possible to travel by train with a discount. For more information, visit [www.ns.nl/en](http://www.ns.nl/en) or ask at the ticket office at any train station.

### *Please note:*

Trains do run after midnight, but not to and from all stations in The Hague. Please check whether the night train from, for example, Amsterdam goes to Den Haag Centraal station or only to Den Haag HS station. Public transport in The Hague is not reliable at night, so get yourself a bike if you want to be able to get around the city at any time.

## OV-chipkaart

The OV-chipkaart is valid for all types of public transport. You can upload money to your OV-chipkaart (minimum €5) in various places – at the station and in some supermarkets –

or you can apply online for an automatic money transfer from your bank account whenever your credit drops below €20. To use it for trains, you must have at least €20 on it.

Always check in with your card when getting on to the public transport and check out after your journey. If you do not have enough credit you will see a red light when you scan your card. In the bus or tram, you might be asked to buy a ticket. You can get either an anonymous or personalised card. But keep in mind that if you lose a card with your name on it, there is always a chance it will be returned to you.

## Student OV-chipkaart

The student OV-chipkaart is a big perk that Dutch students get. If you are a working student from another EU country and you receive student finance (tuition fee loan) from the Dutch government, you are also entitled to a student OV-chipkaart. It allows you to travel free of charge by any form of public transport (train, tram, metro and bus). When you apply for it, you will have to decide whether you want to travel on weekdays or weekends (i.e. from Friday evening until Monday morning).

On some public holidays, your student OV-chipkaart might not be valid, so you should check whether you are actually allowed to travel free of charge on those days.

Do not forget that a student OV-chipkaart gives you a 40% discount on the days you are not allowed to travel free of

charge. For more information about the OV-chipkaart, visit [www.ovchipkaart.nl](http://www.ovchipkaart.nl)

## Local public transport system in The Hague

At the local level, we have buses and trams. There is no metro in The Hague. Always be prepared to show your OV-chipkaart. If you are caught without a valid ticket, you risk a fine. In some cases, an inspector might give you the opportunity to buy a 'control ticket' instead of paying the fine.

More information about the local public transport system: [www.htm.nl](http://www.htm.nl) & [www.9292ov.nl](http://www.9292ov.nl)

# How to Find a Room or Apartment

The following are some of the ways to find accommodation in The Hague.

## Facebook group

Join this group: HOUSING for KABK students

## DUWO

If you are looking for a room in The Hague, you are advised to register with DUWO student housing agency. Apply online: [www.duwo.nl](http://www.duwo.nl)

## The Student Hotel The Hague

The Student Hotel is a trendy but relatively affordable, 320-room hotel in the historic district of The Hague. It is close to both Den Haag HS station and The Hague University (Haagse Hogeschool). Students can stay for one or two semesters, but there are also rooms available for

those who want to stay in The Hague for less than a semester. For more information, email [info@thestudenthotel.com](mailto:info@thestudenthotel.com) or visit [www.thestudenthotel.com](http://www.thestudenthotel.com)

## Hostels

If you have not found accommodation, book yourself a room at Stayokay Den Haag, which is close to the city centre, or at Jorplace in Scheveningen.

### Stayokay Den Haag

Get a 10% discount by booking online. The code is: Koncon2017

The discount is:

- only valid for online bookings at [www.stayokay.com](http://www.stayokay.com)
- based on availability
- not valid for bookings that have already been made or for other promotions. At check-in, you will be asked to present some proof of your registration at KABK (acceptance letter, student card, etc.)

[denhaag@stayokay.com](mailto:denhaag@stayokay.com)  
[www.stayokay.com/en](http://www.stayokay.com/en)

### Jorplace

Beach hostel Jorplace offers packages for semi-short stays. Other options are possible as well – and you are invited to negotiate with Jorplace!  
[jordy@jorplace.nl](mailto:jordy@jorplace.nl)  
[www.jorplace.nl](http://www.jorplace.nl)

## Big rental companies

for studios and apartments:

Staedion: [www.staedion.nl](http://www.staedion.nl) (Dutch)

Vestia: [www.vestia.nl](http://www.vestia.nl) (Dutch)

Vesteda: [www.vesteda.nl](http://www.vesteda.nl)

Van 't Hof Rijnland Vastgoed Management:  
[www.hofrijnland-verhuur.nl](http://www.hofrijnland-verhuur.nl) (Dutch)

## City of The Hague

In The Hague, social housing that is available for rent is advertised here:

[www.woonnet-haaglanden.nl](http://www.woonnet-haaglanden.nl)

## Study in The Hague

More tips about finding accommodation can be found in the 'living' section on [www.studyinthehague.com/serious/living](http://www.studyinthehague.com/serious/living).

## Other useful sites

[www.kamernet.nl](http://www.kamernet.nl) (English and Dutch versions)

[www.kamers.nl](http://www.kamers.nl) (Dutch)

[www.kamerhuren.nl](http://www.kamerhuren.nl) (English and Dutch versions)

[www.haagwonen.nl](http://www.haagwonen.nl) (Dutch)

[www.marktplaats.nl](http://www.marktplaats.nl) (Dutch)

[www.directwonen.nl](http://www.directwonen.nl) (English and Dutch versions)

[www.DUWO.nl](http://www.DUWO.nl) (English and Dutch versions)

[www.Pararius.com](http://www.Pararius.com) (English)

[www.StayOkay.nl](http://www.StayOkay.nl) Hostel (English)

[www.NestPick.nl](http://www.NestPick.nl) (English)

[www.woonnet-haaglanden.nl](http://www.woonnet-haaglanden.nl) (Dutch)

[www.uniplaces.com](http://www.uniplaces.com) (English)

[www.thestudenthotel.com](http://www.thestudenthotel.com) (English)

## Important things about contracts

Some landlords ask for a deposit (usually one or two months' rent) and sometimes also evidence of your and your parents' financial circumstances. Make sure that you and your landlord sign a tenancy contract; you will need it! Always be careful when looking for a place to live – there are people out there who will try to cheat you out of your money. Do not transfer money to people you have not met or for a room you have not seen. Check that you can register yourself with the municipality at the new address. This requirement applies to everyone living in the Netherlands. You should also find out about any safety equipment (extinguishers, fire escape) and regulations. Be careful and take your time before making a decision!

For more information about student accommodation, visit the Study in Holland website: [www.studyinholland.nl](http://www.studyinholland.nl)

## Rent allowance

If you rent your own apartment, you might be entitled to a rent allowance (huurtoeslag). This is a monthly payment from the Dutch government to help people who pay a relatively high rent. Whether you are entitled to it mainly depends on your income and the amount of rent you have to pay. Generally speaking, students only have a modest income and, just like low-income groups, might therefore be entitled to a rent allowance. International students may also apply for a rent allowance.

*Please note:*

If you are renting a room you will not be eligible for rent allowance! Applications for a rent allowance must be made through the Dutch tax and customs administration (Belastingdienst). [www.belastingdienst.nl](http://www.belastingdienst.nl)

## Municipal and water board taxes

If you rent your own apartment (rather than a room with shared facilities and inclusive rent), you will receive two tax bills (these are sent to the main resident on a yearly basis): a municipal tax bill (gemeentelijke belasting) and a water board tax bill (waterschapsbelasting).

Waste tax (afvalstoffenheffing) is a type of municipal tax covering the collection and processing of domestic waste. As students usually have a relative low income and no property or valuables, they can apply for remission (kwijtschelding)

of municipal taxes upon receipt of their tax bill. For more information, visit [www.denhaag.nl](http://www.denhaag.nl)

Water system levy for residents (watersysteemheffing ingezetenen) and pollution tax on residential accommodation (zuiveringsheffing woonruimten) are types of water board tax, covering the costs of the water board (waterschap or hoogheemraadschap) to keep the ground dry and the water clean. Water board taxes are levied by the Regional Tax Group (Regionale Belasting Groep). International students can also apply for remission (kwijtschelding) of the water board tax upon receipt of their tax bill. More information can be found at [www.derbjg.nl](http://www.derbjg.nl)

# How to Arrange Permits & Registration

## Legal stay & residence permit

All international students aged 18 or older enrolling at an institution for higher education in the Netherlands for the first time must prove that they are residing in the country legally, before they may be admitted to the first day of classes. Thus, you will have to provide us with proof of your legal residence in the Netherlands. If you are going to live and study in the Netherlands for longer than four months, you will also have to report to the Municipal Registry Office of the municipality (gemeente).

Students from an EU/EEA member state (or Switzerland) do not have to apply for a Dutch residence permit. A valid passport/national ID card is sufficient to prove that you are staying in the Netherlands legally.

If you are a non-EU/EEA student you should contact the institute for a residence permit application, before you can report to the Municipal Registry Office for municipal registration.

At the KABK, you can contact the Student Administration for more details.

For more information about residence permits for study and related matters: [www.studyinholland.nl](http://www.studyinholland.nl)

## BSN

Students who will be staying in the Netherlands for longer than 4 months will need to obtain a personal registration number for government registration purposes. This Citizen Service Number (burgerservicenummer/BSN) is issued by the Municipal Registry Office of the city where you are registered. The KABK will arrange a central registration day for students living in The Hague. As a general rule, all banks in the Netherlands are required to register the BSN of their customers. For more information on the BSN:

[www.belastingdienst.nl](http://www.belastingdienst.nl)

## Registration with the municipality

In principle, within five days after their arrival in the Netherlands, all students who are planning to stay longer than four months in the Netherlands must report to the municipality of the city in which they will be living, in order to be registered in the Personal Records Database/PRD (Basisregistratie Personen/BRP). Proof of registration with the municipality is one of the formal requirements for enrolment in any university in the Netherlands. The KABK will arrange a central registration day for students living in The Hague.

### Non-EU/EEA students

Non-EU/EEA students can only register with the municipality after the KABK has applied to the IND (the Dutch immigration & naturalisation service) for their residence permits. If you are living outside The Hague you should make an appointment online or by telephone.

The appointment will probably be scheduled within 4–6 weeks. On the day of the appointment, you are required to bring the following documents:

- A valid passport (or national identity card of an EU/EEA country).
- An original birth certificate (plus a certified translation, preferably into Dutch). In many cases it must be legalised, and in some cases also verified (please see ‘Legalisation and verification of documents’ below). Please note that if you intend to study and live in the Netherlands for a

limited period of time, you are usually exempted from submitting an original birth certificate. This document is not necessary for the central registration day.

- Proof of where you live: for instance, a tenancy contract or a written statement from the main resident confirming that they allow you to live there (in the latter case, a photocopy of that resident’s passport or ID card is also required so that the signatures can be compared).
- You will need a valid Dutch residence permit (VVR) or a letter from the IND (or a photocopy of the letter) confirming receipt of the application for a Dutch residence permit.

### Contact details of the Immigration Office, The Hague:

Immigration Office (Immigratiekantoor)  
Stadhuis (City Hall) Spui 70, 2511 BT Den Haag,  
Telephone: 070 14070 (from abroad: +31 70 353 3000)  
Open Monday to Friday, 08:00–18:00  
publiekszaken@denhaag.nl

[www.denhaag.nl/en](http://www.denhaag.nl/en)

Office hours (by appointment only):  
Monday to Friday, 08:00–15:30

If you move to another address in the Netherlands, or if you leave the country for longer than 8 months, you must report this within 5 days after moving. For more information on municipal registration, please visit:

[www.studyinholland.nl](http://www.studyinholland.nl)

# How to Arrange your Healthcare & Other Insurance

Important! You must have health insurance while you are studying in the Netherlands. The kind of insurance you need depends on your nationality, your age and whether you will also be doing part-time work.

In an emergency, **call the general emergency telephone number 112** for ambulance, fire brigade or police.

After calling this number, you will immediately be connected with the department for emergency services in your city.

## Health care

The Dutch general practitioner (huisarts) or family doctor is the main link to any specialist or hospital. You are advised to choose a family doctor in your neighbourhood and ask whether he or she will take you as a patient, before you need to see one. Family doctors in the Netherlands are listed in the telephone directory under 'Artsen/huisartsen'. Please note: not all doctors are able to take on new patients. If necessary, your family doctor will write out a prescription for you.

Most drugs are only available on prescription and are prepared at a pharmacy (apotheek). Chemists (drogisterij) sell common medicines, such as aspirin and cough suppressants.

The following websites can help you find a GP or family doctor in your neighbourhood:

**[www.independ.nl](http://www.independ.nl)**  
**[www.denhaag.nl](http://www.denhaag.nl)**

International Health Centre The Hague  
**[www.ihch.nl](http://www.ihch.nl)**

### Healthcare centres:

Walk-in clinic at Den Haag Centraal station:  
**[www.caretogo.nl](http://www.caretogo.nl)**

In The Hague and Rijswijk, Arts en Zorg offers healthcare (family doctors, physiotherapy and pharmacy) at seven sites:  
**[www.artsenzorg.nl/centrum](http://www.artsenzorg.nl/centrum)**

If you are living in The Hague, Rijswijk, Leidschendam-Voorburg, Voorschoten or Wassenaar and you urgently need to see a general practitioner/family doctor during the evening, night, weekend or a public holiday, you need to contact SMASH and request an appointment at one of the available sites.

Stichting Mobeie Artsen Service Haaglanden (SMASH)  
+31 (0) 70 346 9669  
**[www.smashaaglanden.nl](http://www.smashaaglanden.nl)**

## Dentist

If you require dental care, call any dentist (tandarts) and you will be referred to the duty dentist. Dentists in the Netherlands are listed in the telephone directory under 'Tandartsen'. It is also possible to find one through the following websites:

[www.tandarts.nl](http://www.tandarts.nl)

## Emergencies Services

For accidents and sudden illness requiring immediate attention, you can go to the emergency services department (EHBO) of any hospital. If you have caught a cold or have any other minor health problem, like common flu, you can buy some medicine without paying a visit to a doctor. You can find medicine like paracetamol, creams and other things at most supermarkets, as well as at the chemist chains Kruidvat, Trekpleister and Etos.

## Health insurance

We have already said this, but we can not stress it enough: you may not reside in the Netherlands – even temporarily – unless you are properly insured against the costs of medical treatment. You must make sure that you have adequate cover. International students who are privately insured in their own country should bring with them a statement (in English) describing their health insurance. When you apply

for an EU/EEA residence document or a residence permit for non-EU/EEA nationals, the Dutch immigration service will usually check to make sure that your health insurance meets Dutch standards. If it does not, you will have to take out a Dutch insurance policy. The Netherlands has signed a treaty regarding health cover with all member states of the EU/EEA, and with Australia, Bosnia, Cape Verde, Croatia, Herzegovina, Macedonia, Montenegro, Serbia, Switzerland, Tunisia and Turkey. This means that if you fall under the national health insurance law of one of the abovementioned countries, you will continue to be covered during your study stay in the Netherlands. Check whether it also covers your medical costs when you are working.

If you are from the EU/EEA you should bring your European Health Insurance Card (EHIC) with you to the Netherlands. For more information about the EHIC, visit [www.ec.europa.eu](http://www.ec.europa.eu)

### *Important:*

In the Netherlands, there is a statutory health insurance system. Everyone who is insured under the General Exceptional Medical Expenses Act (Algemene Wet Bijzondere Ziektekosten/AWBZ) must have a statutory basic healthcare insurance policy (basisverzekering). People are automatically covered by the AWBZ if they are resident or employed in the Netherlands.

You are 'resident' if you live in the Netherlands and, if you are a foreign national, you have a residence permit.

Only students under the age of 30 who are in the Netherlands solely for study purposes are exempt from the requirement to take out statutory basic health insurance. However, the moment you start a part-time job (even for just one hour a week), you will have to take out a statutory basic health insurance policy, because you are then no longer just a student, but also an employee. Since 1 January 2015, students aged 30 or older who stay in the Netherlands for longer than one year are also exempt from the requirement to take out statutory basic healthcare insurance. However, if you were already 30 or older and required to take out statutory basic healthcare insurance before 1 January 2015, your situation remains the same.

*Please note:*

you might receive a letter from the Netherlands Healthcare Institute (Zorginstituut Nederland) stating that you must take out a statutory Dutch basic health insurance policy. In that case, you are strongly advised to follow the guidelines on the Study in Holland website: **[www.studyinholland.nl](http://www.studyinholland.nl)**

*Important:*

All KABK students must give a copy of their health insurance paperwork to the student administration.

**AON Hewitt**

AON Hewitt offer a student health insurance policy:  
**[www.aonstudentinsurance.com](http://www.aonstudentinsurance.com)**

**Zilveren Kruis Achmea**

For students at the University of the Arts The Hague who

are required to take out statutory basic healthcare insurance, it is possible to take part in a collective/group healthcare insurance scheme with Zilveren Kruis Achmea (group number: 207000892).  
Application form in English:  
**[www.zilverenkruis.nl](http://www.zilverenkruis.nl)**

## Healthcare allowance

Everyone in the Netherlands who has a statutory basic health insurance policy (basisverzekering) is entitled to apply for a healthcare allowance (zorgtoeslag). This is a monthly payment from the Dutch government to help people with the cost of their healthcare premiums. Whether you are entitled to receive the healthcare allowance depends on your income. Generally speaking, students only have a modest income and, just like low-income groups, are therefore entitled to the maximum healthcare allowance. International students may also apply for the healthcare allowance. Applications for the healthcare allowance must be made through the Dutch tax and customs administration (Belastingdienst).

For more information: **[www.belastingdienst.nl](http://www.belastingdienst.nl)**

For more information on insurance, please visit the Study in Holland website: **[www.studyinholland.nl](http://www.studyinholland.nl)**

## Hospitals

For specialised treatment in a hospital, you will need a referral from your general practitioner/family doctor (huisarts). To be helped in a hospital, you will need a personal hospital card, which the hospital will give you free of charge – but you will not be able to obtain a hospital card if you do not have health insurance!

### Haga ziekenhuis

Leyweg site  
Leyweg 275  
+31 (0)70 210 0000

Sportlaan site  
Sportlaan 600  
+31 (0)70 210 0000  
[www.hagaziekenhuis.nl](http://www.hagaziekenhuis.nl)

### Buitenpolikliniek Wateringse Veld

Dublinweg 1-3  
+31 (0)70 372 1100

### Zorgplein Westland

Zandeveldplein 39  
+31 (0)174 417227

### MCH locatie Westeinde Ziekenhuis

Lijnbaan 32  
+31 (0)70 330 2000  
[www.mchaaglanden.nl](http://www.mchaaglanden.nl)

### Bronovo Ziekenhuis

Bronovolaan 5  
[www.bronovo.nl](http://www.bronovo.nl)  
+31 (0)70 312 4141

## STI-Centre

### (Centre for sexually transmitted infections)

The regional STI centre of The Hague offers STI tests and check-ups free of charge. Referral by a general practitioner/family doctor (huisarts) is not needed. The centre focuses on people with a higher risk of contracting STIs. This means that only people who have been in a heightened risk situation in the previous 3–6 months can come and be tested.

The STI centre is located at Lijnbaan 32 in The Hague, near the Medical Centre Haaglanden (MCH). When you enter the MCH car park, you will see the entrance to the STI clinic on your left. Look for the clinic's pink and blue logo. The tests at the STI centre are free of charge, as is the treatment of the most common STIs. If you are referred to a medical specialist, medical care is not free of charge but can be claimed on your regular health insurance.

## **STI-Centre**

Lijnbaan 32

Monday to Thursday: 08.30–16.30

Friday: 08.30–12.30

**[www.seksuelegezondheidhaaglanden.nl](http://www.seksuelegezondheidhaaglanden.nl)**

(Tests are by appointment only)

## **Liability Insurance**

If you are responsible for an accident that injures someone or damages their property, you might have to pay all costs that result from the accident or damage. The resulting claim could be very expensive. You are therefore strongly advised to purchase liability insurance. You can do so either in your own country or in the Netherlands. Insurance to cover the costs of repatriation is also strongly recommended.

Finally, you are advised to insure yourself against theft (things sometimes get stolen in student lodgings) and the costs of accidents and legal advice.

### *Please note:*

It is your responsibility to ensure that you are covered properly for both health and liability (and accidents too). The Insurance Certificate for Students (ICS) from AON Hewitt and the Insurance Passport for Students (IPS) from Meeùs cover students who go abroad to study or on an exchange programme. They offer a wide range of cover for medical and urgent dental treatment, special expenses and assistance, accidents, liability, legal assistance and loss of baggage.

### *Important:*

All students at the KABK must take out a liability insurance. This is necessary if you want to borrow equipment from the school.

### **AON Hewitt / Insurance Certificate for Students:**

[students@aon.nl](mailto:students@aon.nl)

**[www.aonstudentinsurance.com](http://www.aonstudentinsurance.com)**

### **Meeùs / Insurance Passport for Students:**

[info@ipsinsurance.info](mailto:info@ipsinsurance.info)

**[www.ipsinsurance.info](http://www.ipsinsurance.info)**

For more information about insurance visit

**[www.studyinholland.nl](http://www.studyinholland.nl)**

# How to Find a Job

## Employment outside the KABK

In order to successfully complete your studies at the KABK, you are required to be available for full-time study throughout the entire period of your studies. If you would like to find a part-time job in the Netherlands, you can contact an employment agency (uitzendbureau). Some employment agencies focus on students. For a list of addresses of agencies in The Hague, visit [www.uitzendbureau.nl](http://www.uitzendbureau.nl)

EU/EEA students are legally permitted to work while they are studying in the Netherlands. Non EU-EEA students holding Dutch study residence permits may work only a maximum of 10 hours per week, or may only do seasonal work in June, July and August. The student's employer will need to get an employment permit for a non-EU national (tewerkstellingsvergunning).

*Please note:*

From the moment an international student starts a part-time job, he or she must take out a statutory basic health insurance policy.

For more details, see the 'Health Insurance' section. For more information about working while studying in the Netherlands, visit

[www.studyinholland.nl](http://www.studyinholland.nl)

Sometimes you can get a zero-hours contract, in which case it is very important to save your wage slips to prove the number of hours you have worked. If you get a job in a call centre, it is very likely that you will not be offered a fixed-hours contract, because call centres work on a project basis. Please also see the information in the 'Student Finance' section.

## Employment within the KABK

The KABK occasionally hires students to do a few hours of work. You can contact the Marketing and Communication department (ground floor PA.016). Job offers are also published on our bulletin board [kabk-bulletin-board.tumblr.com](http://kabk-bulletin-board.tumblr.com)

*Please note:*

Only EU/EEA students can apply for these jobs.

Employment agency websites:

[www.studentenwerk.nl](http://www.studentenwerk.nl)

[www.studentalent.nl](http://www.studentalent.nl)

[www.denhaag.ikwerk.nl](http://www.denhaag.ikwerk.nl)

[www.uitzendbureau.nl/s-gravenhage](http://www.uitzendbureau.nl/s-gravenhage)

# How to Arrange your Finances

## Student finance

If you are from an EU/EEA member state and are studying at the KABK and are either in paid employment in the Netherlands for a minimum of 56 hours a month or have lived in the Netherlands for at least five years without a long-term interruption, you may be entitled to a Dutch tuition fee loan (studiefinanciering) on the same basis as a Dutch national.

*Please note:*

A new student finance system for students in higher education was introduced on 1 September 2015. The most important change is the abolition of the basic grant. Instead, students can apply for a loan.

More information about the new student finance system:  
DUO-Dienst Uitvoering Onderwijs

Postbus 5001  
9702 AA Groningen  
+31 (0)50 599 77 55  
vragen@ib-groep.nl

**[www.duo.nl](http://www.duo.nl)**

**[www.duo.nl](http://www.duo.nl) > Particulieren > International student**

DUO - Informatie Beheer Groep  
(regional service office)  
Koninginnegracht 12 B/13  
2514 AA Den Haag

## Grants/Scholarships

The Study in Holland website provides a useful search engine for international students who are looking for financial aid:

**[www.studyinholland.nl](http://www.studyinholland.nl)**

## Banking

You might want to open a bank account to organise your finances. To open one, you will need:

- your passport (or national ID card of an EU/EEA country)
- your lease or rental agreement
- your student card (or other proof of registration at the KABK).

Banks sometimes request students' BSN number. Although you will receive this number automatically after your municipality registration, this may take a while. Ask the bank if there are special student accounts and what is needed to open one. If you are not eligible for a student account, you will have to open a regular account, for which you will have to pay a small monthly or quarterly fee.

*Please note:*

Student accounts are only available to students who receive Dutch student finance! The following banks have branches in The Hague:

SNS – [www.snsbank.nl](http://www.snsbank.nl)

ING – [www.ing.nl](http://www.ing.nl)

ABN-AMRO – [www.abnamro.nl](http://www.abnamro.nl)

ASN – [www.asnbank.nl](http://www.asnbank.nl)

RABOBANK – [www.rabobank.nl](http://www.rabobank.nl)

# Keeping in Touch by Phone

The Netherlands' country code is **0031** or **+31**.

The easiest way to quickly arrange a phone connection is to buy a pre-paid SIM card. Calls will be more expensive, but you need to be registered at a Dutch address before you can get a pay-monthly bundle. It is important that you are contactable by phone!

*Please note:*

You will be able to keep your number when you switch to pay-monthly. Just ask for it (they will need about a week to arrange it). Most of the time you can sign a contract for 12 or 24 months.

Note the contract end-date in your diary, because the telephone company will not remind you about it. After the end of the contract, they will probably continue providing you with their service but for a higher price (if at the time you signed the contract you got a special deal). You can go to the website of your telephone provider to check everything regarding your contract.

In order to get a pay-monthly bundle, you usually need to show the telephone company your passport, a bank statement (to prove that you have a Dutch bank account) and proof of address as it is registered at the local municipality. It will therefore be about a month before you are ready to switch to pay-monthly.

# Cultural Activities

## Museum Card

It is highly advisable to purchase a Museum Card, because it gives you free access to over 400 museums in the Netherlands. If you are younger than 18, you pay a reduced fee. The easiest way to obtain the card is to visit one of the big museums in The Hague. You can buy a card that is valid for one year or you can take out a subscription that extends your museum card automatically after one year.

[www.museumkaart.nl](http://www.museumkaart.nl)

## CJP/KNAEK Student Card

CJP is a platform for culture lovers. The card can be used to buy discounted tickets for festivals, films, theatre performances, musicals, concerts and museums. And you do not need to speak Dutch to enjoy its benefits. Use it when you visit international film festivals like the IDFA and IFFR, buy books at the American Book Center, go to a concert or the cinema, or enjoy yourself at festivals like Lowlands, 5 Days Off and Where The Wild Things Are, just to name a few, because there are so many discounts when you use a CJP card!

You can also get discounts on travel, insurance and shopping.

[www.cjp.nl](http://www.cjp.nl)

The CJP card is part of the EYCA (European Youth Card Association): a non-profit organisation that represents the 41 youth card organisations in 38 countries that issue the European Youth Card. Thanks to the EYCA, CJP cardholders can benefit from hundreds of discounts at local restaurants, cinemas and shops as they travel around Europe. In return, EYCA cardholders benefit from discounts in the Netherlands. Check out [www.eyca.org](http://www.eyca.org) to find the discounts available. The card is free for first-year students! After that, it costs €25 a year.

## 1646

1646 is an artists' initiative/project space and residency in the centre of The Hague that promotes the exchange between local, national and international artists and art spaces, and works as a platform for discussion, research, production and presentation of autonomous visual art. 1646 is run by a Netherlands-based group of visual artists. [www.enter1646.com](http://www.enter1646.com)

## Crossing Border

Crossing Border is the festival where literature, music, film and the visual arts come together. Besides the biggest

names from the international worlds of literature and music, the festival pays a lot of attention to (as yet) undiscovered artists. One of Crossing Border's objectives is to highlight new developments in literature and music and their inter-connection with other arts.

[www.crossingborder.nl](http://www.crossingborder.nl)

## De Besturing

Cultural Breeding ground De Besturing is located in the Binckhorst, which is The Hague's former industrial area. It was founded in 1996 in an old factory that used to make steering components for ships. De Besturing not only provides working spaces for professional artists, designers and architects but also runs two big project spaces that have been used over the years by several cultural initiatives, such as GEM, Korzo theatre, KABK, Villanuts, Today'sArt festival, Shoot-Me film festival, and Dutch and international artists. [www.debesturing.nl](http://www.debesturing.nl)

## Billytown

Billytown is a project space and gallery run by artists. Every month, one of Billytown's artists curates an exhibition in Billytown's space called The Kitchen. The character of The Kitchen is similar to that of an artist's studio: ingredients are brought together and transformed into something new. [www.billytown.org](http://www.billytown.org)

## Today'sArt

Today'sArt is a global network organisation specialised in the presentation, research, development, production and promotion within the field of digital culture, contemporary arts and creativity. Every autumn, it organises the Today'sArt Festival in The Hague. The festival revolves around adventurous and transdisciplinary contemporary visual art, performing arts and emerging culture in the urban environment.

[www.todaysart.org](http://www.todaysart.org)

## Hoogtij

Hoogtij is a quarterly cultural evening that leads you around most of the art institutes, art initiatives and galleries in the centre of The Hague. During the event you can visit all the participating places free of charge. Hoogtij usually also provides tours and a low-budget meal.

[www.hoogtij.net](http://www.hoogtij.net)

## Het Nutshuis

Het Nutshuis is an independent podium for art, culture and society. Programmes are compiled with a particular emphasis on the backgrounds to and diverse perspectives of current social issues. Het Nutshuis also offers performance artists opportunities to develop their talents in visual art and music.

[www.nutshuis.nl](http://www.nutshuis.nl)

## Nest

Nest is a contemporary art platform with a large exhibition space. Exhibitions at Nest focus on specific themes that are being investigated through the work of local, national and international artists. Nest projects not only look at the artist and his or her work, but also pay attention to the role of artists and artworks within their social and functional context in society. 'One Nest Stands' enable artists and curators to visualise their own shows and projects for the duration of one night.

[www.nestruimte.nl](http://www.nestruimte.nl)

## GEM & Fotomuseum Den Haag

GEM is a museum of contemporary art set up to show work by artists from The Hague, the Netherlands and the world at large side by side. It features a wide variety of disciplines: video and other installations, painting and sculpture, multimedia, performance art, film, photography, drawings, digital art, design, etc. In addition to the exhibitions, there is a programme of activities that include talks, discussions, performances, film shows and book presentations. The building also houses Fotomuseum Den Haag (The Hague Museum of Photography).

[www.gem-online.com](http://www.gem-online.com)

[www.fotomuseumdenhaag.nl](http://www.fotomuseumdenhaag.nl)

## Filmhuis Den Haag

Filmhuis Den Haag has a predilection for authentic films and film history, which is expressed in films that one would normally not be able to view in commercial cinemas. The films shown in the Filmhuis originate from all over the world and reflect a wide range of cultures and languages. A first-class opportunity to see a film from your own country, spoken in your own language. The Filmhuis occasionally shows films with English subtitles instead of Dutch ones. These films are announced on the website.  
[www.filmhuisdenhaag.nl](http://www.filmhuisdenhaag.nl)

## Theater a/h Spui

This theatre's programme is so wildly varied that we bet you will find something you like. Have a drink afterwards in the cool bar.  
[www.theateraanhetspui.nl](http://www.theateraanhetspui.nl)

## Panorama Mesdag

Panorama Mesdag is a panorama made by Hendrik Willem Mesdag. Housed in a purpose-built museum in The Hague, the panorama is a cylindrical painting (also known as a cyclo-rama) more than 14 metres high and about 40 metres in diameter (120 metres in circumference). From the observation gallery in the centre of the room, the cylindrical perspective creates the illusion that the viewer is on a high sand dune

overlooking the sea, beaches and village of Scheveningen in the late 19th century. A foreground of fake terrain around the viewing gallery hides the base of the painting and makes the illusion more convincing. The panorama is now the oldest surviving panoramic painting in its original location.  
[www.panorama-mesdag.nl](http://www.panorama-mesdag.nl)

## Stroom Den Haag

Stroom Den Haag is an active centre for visual arts and architecture. Stroom actively promotes artists from The Hague and also initiates a large number of national and international activities in the fields of visual arts, art in public space, architecture and design in the broadest sense of the word. Stroom organises exhibitions, manifestations and lectures, makes publications, has a library on its premises and develops special projects in the field of art in public space and architecture.  
[www.stroom.nl](http://www.stroom.nl)

## DCR

The DCR is a cultural hotspot in The Hague. The organisation offers four public spaces for the visual arts, theatre, dance and music, and 40 private workspaces for visual artists, designers, architects, musicians, choreographers, dancers and theatre makers.  
[www.dedcr.nl](http://www.dedcr.nl)

## FabLab Den Haag

FabLab is a workshop space that offers everyone the opportunity to manufacture their design and turn it into a tangible object. Visitors can use the FabLab to create innovative prototypes, models, studies and all sorts of material experiments. They offer special discounts to students.

[www.fablabdenhaag.nl](http://www.fablabdenhaag.nl)

## De Grafische Werkplaats Den Haag

De Grafische Werkplaats Den Haag is a production workshop for visual artists, graphic artists, photographers and designers. It is known for being one of the few places in the Netherlands with facilities for large-format screen printing, lithography, etching, relief printing and textile printing. The Grafische Werkplaats regularly organises exhibitions.

[www.grafischewerkplaats.nl](http://www.grafischewerkplaats.nl)

## De Nieuwe Regentes

De Regentes is a very special theatre... Well, it is a former swimming pool – the biggest roofed swimming pool in Europe. It was built in 1920 in Art Deco style. Even though the building's entrance looks shy and small, the theatre has five spaces, the biggest one of which can accommodate an audience of over 300 people. Check out their diverse cultural programme, visit an exhibition on the floor of the

swimming pool and then have a drink in the bar.  
[www.denieuweregentes.nl](http://www.denieuweregentes.nl)

## Paard van Troje

Paard van Troje is known for its eclectic programming, featuring pop, rock, hip-hop, jazz, blues, Americana, world music, stand-up comedy and dancing – sometimes all on the same evening! And all that right in the middle of The Hague! Do not be fooled by the classic exterior of Paard van Troje, which, you have probably guessed, means Trojan Horse in English. The building was totally gutted and was rebuilt by Dutch architect Rem Koolhaas.

[www.paard.nl](http://www.paard.nl)

## ACKU

ACKU Cultuurburo was established in 2002 to make the city of The Hague more attractive to its students by organising cultural events and helping students to organise their own projects. The services of ACKU are intended for all students in the city, including those attending The Hague University of Applied Sciences (Haagse Hogeschool), INHolland University of Applied Sciences, Hotelschool, and University of the Arts The Hague. In cooperation with students, it organises interesting intercultural activities. It supports students' initiatives and informs them about what is happening in the city.

[www.acku.nl](http://www.acku.nl)

## Korzo Theater

Korzo has a reputation for being an adventurous venue in the old city centre, and for being one of the largest production houses for dance in the Netherlands. The Royal Conservatoire regularly has concerts and dance performances here.

[www.korzo.nl](http://www.korzo.nl)

## Zuiderstrandtheater

The Zuiderstrandtheater, which is right by the sea in Scheveningen, is The Hague's newest concert and theatre hall. It replaces the Dr Anton Philipszaal and Lucent Danstheater while a new cultural complex is being built in the city centre. At the Zuiderstrandtheater you can enjoy concerts from The Hague Philharmonic and dance performances by Nederlands Dans Theater, as well as concerts and productions from many other great artists and ensembles.

[www.zuiderstrandtheater.nl](http://www.zuiderstrandtheater.nl)

## Studio LOOS

Studio LOOS is the hot spot for new music in The Hague. It is located in the multidisciplinary arts building the DCR. It is a workspace, laboratory and public presentation place for research, experimentation, development, innovation and production of interdisciplinary electro acoustic music,

sound art & audio art, improvisation and composition, monomedia, bimedia, polymedia and hypermedia.

[www.studioloos.com](http://www.studioloos.com)

## Theater Dakota

Theatre and film house Dakota is a theatre in the Escamp neighbourhood. It shows the latest films and a surprising range of performances, from comedy to music and from plays to literature, youth theatre and dance.

[www.theaterdakota.nl](http://www.theaterdakota.nl)

# Other Activities in The Hague

## Sports programmes

The Hague University of Applied Sciences Sports Office (Bureau Hogeschoolsport) welcomes international students to its sports programme. It offers a varied and extensive programme of sports activities in the university's sports facilities and in other sports facilities in and outside The Hague. Besides the weekly programme, students can also participate in a lot of courses and events throughout the year. To participate in this varied sports programme, you have to purchase a sports and/or a fitness card. You can apply at the HHS Sports Office.

Haagse Hogeschool,  
Johanna Westerdijkplein 75 (near Den Haag HS station).

You will need to complete a subscription form and produce a recent passport photo and your student card or certificate of enrolment.

You can contact the Sports Office 24 hours a day by phone:  
+31 (0)70 445 78 70

Or you can send an email to:  
hogeschoolsport@hhs.nl  
For more info:  
[www.thehagueuniversity.com](http://www.thehagueuniversity.com)

## Swimming pools

There are five public swimming pools in The Hague and they all charge the same. You can buy a pass that allows you to swim in any of the pools. You will be asked to pay a security deposit, which you will get back when you return the pass. Each pool has lockers of various sizes (€0.50) as well as open hangers that you can use free of charge.  
[www.denhaag.nl/zwemmen](http://www.denhaag.nl/zwemmen) sportinfo@ocw.denhaag.nl

### Swimming pools

Sport- en recreatiecentrum De Blinkerd  
Seinpoststraat 150, 2586 HC Den Haag

Sport- en recreatiecentrum De Houtzagerij  
Hobbemastraat 93, 2526 JG Den Haag

Sport- en recreatiecentrum Overbosch  
Vlaskamp 3, 2592 AA Den Haag

Zwembad De Waterthor  
Thorbeckelaan 350, 2564 BZ Den Haag

Zwembad Zuiderpark  
Mr. P. Droogleevers Fortuynweg 59, 2533 SP Den Haag

## Festivals

Many festivals are held in The Hague each year. The first is in April, the last in the autumn. There are too many to describe here, so here is a list of their names and websites. Go check 'em out!

- The Hague Festivals [www.thehaguefestivals.com](http://www.thehaguefestivals.com)
- Movies that matter [www.moviesthatmatter.nl](http://www.moviesthatmatter.nl)
- Kingsnight Life I Live Festival [www.lifeilive.nl](http://www.lifeilive.nl)
- Liberation day festival [www.bevrijdingsfestivaldenhaag.nl](http://www.bevrijdingsfestivaldenhaag.nl)
- Holland Dance Festival [www.hollanddancefestival.com](http://www.hollanddancefestival.com)
- Zeehelden Festival [www.zeeheldenfestival.nl](http://www.zeeheldenfestival.nl)
- TodaysArt Festival [www.todaysart.nl](http://www.todaysart.nl)
- Parkpop [www.parkpop.nl](http://www.parkpop.nl)
- Kaderock [www.musicon.nl](http://www.musicon.nl)
- Summertime Festival [www.popunie.nl](http://www.popunie.nl)
- Crossing Border Festival [www.crossingborder.nl](http://www.crossingborder.nl)
- De Parade [www.deparade.nl](http://www.deparade.nl)
- Rewire Festival [www.rewirefestival.nl](http://www.rewirefestival.nl)

## Food

The open-air market in Transvaal in The Hague is worth visiting for the great variety of fruits, vegetables, exotic ingredients and other stuff that is on offer. It is open 09.00–16.00 on Mondays, Wednesdays, Fridays and Saturdays.

Aldi and Lidl are cheap but good supermarkets, and both have several branches in the city. Other supermarkets are

Jumbo, Albert Heijn, Digros, C1000, Plus, and Coop. If you hang out in the centre, you will mostly see only the Albert Heijn supermarkets. If you shop at Albert Heijn, you should definitely get the 'bonus card'. The card is free of charge and will entitle you to a discount on 'bonus' products.

If you get bored with a broodje pindakaas or filet americain, try your luck in these organic and international food shops.

### Food shops

#### *Organic food*

- Ekoplaza
- Grote Marktstraat 177
  - Kerkplein 6a
  - Theresiastraat 292
  - Weimarstraat 153–155

Natuurwinkel  
Torenstraat 140

Open-air organic food market  
Hofplaats (next to Binnenhof)  
Wednesday 11.00–18.00

#### *British food*

Thomas Green  
Frederik Hendriklaan 71

### *Polish food*

Kamilski  
Zoutmanstraat 26b

### *Russian food*

Alaska  
Jacob van der Doesstraat 2

Russian shop  
Anna Paulownastraat 30a

### *Italian specialities*

Italy  
Piet Heinstraat 20  
Italian traiteur & delicatessen

That's Amore  
Laan van Meerdervoort 188a

### *Oriental food*

Wah Nam Hong Supermarket  
Gedempte Burgwal 8

Oriental supermarket  
Grote Marktstraat 113

### *International food*

Kelly's Expat Shopping  
Piet Heinstraat 105  
[www.kellys-expat-shopping.nl](http://www.kellys-expat-shopping.nl)

### *Balkan food*

Dukat Trading  
Piet Heinstraat 99

## **Shops**

Shops in the Netherlands are generally open from 09.00 to 18.00. In every city there is one day when shops stay open later. In Dutch, it is called 'koopavond'. Koopavond in The Hague is on Thursdays, when shops are open until 21.00.

### **Shops serving your artistic needs**

Professional shops (e.g. RU58) are open only on weekdays during working hours, do-it-yourself shops (Praxis, Gamma, Karwei) are mostly open throughout the week until pretty late at night, but some more specialised shops have 'shifted weekends' (i.e. they're open on Saturdays but closed on Mondays). Check their websites to be sure.

*Note:*

Don't forget to check out the academy shop!  
It is located in the basement at the Prinsessegracht.  
Shop owner is Gerard van Zeggelaar  
Tel.: 06-39574400 – Email: gerard@academiewinkel.nl

Kokkelink b.v. (metal materials)  
Van der Kunstraat 112  
**[www.kokkelink.nl](http://www.kokkelink.nl)**

RU58 (plastic materials)  
Zichtenburglaan 15  
**[www.ru58.nl](http://www.ru58.nl)**  
**[www.bouwplastics.nl](http://www.bouwplastics.nl)** (webshop)

Radio Twenthe (electronics)  
Stille Veerkade 11  
**[www.radiotwenthe.nl](http://www.radiotwenthe.nl)**

Artifac (for painting and drawing)  
Noordwal 17  
**[www.artifac.nl](http://www.artifac.nl)**

Goedman  
Prins Hendrikstraat 51  
**[www.rolfgoedman.nl](http://www.rolfgoedman.nl)**

Pipoos (art and creation)  
Dagelijkse Groenmarkt 33  
**[www.pipoos.nl](http://www.pipoos.nl)**

Praxis (tools, building materials, paint)  
– Verheeskade 287  
– Megastore  
Van der Kunstraat 123  
**[www.praxis.nl](http://www.praxis.nl)**

Hornbach  
's-Gravenzandseweg 71-72  
**[www.hornbach.nl](http://www.hornbach.nl)**

Gamma (tools, building materials, paint, gardening stuff)  
Van der Kunstraat 130  
Dr. Lelykade 220  
**[www.gamma.com](http://www.gamma.com)**

Fixet (tools, parts and materials to fix broken things)  
Laan van NOI 78-84  
**[www.fixet.nl](http://www.fixet.nl)**

Karwei (tools, building materials)  
– Binckhorstlaan 176  
– Uitenhagestraat 87  
2571 PV Den Haag  
**[www.karwei.nl](http://www.karwei.nl)**

Kringloop Holland  
– Piet Heinstraat 69  
– Fahrenheitstraat 343  
– Loosduinsekade 156  
Kringloop Den Haag  
– Zwedenburg 155

## Bikes

Buying a bike is a great idea because cycling is a cheap, healthy and easy way to get about. There are a few bike shops around and keep your eyes open in second-hand shops. Buying a stolen bike is a criminal offence. You might get into trouble if you take this risk and it is not necessary because a second-hand bike does not have to be expensive. An important rule is: cheap bike, expensive lock – then your transport will last a long time. And do not forget to buy bike lights. No need to go to a bike shop for that, since you can also find them at the Hema.

[www.marktplaats.nl](http://www.marktplaats.nl) is a good website to check out when buying anything. It is in Dutch but most of the time stuff on sale also has a photo. Just to know how to look for a bike, the Dutch word is 'fiets'.

Another nice thing to know if you want to move something big and want to do it the cheap way is to rent a 'bakfiets' – a bike that has a box attached on wheels. Count on needing extra time to learn to ride on it, though. You can rent a bakfiets at Den Haag HS station. Visit [www.rijwielshop-hollandspoor.nl](http://www.rijwielshop-hollandspoor.nl)

## Books

There is a bookshop around the corner from the KABK. And the city has a number of shops selling second-hand books. You will notice these shops because of the books piled up

outside them. Have a look in them for a cheap Dutch dictionary. Paagman is a large bookshop that sells both new and second-hand books.

The American Book Center is also a great shop. Books there are quite expensive, but the good thing is that you can also order books you can't find anywhere else. And you can get a 10% discount by showing your student card. On the 1st floor, you will find discounted books that (for you as a student) are being sold at a double discount.

## Clothing

Cheap clothing shops are Zeeman, Wibra, Hema, and H&M. But also check second-hand clothing shops in Piet Heinstraat (number 25 and 133). On the main shopping street, you will find a huge range of shops as well as the relatively expensive department stores, such as Bijenkorf.

## Furniture / Accessories

You might need to buy some household things. Check Wibra, Zeeman, Xenos, Hema or Ikea (Delft, Haarlem, Amsterdam) for basic things like towels, bedsheets, candles, plates, etc. If there is no furniture in your house, you might find something useful in second-hand shops.

## Recycling

You can recycle some plastic and glass bottles in supermarkets and get your deposit back. There are paper and glass recycling containers in many places in the city. If you want to get rid of a good piece of furniture, call the main Kringloopshop (second-hand shop) number: +31 (0)70 335 11 55.

In some cases, the Kringloopshop will pick it up from your house free of charge. If you have bulky household stuff to get rid of, call: +31 (0)70 366 08 08.

They will set a date when you can put it in the street and they will tell you how to wrap it correctly. If you want to get rid of it quickly, you can take it to one of the service points you find at:  
**[www.denhaag.nl](http://www.denhaag.nl)**

# Practical Information

## Dutch Language & Culture

The University of the Arts offers a Dutch language & culture course for international students of both faculties. The course consists of 12 lessons and is run each semester. A minimum of 12 students are needed to start a course. Note that following this course does not earn you any study points.

Please visit:  
**[www.kabk.nl/international](http://www.kabk.nl/international)**

**HOW  
TO  
SURVIVE**



**ROYAL  
ACADEMY  
OF ART  
(KABK)**

# How to Get to the KABK

## On foot

From Den Haag Centraal station: leave via the main entrance, walk straight ahead and cross the tram tracks to the left. Cross the bridge and take the first right along the canal. Opposite the street you will see the Royal Academy building (Prinsessegracht 4).

## By tram

If you arrive at Den Haag HS station, take tram 9, 16 or 17 to Den Haag Centraal station and walk from there. During rush hour, tram 10 is also an option.

# Opening Hours

Monday to Thursday: 08.00–22.00

Friday: 08.00–19.00

Saturday: 10.00–17.00

Exceptions are possible, especially during holidays. Please check the website for current opening hours.

**[www.kabk.nl](http://www.kabk.nl)**

# Reception

The reception desk is located at the Prinsessegracht entrance. It manages all incoming phone calls and the lost & found, and it has keys to all the KABK classrooms. The reception desk also provides information about teachers' absences. All visitors should report to the reception desk.

+31 (0)70 315 47 77  
receptie@kabk.nl

# Library

The KABK has a well-equipped library. The book collection consists of titles in fields such as fine arts, architecture, photography, graphic design, interior design, philosophy, art observation, fashion and art/cultural history. It also offers students a range of other resources, such as DVDs, current journals, theses and internship reports. There are also books with audio CDs to learn Dutch at several levels. For more information about the library or the new books that are acquired each week, or to access the online catalogue, visit **[www.kabk.nl](http://www.kabk.nl)**

*Opening hours:*  
Monday to Wednesday: 08.30–20.00  
Thursday & Friday: 08.30–17.30

+31 (0)70 315 47 98  
bibliotheek@kabk.nl

# Student Administration

The staff at the student administration manage all student files in a digitalised data system. All general information about studying at the KABK can be provided by the student administration.

Please inform them if you change your home or postal address, phone number or email address. Important letters will be sent to your postal address, such as application forms for next year's courses.

# Student Card

All registered students get a student card. This is your ID card and proof that you are studying at one of the faculties. The student card is like a bank card but for use only in the school. You can upload money to the card and use it to make photocopies or borrow equipment (camera, laptop, and video, sound and light equipment). Remember that you cannot pay with the student card in the canteen.

*Opening hours:*

Monday to Friday: 09.00–10.30, 12.00–14.00, 15.30–16.30

Wednesday evening: 19.00–21.00

+31 (0)70 315 47 45

studentenadministratie@kabk.nl

# International Office

## International exchange

One of the many tasks of the International Office is to stimulate international student exchange and manage the international contacts. It provides information about the various mobility programmes of EU and non-EU/EEA partners, the Dutch government, and the scholarships that are available for students who take courses or do an internship abroad.

### *Opening hours:*

Monday and Thursday:

09.00–10.30,

12.00–14.00,

15.30–16.30

Tuesday

9.00 – 10.30,

12.00-14.00

+31 (0)70 315 47 43

exchange@kabk.nl

## Head of International Affairs

You can drop in or make an appointment with the Head of International Affairs, Aparajita Dutta, if you want to discuss or talk about your stay and study at the KABK.

**international@kabk.nl**

# Financial Administration

The financial administration office is the place to:

- pay fees: in cash or with a bank card (PIN payments can only be made from a Dutch bank account; credit cards are not accepted);
- submit a direct debit form for the payment of the fees in instalments. A direct debit is only possible from a Dutch bank account;
- make enquiries about the status of the payment of fees;
- claim travel expenses: by submitting an expenses claim form signed by the coordinator and accompanied by the original tickets or a print-out of the use of your student travel card.

# Student Counsellor

The KABK has an independent student counsellor who can be contacted about problems with study progress or personal problems, and provides information of a more general nature. The student counsellor represents the individual interests of the students and is bound by a duty of confidentiality. The counsellor can also mediate or make referrals to agencies or individuals outside the Academy. Third parties are contacted if necessary, but only with the approval of the student.

The KABK's student counsellor is Paul Deneer. Along with Pauline Schep, he is also a confidential contact person for students. You can stop by their office, or call or e-mail them to make an appointment.

*Paul Deneer:*

deneer@koncon.nl – 070-3154723 – room BB.219

At the KABK on Tuesdays and Wednesdays  
from 13.00-18.00h.

Open office hour: Tuesday from 13.15-14.00h.

*Pauline Schep:*

p.schep@kabk.nl – 06 55712814 – room PD.208

You can turn to Pauline Schep for confidential matters.

# Canteen

This is a place for get-togethers, as well as for meetings and coaching talks. And, of course, for food and drinks. The canteen starts serving hot meals at 17.00.

# Your Building

All students are encouraged to make lively use of the academy building, but are expected to treat it with respect so it is there for the next generation of students to enjoy. After exhibitions we expect the academy to be left in the same condition it was found in. Walls should remain white, and temporary changes should remain temporary.

The academy operates on the two opposing principles that damage should be avoided at all costs, but that everything should be possible. The balance between the two can be found by communicating projects on time with course coordinators who may need to discuss the idea with Facilities.

More information about the building and the use of workspaces and classrooms is published on: **[www.kabk.nl](http://www.kabk.nl)**

# Workshops @ KABK

The KABK has 15 workshops dispersed over the entire building. All students are allowed to use all workshops. The machinery and workshops are state of the art. Operating the machinery can be dangerous and complex. That is why the KABK offers short courses in using the machinery safely and properly and in getting the most out of it.

Please check the workshop website for courses, the available machinery and other information:  
<http://werkplaatsen.kabk.nl>

# Why you Should Use Osiris Student

OSIRIS Student is an assessment system where you can check your results and study progress.

You can find instructions on the student portal at:  
[www.kabk.nl](http://www.kabk.nl)

If you need more information, please contact the Student Administration (PD.009) or send an e-mail to [studentenadministratie@kabk.nl](mailto:studentenadministratie@kabk.nl)

# Personal KABK E-mail Account

During your study at the KABK, you will have access to a personal online account that you can use for various services. You will have access to your email, timetable (ASIMUT) and study results (OSIRIS) via the student portal at [www.kabk.nl](http://www.kabk.nl).

All administrative e-mail correspondence of the KABK will be sent to your KABK e-mail address. Therefore, we advise you to activate this e-mail address as soon as possible and to check it regularly. If you do not, you run the risk of missing important announcements and information, such as last-minute changes in your schedule.

You have different options to set up your KABK e-mail account:

- A.** Re-direct KABK mail to private account
- B.** Set Email account in Outlook (Windows) and Iml (Mac)
- C.** Set up Iml
- D.** Set up your KABK e-mail account on your phone

You will find further information on the student portal at [www.kabk.nl](http://www.kabk.nl)

# Booking a Room with ASIMUT

Individual and collective assessments are obligatory parts of your course curriculum, and presentations are considered very important. To give a presentation, you will need to book a room or a space. The KABK uses the software programme ASIMUT to manage the room/space timetables and reservations. In order to check your timetable, you need to log in to ASIMUT using your student number and password.

On [www.kabk.nl](http://www.kabk.nl) you will find a short introduction video about ASIMUT, as well as some tutorials.

Access is via the student portal or send an email to: [boekingen@kabk.nl](mailto:boekingen@kabk.nl)

# How to Connect to KABK's WIFI

If you want to use wireless internet at the KABK with your own laptop or mobile phone use:

Wi-Fi: KABK-Students  
Password: kabk@air

You can ask for assistance in the computer room on the right before the mirror corridor.

# How to Print @KABK

With EveryonePrint you will be able to print from your personal laptop to a KABK printer. You need to be connected to the KABK-Student WIFI.

- Log in using your KABK student number and password.
- Prints will be charged to your account balance.
- Use the Print Release Station near the printer to pay and release your prints.

*Note:*

- Printing to a black and white printer costs €0.05 per page. (A4)
- Printing to a black and white printer costs €0.10 per page. (A3)
- Printing to a color printer costs €0.15 per page. (A4)
- Printing to a color printer costs €0.30 per page. (A3)

### Step 1:

- Obtain the latest Mac drivers for the printer
- Download and install the following printdriver(s) of the printer you want to use:
  - Computer workshop Colos (Xerox EX-i-80 Press) Download
  - Graphic Design (HP M750) Download
  - Computer workshop Black/White (HP 806) Download
- Once downloaded click on the driver package and follow the wizard to install these drivers.
- Finally, you should end up with the success message.

### Step 2:

- Log into EveryonePrint to obtain the correct settings
- Open a browser and visit <https://print.kabk.nl>
- Log in with your student number and password.
- Select the Driver Print tab Select the 'Advanced' option.
- Select the appropriate printer.
- Select the Mac OS or Windows option from the bottom of that page and follow the instructions.
- Ensure you select the correct driver as shown in the instructions.

# How to Buy Official Software and Other ICT Products at Very Low Prices

SURFspot.nl is the IT shop where students from the KABK can buy official software and other ICT products at very low prices.

You can login to Surfspot via the student portal on **[www.kabk.nl](http://www.kabk.nl)** in order to acquire computer software and hardware at a large discount.

Choose Login for MBO, HBO and WO and search for 'Royal Academy of Art' and log in with your student number and password.

# KABK's Socials and Bulletin Board

Get in touch with your fellow students and find out what is going at the KABK by joining our social accounts.

Facebook: [www.facebook.com/kabk.haag](http://www.facebook.com/kabk.haag)

Instagram: [royalacademyofart.thehague](https://www.instagram.com/royalacademyofart.thehague)

Twitter: <https://twitter.com/kabknews>

You can find scholarships and funding possibilities, calls & competitions, jobs, workshops, lectures and more- selected for KABK's on our KABK Bulletin Board.

<http://kabk-bulletin-board.tumblr.com>

# Last but not Least

## Some Don'ts

Even though the Netherlands is known as a liberal country where people enjoy lots of freedom (think of coffee shops and legalised gay marriage), you can still get into trouble. You can be fined for:

- Not having a ticket in the train / tram / bus / metro, or having a wrong ticket.
- Drinking beer/alcohol at any station, in a park or on the boulevard of the beach in Scheveningen.
- Not picking up your dog's poo.
- Putting your rubbish bag on the pavement on the wrong day or before 22.00 the night before collection day. An inspector can rummage through your bag looking for any paper with your name on it... Check 'de huisvuilkalender' (the rubbish-collection calendar).
- Not having bike lights in front (white) and on the back (red) when cycling after dark.
- Cycling through 'pedestrians only' streets. Police here might be walking, cycling or riding a horse.
- Smoking: Please note that smoking is prohibited in almost all bars, restaurants and public places.

## Abbreviations and key words

- **OV** (Openbaar Vervoer): public transport
- **HTM** (Haagsche Tramweg Maatschappij): The Hague Public Transport Company
- **BSN** (Burgerservicenummer): social fiscal/tax number
- **BRP** (Basis Registratie Personen): Civil Service Number
- **VVR**: residence permit
- **SOA** (Seksueel Overdraagbare Aandoeningen): sexually transmitted infections
- **MCH** (Medisch centrum Haaglanden): Haaglanden Medical Centre
- **Kringloopwinkel**: second-hand shop
- **Studiefinanciering**: study financing
- **Immigratiekantoor**: Immigration Office
- **Kijkavond**: 'Check out the house' evening
- **Woonpas**: housing card
- **Koopavond**: late-night shopping
- **Delfland**: water management institution in the region of The Hague
- **Stroom**: centre for visual arts and architecture, The Hague
- **KABK** (Koninklijke Academie van Beeldende Kunsten): Royal Academy of Art
- **CS** (Den Haag Centraal station): The Hague Centraal station
- **HS** (Den Haag Hollands Spoor): The Hague Hollands Spoor station
- **Europese Unie**: European Union
- **NS** (Nederlandse Spoorwegen): Dutch Railways

## Four of the nicest Dutch words

- **Gratis**: free
- **Lekker**: tasty (the weather can also be lekker)
- **Gezellig**: cosy (something even better than cosy)
- **Aanbieding**: special offer

## Useful internet addresses

- [www.kabk.nl](http://www.kabk.nl)
- [www.studyinthehague.com](http://www.studyinthehague.com)
- [www.hogeschoolderkunsten.nl](http://www.hogeschoolderkunsten.nl)
- [www.denhaag.nl/en/expats-and-students.htm](http://www.denhaag.nl/en/expats-and-students.htm)
- [www.denhaagstudentenstad.nl/en/home](http://www.denhaagstudentenstad.nl/en/home) (website about The Hague for international students)
- [www.studyinholland](http://www.studyinholland) (useful website for international students)
- [www.duo.nl/particulieren/international-student/](http://www.duo.nl/particulieren/international-student/)
- [www.minbuza.nl/cccd](http://www.minbuza.nl/cccd) (website with all addresses of embassies in The Hague)
- [www.just-landed.com](http://www.just-landed.com) (useful website for foreigners)
- [www.9292ov.nl](http://www.9292ov.nl) (website about public transport in the Netherlands)
- [www.jorplace.nl](http://www.jorplace.nl) (website of a hostel in The Hague)
- [www.stayokay.com](http://www.stayokay.com) (website of a hostel chain in The Netherlands)
- [www.thestudenthotel.com/thehague](http://www.thestudenthotel.com/thehague)
- [www.ipsinsurance.info](http://www.ipsinsurance.info) (website about insurance for international students)

## Checklist of things you have to arrange

- Get a letter of registration from the KABK
- Get health insurance and liability insurance
- Get a student bank account
- Go to the town hall to register (student administration arranges a group registration in the beginning of the year)
- Get a Dutch SIM card
- Read the KABK house rules
- Get a room/apartment with a tenancy contract and the possibility of municipal registration at that address
- Get a part-time job and (if applicable) apply for Dutch student finance
- Get a bike and bike lights
- Get an OV chip card (if you have to travel often by local public transport) or the NS train discount card (if you have to travel by train often)

**Good luck settling down.  
Don't hesitate to ask staff and students  
in case of any questions!**

# Colophon



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[www.kabk.nl](http://www.kabk.nl)