**International Office, VU Amsterdam**

### PhD’s / Guest Regulations

The International Office offers accommodation to participants in exchange programmes, to foreign fee-paying students in international Master’s and Bachelor’s programmes, to visiting staff, scholars, international PhD’s, and guests at VU Amsterdam. The International Office offers furnished and unfurnished rooms with private or shared facilities. The number of rooms available is limited, so we cannot guarantee accommodation for every student or guest, but the International Office will do its utmost best to find suitable accommodation for everyone.

This document contains all the information on the rules and regulations concerning accommodation arranged via the VU Amsterdam for International Guests and PhD’s.

**1) Arrangements for PhD’s and Guests**

***Information***

The price of accommodation varies between €590,- and €1000,- depending on the type of room and the facilities provided. More information about the rooms and procedure can be obtained from [FAQ](https://vu.nl/en/about-vu/more-about/accommodation-faqs) list. Any remaining questions can be sent to: [accommodation@vu.nl](mailto:accommodation@vu.nl)

***Housing corporations***

VU Amsterdam has housing contracts with 4 housing corporations: DUWO, Eigen Haard, Hotel Jansen and Stunest.

***Rental periods***

This is the period during which a guest / PhD and the housing corporation have agreed to rent (out) accommodation.

***Rental period Short Stay Housing***

A Short-stay rental agreement can only be made for a minimum period of one month, and up to a maximum period of twelve months. **It is not possible to extend the rental contract after 1 year.** The start date of the rental period is always on the 1st or on the 16th of the month. The end date of the rental period is always on the 15th or on the last day of the month.

***Subletting***

Subletting your accommodation via AirBnB or similar platforms it not allowed. The housing corporations standard policy upon discovery is immediate termination of the tenancy agreement. We and the housing corporations will impose a zero tolerance policy. So if you are caught in subletting your apartment via AirBnB or similar platforms, your tenancy agreement will be terminated and a fine will be imposed.

**2) Application**

***Procedure***

You can receive the application form from the accommodation department ([accommodation@vu.nl](mailto:accommodation@vu.nl)). Once the accommodation office received your application form, your request will be placed on a waiting list. As soon as accommodation becomes available for you the International Office will inform you. There is no set deadline for submitting an application, but we advise to apply at least six months in advance.

***Application form***

An application is a request for accommodation: it does not constitute an offer of accommodation or the acceptance of such an offer.

# 3) Confirmation

***Housing offer***

If the International Office is able to offer you accommodation, the Confirmation Letter for Accommodation with a confirmation of the address, type and expected price of the room will be sent to you.

As long as there is no accommodation available, your request stays on the waiting list.

Note: Housing corporation DUWO enables guests to make a reservation themselves for accommodation. The Confirmation Letter for Accommodation can also be seen as an invitation to make a reservation for housing in the system of housing corporation DUWO.

Please take notice on the following conditions:

* The rental contract can only be signed after you have paid the VU Amsterdam fee.
* No discounts will be given for late arrival or early departure.
* If you are planning to arrive on a different date than the one set for your arrival, you must inform the housing corporation as well as [accommodation@vu.nl](mailto:accommodation@vu.nl) .
* The International Office is not obliged to offer alternative accommodation to applicants who are not satisfied with their accommodation, either before they have taken up residence or afterwards.
* If you wish to change your date of arrival, you should be aware that the original date on which accommodation has been reserved for you cannot be changed without financial consequences.
* A few weeks before your scheduled arrival, the housing corporation will mail you detailed information about payments, signing the contract and how to collect your keys.

***VU Amsterdam housing fee***

VU Amsterdam charges all guests a housing fee. The exact amount of this fee depends on the length of your rental period:

* rental period up to 6 months = **€250,- housing fee**
* rental period more than 6 months = **€500,- housing fee**

The housing fee is necessary to cover the costs of VU Amsterdam in providing the housing service to international students and guests. This fee is not included in the rent of the accommodations that is published on the websites of the housing corporations.

***Waiting list***

If you have not yet been offered accommodation, your name will be added to a waiting list. You will be updated by e-mail once a room becomes available. Please note that this is not a guarantee that we will be able to send you an offer. The accommodation department will do her best to offer you alternative options.

***Housing Corporation***

A few weeks before your arrival, the housing corporation will send you detailed information about payments and how to collect the keys of your room. You can only collect the keys after the required payments have been made and the contract has been signed.

# 4) Cancellation Short Stay housing

# *Cancellation and Termination Policy*

1. If you wish to cancel your room offer prior to your arrival, you must do so in writing. You should send your written cancellation notice to [accommodation@vu.nl](mailto:accommodation@vu.nl), bearing in mind that there is a **one month** notice period**.**
2. If your housing offer is cancelled less than one month before the starting date, the housing fee will not be refunded to you.
3. If you have not yet been offered accommodation, your name will be added to a waiting list, and you will be informed once a room becomes available for you. If you would like to cancel your housing application please send your written request to [accommodation@vu.nl](mailto:accommodation@vu.nl).
4. From the start of your housing contract, the contract can only be cancelled with one month notice**.** If you wish to terminate the rental agreement earlier that the original ending date, you should contact the housing corporation and [accommodation@vu.nl](mailto:accommodation@vu.nl). Please do this at least one full calendar month prior to the date on which you will be vacating the housing accommodation. The last day of the rental contract is always the 15th or the last day of the month.
5. If your relationship with VU Amsterdam has terminated, you are no longer entitled to the accommodation provided by the International Office.
6. On your departure, you must have paid all outstanding invoices in full.
7. No settlement will be made regarding interest earned on any outstanding deposits.
8. The accommodation must be left in the state in which it was found at the beginning of the rental period.

# 5) Arrival

Upon arrival, you will need to visit the housing corporation’s office to attend to a number of formalities. It is very important that you check the office hours of the housing corporation as you will only be able to pick up the keys to your accommodation during these hours. Prior to arrival you need to complete your first payment to the housing corporation.

# 6) Changes during your stay

* It is not possible to change accommodation after your arrival.
* As a tenant, you are responsible and liable for the accommodation you are renting.
* As a tenant, you are not allowed to sublet your accommodation.

Any remaining questions can be sent to: [accommodation@vu.nl](mailto:accommodation@vu.nl)