

STUDENT ASSISTANT

Look for jobs:
[WUR Career Platform](#)

Get a Job Confirmation.

1

Welcome Centre
Food Valley will contact via
mail, requesting some
documents.

2

Inform SSC to stop
student insurance as
you start working as a
student assistant.

3

Apply for Dutch Basic
Healthcare Insurance (DBHI)
and ICS start+ (*Aon will send an
employment declaration
document to be filled by your
**employer or HR)

4

Download insurance
company app or go to
their website, login via
DigiD. If the policy is
active, pay premium.

5

Inform employer about
the insurance detail
from both AON and
DBHI from the insurance
company

6

Welcome Center Food
Valley will send the work
permit for the duration
mentioned by employer.

7

Send work permit to
Employer and HR, so they can
initiate [Myworkspace.wur.nl](https://myworkspace.wur.nl)
account for you.

8

Login [Myworkspace.wur.nl](https://myworkspace.wur.nl)
with your WUR account.
Click on MyHR to Declare
hours.

9

Congrats You made it as a
student assistant!!!

10

Apply at [Mijn Toeslagen](#), for
insurance fee subsidy;
[Submit annual income tax
return](#)

11

Enjoy the journey and
don't hesitate to ask
support of your
supervisor / manager!

12



*AON : Insurance provider may change, contact employer/SSC in that case
**Employer : Chair group or person that advertised the student assistant position.
***Time duration may vary per case, approx. duration for complete process is 5-8 weeks.