



Erasmus Multicultural Associations Resource Hub

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Student Association Requirements January 2026

In the category of Student associations associated with the Erasmus University Rotterdam there are two categories; recognized and registered. Recognized is used when associations are established and active for more than two years. Registered has been changed to 'Historically registered', and it applies to currently registered associations that do not qualify for recognition under the new rules. Please see the website for more information regarding 'Onepager Revision Recognition Regulation' and 'Recognition Regulation for Student Organizations'.

[Onepager Revision Recognition Regulation](#)
[Recognition Regulation for Student Organizations](#)

KVK & UBO

In order for your association to start the recognition process, you will need to be registered with the KVK (Chamber of Commerce) to register your association and UBO (Ultimate Beneficial Owner) to list all the board members. This needs to be updated every board change/year. Besides these you will also need to open a bank account for the association, for which you will need the KVK registration

KVK New board registration

Visit the Chamber of Commerce website to complete the new board member registration.

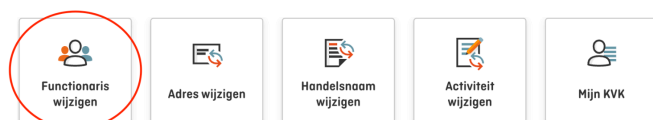
<https://www.kvk.nl/>

Step 1: Go to "Wijzigen" and select "Functionaris wijzigen"

<https://www.kvk.nl/wijzigen/>



Direct doen



**ERASMUS
MULTICULTURAL
ASSOCIATIONS**

Step 2: Fill in the KVK number of the association and select the association

Voor welke organisatie wil je een functionaris inschrijven of uitschrijven?

Selecteer de organisatie waarvoor je een functionaris wilt inschrijven, uitschrijven of de functionarisgegevens wilt wijzigen.

Selecteer de organisatie

Step 3: Select “Een nieuwe functionaris inschrijven” (Register a new official)

Wat wil je doen voor de functionaris(sen)?

Geef hieronder aan of je een functionaris wilt inschrijven, uitschrijven of de functionarisgegevens wilt wijzigen. Wil je meerdere aanpassingen doen?

Nadat je je wijziging hebt ingevuld kun je aangeven of je nog iets wilt aanpassen. Je komt dan terug op dit scherm.

Een nieuwe functionaris inschrijven

Een functionaris uitschrijven

De functionarisgegevens wijzigen

Step 4: Prepare the following details

- the board member's full name as stated on the identity document
- the board member's BSN number
- the board member's private address if they live abroad
- the board member's function and title
- the board member's email address

Inschrijven van functionarissen

Via dit online formulier kan je eenvoudig nieuwe functionarissen inschrijven. Iedereen kan de inschrijving doen, maar alleen een geregistreerde (bij KVK ingeschreven) en bevoegde functionaris mag tekenen voor de inschrijving van nieuwe functionarissen. Ook de nieuwe functionarissen moeten een handtekening plaatsen.

Checklist inschrijven nieuwe functionarissen

Houd de volgende informatie van de nieuwe functionarissen bij de hand:

- de volledige naam, zoals vermeld op het identiteitsbewijs
- het burgerservicenummer (BSN)
- het privéadres (als de functionaris in het buitenland woont)
- de functie en titel (zoals vermeld in de statuten of volmacht)
- het e-mailadres
- indien van toepassing: informatie over de volmacht



Step 5: Fill in the date which the new board member will be registered (can be a date in the past)

Op welke datum treedt de wijziging in?

Kies een datum

Step 6: Who performs the function of official? Select “Persoon” (Person)

Wie vervult de functie van functionaris?

Persoon

Organisatie

Step 7: Does the officer have a BSN? Select “yes”

Heeft de functionaris een burgerservicenummer (BSN)?

Het BSN is een uniek persoonsnummer voor iedereen die ingeschreven staat in de Basisregistratie Personen (BRP). Het BSN staat op paspoort, rijbewijs of identiteitskaart.

Ja Nee

Step 8: Fill in the BSN number

Wat is het burgerservicenummer (BSN) van de functionaris?

Het BSN staat op paspoort, rijbewijs of identiteitskaart.

Burgerservicenummer

Step 9: Fill in the first name, middle name (if any), and last name as written on the passport

Wat is de volledige naam van de functionaris?

Vermeld alle namen zoals aangegeven in het paspoort of op de identiteitskaart.

Voornaam/-namen

Tussenvoegsel (optioneel)

Achternaam

Step 10: Does the official live in the Netherlands? Select “Ja” (Yes)

Woont de functionaris in Nederland?

Ja Nee



Step 11: What is the email address of the official? Fill in the personal email of the board member

Wat is het e-mailadres van de functionaris?

De functionaris voor wie je de wijziging doorgeeft moet het formulier ook ondertekenen. Het e-mailadres hebben wij nodig om het formulier ter ondertekening te sturen naar deze functionaris. Het is dus belangrijk dat je het juiste e-mailadres opgeeft.

Let op! Vul hier uitsluitend het e-mailadres in van de functionaris voor wie de wijziging geldt. Verkeerd ingevulde formulieren kunnen wij niet afhandelen.

E-mailadres

Step 12: What is the function of the official? Select “Bestuurder” (Director)

Wat wordt de functie van de functionaris?

- Bestuurder
- Persoon krachtens statuten bevoegd bij ontstentenis/belet van de bestuurders
- Commissaris
- Lid van het toezichhoudend orgaan
- Gevolmachtigde
- Vereffenaar
- Bewaarder van boeken en bescheiden

Step 13: Does the official has a title? Select “Ja” (Yes)

Krijgt de functionaris een titel?

Een titel is bijvoorbeeld: verkoopleider, algemeen directeur, voorzitter of secretaris.

- Ja Nee

Step 14: What is the title of the official? Fill in the title e.g. President, Secretary, Treasurer, etc. in Dutch or English

Wat wordt de titel van de functionaris?

Een titel kan bijvoorbeeld zijn: secretaris of verkoopleider.

Voorbeeld 1: Mevrouw Groenhof-Vroon is bestuurder bij een vereniging en heeft de titel van secretaris.

Voorbeeld 2: Mevrouw Groenhof-Vroonhof is gevolmachtigde bij een organisatie en heeft de titel van verkoopleider.

Titel



Step 15: Will the official be authorised independently or jointly? Select “Gezamenlijk” (jointly) Wordt de functionaris zelfstandig of gezamenlijk bevoegd?

Bij gezamenlijke bevoegdheid zijn minimaal twee functionarissen bevoegd. De functionaris moet altijd met één of meer personen tekenen (zoals vastgesteld in de statuten). De functionaris is alleen/zelfstandig bevoegd als hij onafhankelijk iedere rechtshandeling kan doen en alle contracten kan tekenen. De bevoegdheden van functionarissen vind je o.a. terug in de statuten.

Selecteer de bevoegdheid van de functionaris

Gezamenlijk Alleen/zelfstandig

Step 16: Click “Nog een wijziging toevoegen” (Add another change) to fill in the details of the next board member

KVK

The screenshot shows a progress bar with three steps: 'Wijziging invullen', 'Wijziging ondertekenen', and 'Wijziging indienen'. Below the progress bar, the title 'Wijziging voor Erasmus Multicultural Associations' is displayed. Underneath, there is a section titled 'Voor bestuursleden en gevolmachtigden' containing a search bar with a magnifying glass icon and a 'Verwijder' button. Below the search bar, the text 'Inschrijven als Bestuurder' is visible. At the bottom of this section, the button '+ Nog een wijziging toevoegen' is highlighted with a red circle.

Step 17: After adding all board members, click “Wijziging ondertekenen” to continue

KVK

The screenshot shows the same progress bar and form structure as in Step 16. In this step, the 'Wijziging ondertekenen' button at the bottom right of the form is highlighted with a red circle. The '+ Nog een wijziging toevoegen' button is no longer highlighted.

Step 18: Are you signing this request yourself?

- Select “Ja” (Yes) if your name is registered in KVK (i.e. you are already registered as a director of the association in KVK)
- Select “Nee” (No) if your name is not registered (i.e. you are registering your name the first time / you are the new board member)

Onderteken je dit verzoek zelf?

Staat jouw naam geregistreerd bij KVK en mag jij namens jouw onderneming officiële wijzigingen ondertekenen?

Ja Nee



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Made by Erasmus Multicultural Associations
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If you selected “Nee”, fill in the details (first name initials and last name, email address as registered, BSN number) of the official (i.e. member of the previous board) whose name is registered

Wat is de naam, het e-mailadres en het BSN van de functionaris die tekent namens de organisatie?

We vragen hier ook om het Burgerservicenummer (BSN). Dit is een extra controle, zodat alleen de juiste persoon straks met DigiD kan ondertekenen.

Achternaam en voorletter(s)

E-mailadres

Burgerservicenummer

Step 19: Fill in your contact details (first name initials and last name, email address, phone number)

Step 20: You will receive an email from KVK containing steps to sign the document digitally. Follow the steps and sign the document one by one until everyone (stated in the email) has signed it

✓ Je hebt je wijziging ondertekend en aan KVK doorgegeven

1. Nadat alle partijen de wijziging hebben ondertekend, kan de wijziging door de functionaris die jou heeft opgegeven worden ingediend.
2. De aangever ontvangt een bevestiging nadat de wijziging bij ons is ingediend.
3. Voor vragen of als je een kopie wilt ontvangen van het wijzigingsformulier kun je contact opnemen met de functionaris die jou heeft opgegeven. In de ondertekenmail die je hebt ontvangen vind je de naam van deze functionaris.

Step 21: After all the parties have signed digitally via DigiD, the application will be processed. New board members should receive a letter by post from KVK stating their registration at the organisation.



Step 22: (Optional) You can choose to purchase a digital certified copy of the KVK extract from the portal. This extract is the proof of your association's KVK registration.

<https://www.kvk.nl/en/ordering-products/kvk-business-register-extract/>

Uittreksel Handelsregister Kamer van Koophandel®

Uittreksel Handelsregister - digitaal gewaarmerkt

Geschikt voor officieel gebruik. Wordt per e-mail verzonden. Ook Engelstalig beschikbaar.

€ 9,25

Bestellen

> [Bekijk meer productinformatie](#)

Uittreksel Handelsregister - inzien niet gewaarmerkt

Bekijk de gegevens direct op je scherm. Niet geschikt voor officieel gebruik.

€ 2,85

Bestellen

> [Bekijk meer productinformatie](#)

Remember to order the one that is digital certified (digitaal gewaarmerkt)

You only need to order once and use the same extract, as long as the information on it is accurate.



UBO Registration

Step 1: Register new UBO

Step 2: Fill in the first individual's data (bsn, first name and last name)

Step 3: Declare the individual's interest (assets and voting rights)

The current importance of the UBO in the organization

In the next steps you can select the current interest that the UBO has in the organization.

Does the UBO currently have more than one interest? Then choose the first interest that applies.

Assets: No

Is the UBO entitled to more than 25% of the organization's assets?

This may apply if your organization has two or three members who are all entitled to the assets. You can designate these members as UBOs.

- Yes
 No

Voting Rights: Yes

Does the UBO have more than 25% voting rights in the event of an amendment to the articles of association?

This only applies if your organization has three or fewer members. You can designate these people as UBOs.

- Yes
 No

i This person has the right *to vote*. Later in the assignment you must add documents that demonstrate this interest. An example of such a document is the deed of amendment of the articles of association.

33% / greater than 25% and less than or equal to 50% for a 3-member board

What is the extent of the UBO's interest?

- Greater than 25% and less than or equal to 50%
 Greater than 50% and less than or equal to 75%
 Greater than 75% and less than or equal to 100%

Step 4: Repeat the same steps for all board members, then proceed to the statement



Step 5: Submit the required documents for each board member

- Passport or dutch identity card
 - For internationals: a document stating your BSN number (e.g. the BRP letter)
- KvK uittreksel (after registering at KVK, you can get a digital official copy for 9 euros)

Add attachments

In order to verify the data you have entered, we need the following documents per UBO. Conditions for these documents:

- max. 9 MB per document
- file type pdf (without password protection), jpg/jpeg, png, gif and bmp

Copy of identity document (max. 2 attachments)

Check whether the copy of the identity document meets all the requirements




 Drag or select a file. Select file

[+ Add another attachment](#)

Document demonstrating the importance of the UBO (max. 3 attachments)

 Drag or select a file. Select file

[+ Add another attachment](#)

 Examples of documents that demonstrate the importance of the UBO:

- deed of amendment of articles of association
- deed of incorporation

Step 6: the person submitting this application should fill in their details and log in to DigiD to digitally sign the document



Step 7: you should receive a confirmation and download the UBO statement

Thank you for submitting your request

Download the signed pdf of the UBO statement. You need this for your own administration. Do not close this window in the meantime.

 [Download UBO statement](#)

Your reference number is: **72387491-20241013-0004** .

Keep this number safe. We will send you an email when we have received the assignment and when we have processed it.

What happens now with your UBO declaration?



Your UBO statement has
been submitted



KVK checks statement



Response from KVK

Your UBO statement has been submitted. KVK will check the statement and will contact you if anything is unclear. Your organisations and the UBOs will receive a confirmation or rejection from KVK by letter within 8 weeks. In busy periods it may take longer.



Notary

When you start an association you have two options; Full legal capacity and Limited legal capacity. A notary is required for 'Full legal capacity' registration and this option makes it more beneficial in the long run. The association becomes a fully independent legal entity. The association can now apply for subsidies/grants, open a business bank account and be formally recognized by EUR. The Full legal capacity route does come with some expenses, the costs for a notary are around Costs for a notary usually €400 to €800, therefore important that the association is prepared for this to be established in the long run. There is also a 'Limited capacity' option where no notary is needed, but to be recognized the university does require Full legal capacity.

Board Grant

The Board Grant is a financial compensation scheme for students at Erasmus University Rotterdam who take on a full-time or otherwise intensive board position within a recognized student association. It is intended to support board members for the significant time and responsibility involved in governance, the reduced opportunity to work part-time, and any potential study delay resulting from their board year. The application round typically opens in June each year for the upcoming academic year.

Things to prepare

- KVK extract of the association
- Board members' name, EUR student number
- Accountability form ("Bijlage 4. Formulier Verantwoording 2024-2025.docx")
- Bank extracts from the previous academic/board year, showing the amount the association receives from the board grant, and the amount that is being distributed to the board members (need to match the number filled in the accountability form)
- A photocopy of the association's bank card

Step 1: Start the Board Grant Application

Reply to the email from Board Membership Grants, EUR (boardmembershipgrants@eur.nl) with the name and EUR student number of a representative from the board. This person will then see an open case on their Osiris to continue the board grant application

Step 2: Follow the instructions and fill in the Application board membership grant on Osiris

Information of the association:

- Fill in the name of the association
- Fill in the IBAN-number of the association. Note: this must be the IBAN of the bank account under the association's name. It cannot be a personal bank account.
- Fill in the VAT number. If your association do not have one (which is usually the case), fill in "0".
- Upload the photocopy of the front and back of the bank card (showing the IBAN number you filled above)

Information of the board members:

- Fill in the EUR student number of the board member
- Fill in the initials and last name of the board member
- Select the applicable options for this board member in the following questions



- Complete this step for every board member who is enrolled at EUR

Step 3: Complete the Accountability form (“Bijlage 4. Formulier Verantwoording 2024-2025.docx”) and upload to Osiris

- This can be found in the email from the Board Membership Grants
- Fill in the association name and IBAN number
- Fill in the name and EUR student number of the **previous board members** who received a board grant in academic year 2024-2025
- Fill in the amount each board member received, and the total amount of board grant the association received
- Sign the form by the president and the treasurer

Step 4: Upload the KVK extract, showing the names of the new board members

Step 5: Upload the bank transaction extracts

The extracts need to show:

- The total amount of board grant your association received in the previous academic year
- The amount of board grant your association pay to your previous board members
- All numbers must match the amount you filled in the Accountability form
- You can download the extracts from your bank, and filter the relevant transactions

Step 6: Submit the case and wait for the decision. Once this is approved, the representative will receive an email and see the decision on Osiris.

Gmail/Microsoft work account

It is also important for the association to set up a dedicated Gmail or Microsoft work account (for example, a shared board email such as info@association.nl). Using a professional account instead of a personal email address ensures continuity when board members change every year. It allows all board members to access important emails, documents, and shared calendars in one place. In addition, a Microsoft or Google workspace account makes it easier to store files securely in the cloud, manage access rights, use shared drives, and maintain an organized handover to future boards.



Resources for Recognized Student Associations

Office and Storage space - P building

As a recognized student association, you can request a (shared) office on campus via the Service Desk. An email can be sent to: servicedesk@eur.nl

Organising large events on campus

For large events on campus, student associations should coordinate with **Event & Room Booking** (erb@eur.nl) at Erasmus University Rotterdam. This team must be contacted when organizing activities that involve safety considerations (such as fire safety), require audiovisual equipment to be installed or moved, or may cause inconvenience to others on campus.

Requests: Large events must be requested at least two weeks in advance, while simpler requests for audiovisual equipment or other facilities must be submitted by 12:00 noon at least one day prior to the event.

Cancellation: If equipment or facilities need to be cancelled, this must also be reported no later than one working day in advance before noon. Additionally, associations organizing recurring annual events should notify Event & Room Booking so the event can be included in the university's Events Calendar.

For more information + contact: <https://my.eur.nl/en/eur/campus/events-rooms/events>

Barbecuing on Campus

Student associations can organize barbecues on Campus Woudestein, but only at designated locations and under specific conditions set by Erasmus University Rotterdam. Designated barbecue sites include the terraces of Erasmus Paviljoen, Maria's Cantina, and the Sports Building, each with its own caterer. Barbecues can also be organized on Erasmus Plaza through Event & Room Booking (erb@eur.nl), or on the terrace of Café In de Smitse in coordination with its management. Catered barbecues must be arranged through a certified caterer, typically at least two weeks in advance. Small self-catered barbecues (maximum 50 people) are permitted in Park Noord, provided participants bring their own equipment, follow safety rules, and clean the area afterwards. Larger events may require notification to the Municipality of Rotterdam and could involve additional safety measures such as security arrangements.



Marketing and Promotion through Campus Channels

Student associations can promote their events through several official campus marketing channels at Erasmus University Rotterdam (Woudestein campus).

Available promotional options include:

- flyer campaigns
- stands in building halls (such as Mandeville, Polak, Sanders and Theil)
- banners and escalator advertising in the Mandeville building
- notice boards
- elevator promotion
- revolving door displays
- glass wall posters
- content on digital screens (such as the Plaza screen).

To arrange promotional materials like flyers, posters, or brochures, associations should contact the Service Desk (servicedesk@eur.nl).

If the promotion involves booking a physical space on campus (such as a stand, catering activity, or promotional spot inside a building or on the Plaza) associations should coordinate with **Event & Room Booking** (<https://my.eur.nl/en/eur/campus/events-rooms/events>).

All promotional materials must comply with university guidelines, meaning they may not contain advertising for alcohol, smoking, other universities, political messages, discriminatory content, or offensive imagery or text.

Cancellations: Cancellations for promotional facilities must be made at least one working day before midday, otherwise a €25 administration fee (excluding VAT) may apply.

EUR Social Media Takeover

Student associations can increase the visibility of their activities by collaborating with Erasmus University Rotterdam through official social media channels. Associations may have the opportunity to interact with their target audience or organize a social media takeover on the university's Instagram account, where they can showcase student life, events, and activities to current and prospective students. Associations interested in promoting their activities or hosting a takeover can submit a request through the designated online form provided by the university.

For more information: <https://my.eur.nl/en/eur/news-events/social-media>

Extra promotion channels

Erasmus Magazine

Student associations can also promote their events or initiatives through Erasmus Magazine, the independent magazine of Erasmus University Rotterdam. Erasmus Magazine publishes news, interviews, and features related to the university community, and can be a useful channel for gaining broader visibility



among students and staff. Associations can reach out to the editorial team to share noteworthy events, initiatives, or stories that may be relevant to the university community. If the topic is considered newsworthy or interesting for readers, the magazine may choose to cover it through an article, interview, or announcement on their website and social media channels.

Contact: erasmusmagazine@em.eur.nl

Campus Facilities

Postal Service

Student associations can use the postal services on campus at Erasmus University Rotterdam to send or receive official mail related to their activities. The service can be used for distributing letters and documents on campus or sending external mail, provided items are properly addressed and prepared. Associations that wish to use the postal service can contact the relevant campus service desk for further information or arrangements.

Room Booking

Student associations at Erasmus University Rotterdam can reserve rooms on Campus Woudestein for meetings, trainings, or other education-related activities. The campus offers a wide range of education rooms, from small rooms for around 12 people to large lecture halls with capacities of up to 921 people. Rooms can be requested through the official room reservation form (for more details:

<https://my.eur.nl/en/eur/campus/events-rooms/rooms>)

and must be submitted **at least two working days in advance before 17:00**.

For meetings involving external guest speakers, reservations must be requested at least six weeks in advance. As the regular education program has priority, rooms are assigned based on availability and activities must be education-related. Associations are also expected to keep rooms tidy and return any changed room setup to its original arrangement after use.

Podcast Studio

Student associations and students at Erasmus University Rotterdam can record podcasts using the self-service podcast studio located in the Mandeville Building (room T5-110). The studio is available Monday–Friday from 08:30 to 19:00 and can be reserved through the TOPdesk IT Self-service portal. Reservations can be made for a maximum of four hours and are free of charge. The studio is equipped with a mixer and four microphones, while users must bring their own laptop for recording. The key to the studio can be collected shortly before the reservation from the Media Support Center helpdesk. As the space is self-service, recordings are made without a technician, though additional guidance can be requested from the Media Support Center if needed.

For more information: <https://my.eur.nl/en/eur/it/podcast-studio>



Contacts

Below are some useful contacts.

Erasmus Multicultural Associations (EMA)

Email: info@ema-eur.com

Website: <https://www.ema-eur.nl/>

Studentlife Liaison

Email: studentlife.liaison@eur.nl

Dito Boerema (Studentlife Liaison Education & Student Affairs)

Email: dito.boerema@eur.nl

International Office

Email: communication.io@eur.nl

Email: internationaloffice@eur.nl

IDEA Center

Email: ideacenter@eur.nl

Student Well Being Platform

Email: studentwellbeing@eur.nl

Notary Contacts

010 Notary - info@010notaris.nl

Westvaer Notarissen - <https://www.westvaer.nl/nl/contact> (ondernemingsrecht)

