

Sublet and residence stewardship information VU Amsterdam

Who is allowed to sublet their room or grant residence stewardship of their room to someone else? VU Master students

When are you allowed to sublet your room or to grant residence stewardship of your room to someone else? When you will be doing an internship or thesis research abroad.

What are the conditions?

- The tenant will find their own subtenant.
- In the case of non-self-contained housing, the subtenant must be of the same sex as the tenant.
- The period of subletting will be at least 2 months and will not exceed 6 months.
- Subletting is possible from 3rd month of rental contract.
- Subtenant can be a Dutch student as well.
- The tenant shall remain liable for the rent payment and responsible for the room at all times.
- Subletting is allowed only once a year.

What is the procedure?

Before the period of subletting begins, the tenant must send a contact form (subject Upload Documents) through their MY DUWO account. In the explanation field you need to ask permission for the sublet including the requested period. The following documents need to be uploaded:

- a copy of the internship agreement, signed by the internship supervisor or the thesis supervisor of the department
- a copy of the tenant's proof of identification
- a copy of the subtenant's proof of identification
- a copy of the subtenant's campus/student card
- contact information for the subtenant.

DUWO will check all documents and reply to you if the sublet is approved or not.