

Civic integration step by step

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| <p>1. COURSE REGISTRATION</p> | <p>After receiving the letter 'brief kennisgeving inburgeringsplicht' from DUO, the first step on the way to an integration course is filling in and sending off the 'Intake interview + integration/language centre test registration form'.</p> <p>You can pick up a copy of this form at the ROC Kop van Holland in Den Helder or Schagen, or download it from: www.onderwijsgroepnwh.nl/bedrijfsopleidingen. Click on 'Inburgeren en NL taal'.</p> <p>N.B. Your registration is only official once you have signed the contract (see step 6).</p> |
| <p>2. APPLY FOR A LOAN THROUGH DUO</p> | <p>The integration course and examination cost money. You can borrow this from the Office of Education (<i>Dienst Uitvoering Onderwijs - DUO</i>) For more information about borrowing money click on www.inburgeren.nl.</p> <p>If you are having any difficulties, please ask for assistance during the intake interview.</p> |
| <p>3. INTAKE & TEST</p> | <p>Once we have received your registration form, we will invite you to attend an intake interview about your background and learning options. In some cases you will have to take a test in order to assess your level. This costs 110 euro. These costs will not apply if you take an integration course through us.</p> |
| <p>4. RECOMMENDATIONS & PROPOSAL</p> | <p>After the intake interview we will let you know which course you can take and what material (books, programs) you will need. We will also work out how much you have to pay for the course.</p> |
| <p>5. CONTRACT</p> | <p>If you would like to follow a course through us, you can register by signing the contract.</p> |
| <p>6. START OF THE COURSE</p> | <p>As soon as we receive your registration (the contract) we will let you know as soon as possible when you can start the course, which will usually be within eight weeks of registering.</p> |
| <p>7. PAYMENT</p> | <p>Your integration course fees are to be paid in instalments. We will therefore send you several invoices.</p> <p>If you have applied for a loan, we will submit these invoices to DUO for you.</p> |
| <p>8. EXAMINATION</p> | <p>Following the ROC Kop van Noord-Holland integration course will fully prepare you for the integration examination. This examination is administered by DUO. If you pass, you will be awarded the integration diploma. For more information and registration for the examination, see www.inburgeren.nl.</p> |