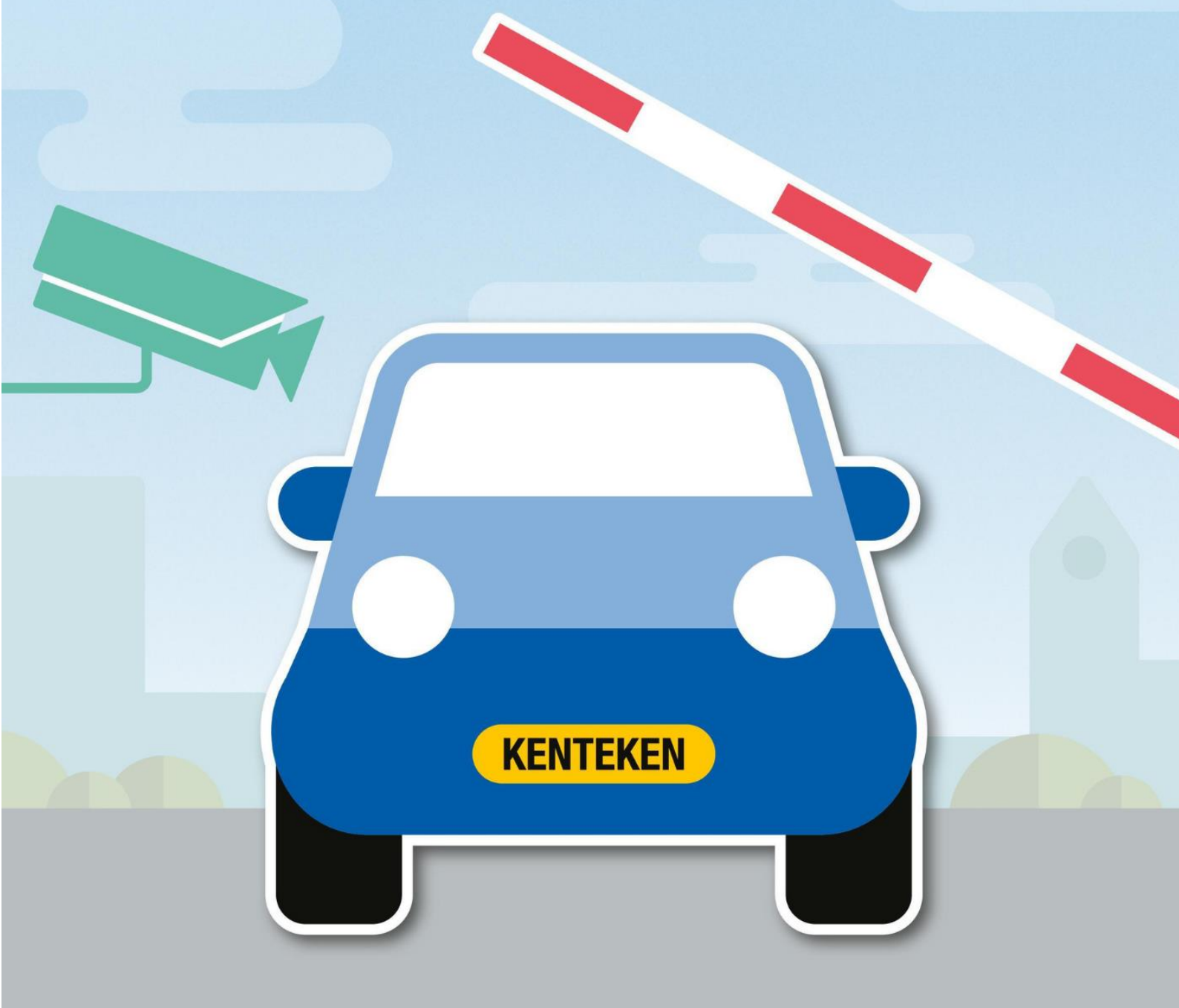


Registration Instructions for Stadsparkeren

Employees not in paid employment



Universiteit
Utrecht


Stadsparkeren

Introduction

Starting from 2 February 2026, Utrecht University will use the Stadsparkeren service. This allows all university employees to park at a reduced rate on Utrecht University premises (Utrecht Science Park and P+R Utrecht Science Park). For employees directly employed by the university, the monthly subscription fee will be covered by Utrecht University. If you have questions about what this means or how it affects you, please first read the document *Stadsparkeren Manual – Utrecht University*.

To use this service, you must create a Utrecht University (UU) Stadsparkeren account. With a UU Stadsparkeren account, you automatically gain access to Utrecht University's parking areas at the discounted staff rate and can easily enter and exit based on license plate recognition. Without this account, you cannot use Stadsparkeren and can only park as a short-term visitor.

This instruction guide takes you step by step through the registration process via the Stadsparkeren app and the Stadsparkeren website.

Stadsparkeren Memberships (UU)

There are different types of memberships available at Utrecht University. A distinction is made between employees directly employed by the university and those who are not. This instruction guide is intended for employees who are **not directly employed by Utrecht University**.

If you are **directly employed by Utrecht University**, please download the document *Registration Instructions for Stadsparkeren Utrecht University* from the Stadsparkeren page.

If you are not directly employed by Utrecht University, you can choose between the UU Soms parkeren or UU Vaak parkeren membership.

| Subscriptions | Conditions |
|-------------------------|--|
| UU Soms parkeren | <ul style="list-style-type: none"> - Parking at the staff rate at Utrecht Science Park and P+R Utrecht Science Park - Your existing Campus Card serves as your parking pass - Parking costs incurred are automatically debited each month via direct debit - You pay €0,30 per parking transaction <p>Additional:</p> <ul style="list-style-type: none"> - Subscription fee for additional license plates: free of charge (You pay €0.30 per parking transaction) - Push and email notifications: free of charge - SMS notifications: €0.25 per message - Use the app to park anywhere on-street and in all connected garages with license plate recognition, without transaction fees |
| UU Vaak parkeren | <ul style="list-style-type: none"> - Parking at the staff rate at Utrecht Science Park and P+R Utrecht Science Park - Your existing Campus Card serves as your parking pass - Parking costs incurred are automatically debited each month via direct debit - You pay €2,50 per license plate per month (More cost-effective if you park more than twice a week) <p>Additional:</p> <ul style="list-style-type: none"> - Subscription fee for additional license plates: €2,50 per license plate per month - Push and email notifications: free of charge - SMS notifications: €0.25 per message - Use the app to park anywhere on-street and in all connected garages with license plate recognition, without transaction fees |

I already have a Stadsparkeren account

Would you like to use Stadsparkeren through Utrecht University but already have an existing Stadsparkeren account?

In that case, do **not** register again. Instead, fill in the following online [form](#) and follow the instructions. Once you have completed the form, Stadsparkeren will verify your details and convert your account to the correct UU account type. Stadsparkeren will contact you once the conversion is complete. Your new account will become active on the first day of the following month.

I don't have a Dutch bank account

If you wish to create an account using a foreign bank account, you can do so via the following [online form](#).

I don't have a Dutch residential address, but I do have a Dutch bank account.

You can simply register by following the steps below.

Need help?

If your registration is not successful or you have any questions, you can always contact Stadsparkeren.

Stadsparkeren can be reached through the following channels:

- Via the chat function on [our website](#) (Mon-Thu 08.30 – 17.00, Fri 08:30 – 16:30u)
- By email: info@stadsparkeren.nl
- By phone: 0900-1234546 (available 24/7)

1. Sign up via the Stadsparkeren app

Simply download the app on your phone to create an account. This way, you always have Stadsparkeren at hand and can also use parking with Stadsparkeren on the streets and in all connected garages nationwide.

1.1 Download the app

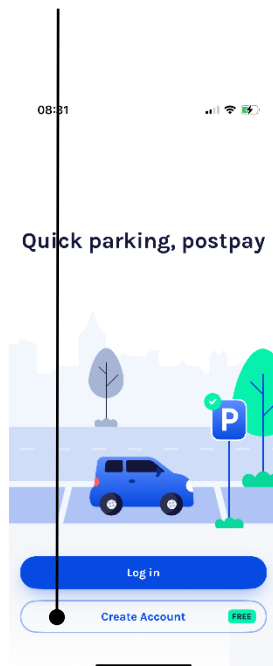
Choose the right App Store below depending on which device you own, for Android the Google Play Store, or for Apple (iOS) the App Store. Click the appropriate button, or scan the QR code below with your phone!



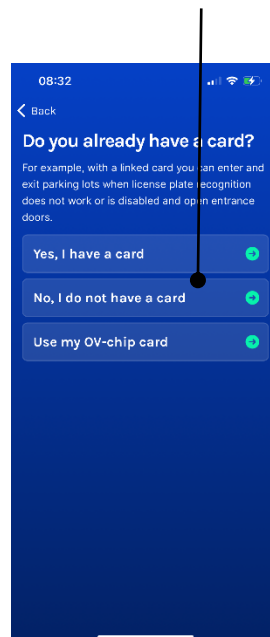
Or simply download the Stadsparkeren app yourself by searching for it in the Google Play store or App Store.

1.2 Create an account

1. Open the Stadsparkeren app and click "Create account".



2. Since you will be using the UU Campus Card to park, select "**Yes I have a card**".



3. At "Yes, I have a card" select "**UU niet in loondienst**", and enter the 10-digit card number shown on the front of your UU Campus Card.

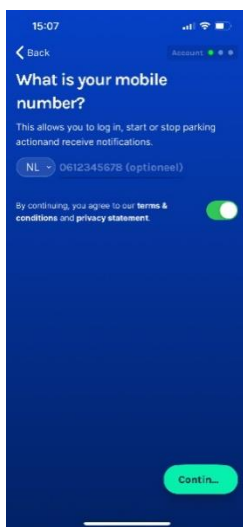
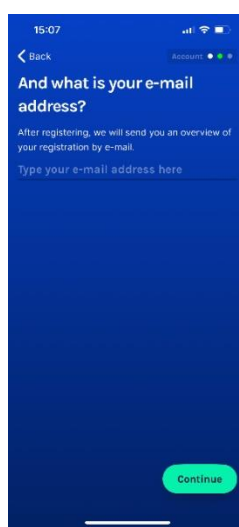




This is the correct card number. Use this number to link your Campus Card to your UU Subscription.

1.3 Entering your personal information

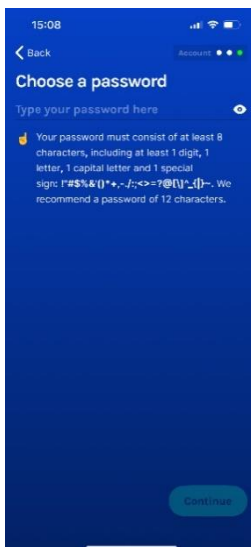
Then enter your personal details, agree with our term & conditions and click "Continue".





1.4 Create a password

Create a password. A valid password should consist of at least 8 characters of which at least 1 is capital letter, number and a punctuation mark. The permitted punctuation marks are:

! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ { | } ~

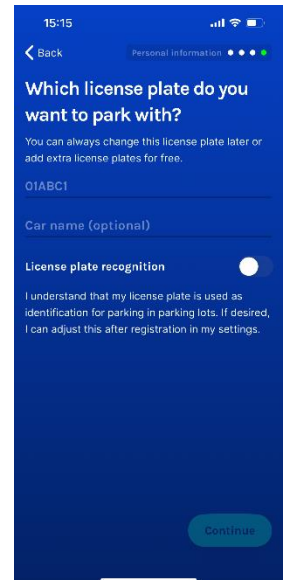


Check your password by clicking  the 'eye'.

After creating your password, enter your further address details in the following steps

1.5 Add a license plate

1. Enter the license plate number of the vehicle you will be parking with.
2. Optionally, add "Name of Vehicle".
3. Enable "License plate recognition" to use automatic entry and exit by license plate. Enabling this function is necessary to enter and exit the facility without stopping. (you can change this after finalizing the registration)



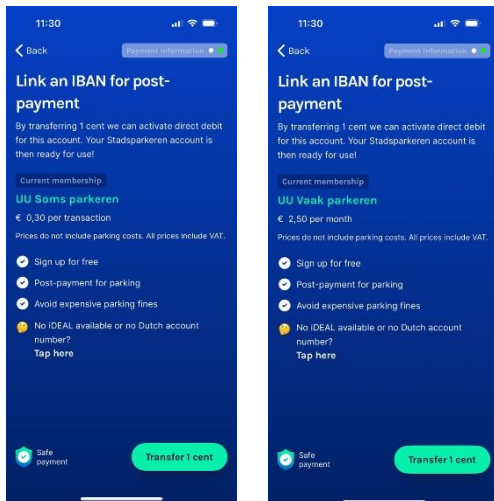
1.6 Select a subscription

Choose your subscription & confirm with "Select"




1.7 Connect to your bank

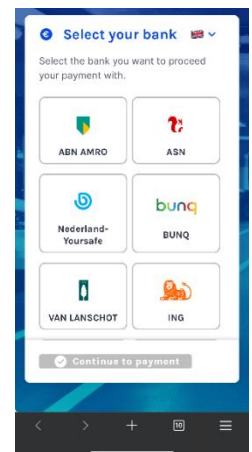
1. To make payments automatic and as easy as possible, we work with a simple 1 cent payment. This automatically links the correct IBAN to your account, and the parking fees are automatically collected monthly. The 1 cent you pay will of course be refunded to you as parking credit!
2. Read the terms and conditions and privacy statement and "Agree" to this.
3. Click on the blue "transfer 1 cent" button.



1.8 Finalize payment

1. Select your bank
2. Click "Proceed to payment" to go to your banking environment.
3. You will be redirected to the payment environment of your own bank where you can make the payment.
4. After completing the payment, you will automatically return to Stadsparkeren.

Please note: the 1 cent payment will be added to your account as parking credit



1.9 Setting reminders

If you also use Stadsparkeren for on-street parking, it can be useful to set reminders to avoid ongoing actions or fines. Depending on which device you sign up on, you can choose to set up free push notifications or paid SMS reminders (€ 0,25 per message received).

After signing up, you can still change your reminder settings in your account under: "Settings" & "Notifications".

Ready to park!

Once your registration is complete, Stadsparkeren is ready to use. You can immediately start parking on-street using the app and use license plate recognition to enter and exit participating parking garages.

Parking at Utrecht University with Stadsparkeren will be available from **2 February 2026**.

2. Registering via the website

Don't have a mobile phone, or prefer to sign up via the website? Find the instructions on how to sign up below!

2.1 Go to the special UU Stadsparkeren webpage

Through Utrecht University's intranet, you will be redirected to a dedicated [Utrecht University Stadsparkeren](#) webpage, where you can click the "Register online" button.

2.2 Create an account

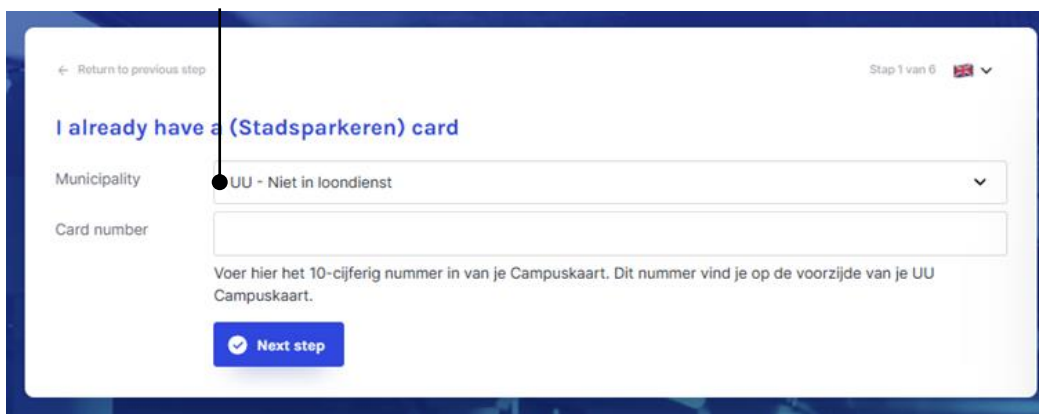
Click on apply online to create a free account

1. Choose "I already have a (Stadsparkeren) card".



2. Select "UU – niet in loondienst"

3. Enter the 10-digit card number shown on the front of your UU Campus Card.

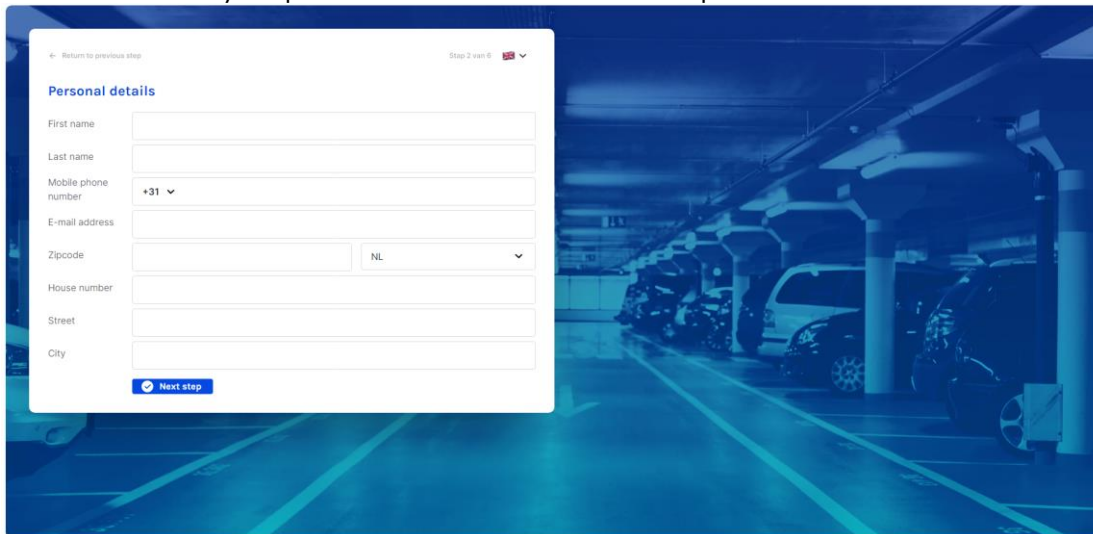
A screenshot of the registration form titled "I already have a (Stadsparkeren) card". At the top left is a "Return to previous step" link, and at the top right is "Stap 1 van 6" with a dropdown arrow. The form has two main input fields: "Municipality" with a dropdown menu showing "UU - Niet in loondienst" (selected), and "Card number" with a text input field. Below the "Card number" field is a note: "Voer hier het 10-cijferig nummer in van je Campuskaart. Dit nummer vind je op de voorzijde van je UU Campuskaart." At the bottom is a blue button with a checkmark icon and the text "Next step".



This is the card number which you have to use to connect your UU Campus Card.

2.3 Entering your personal information

Fill the fields with your personal data and select "Next step".



2.4 Create a password

Enter your mobile number and again your private e-mail address. Then choose a password. A password should consist of at least 8 characters of which at least 1 is capital letter, number and a punctuation mark. The permitted punctuation marks are:

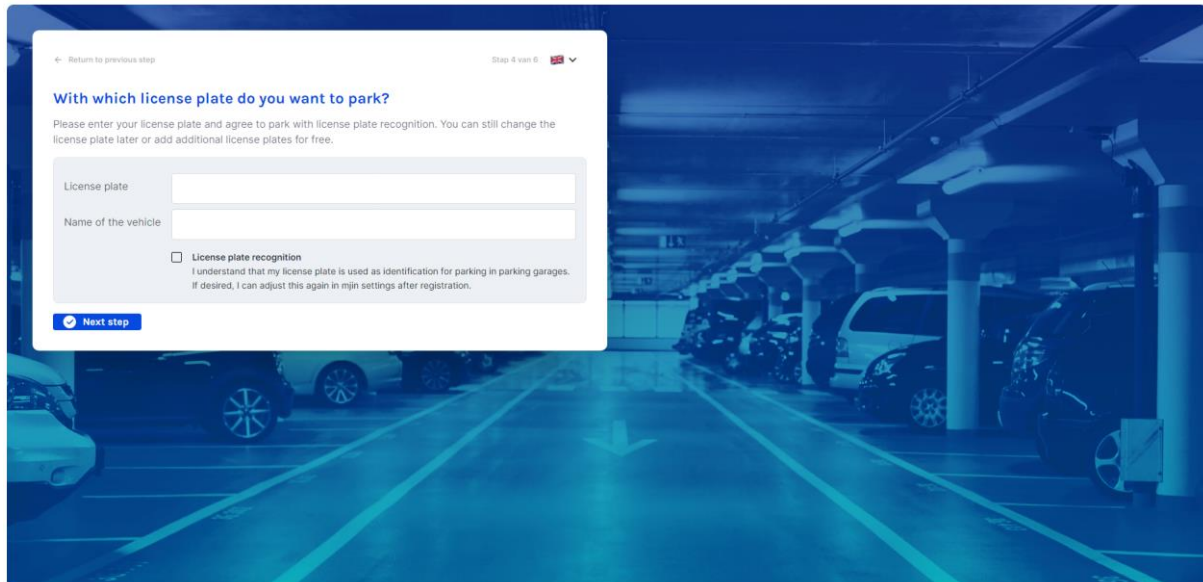
! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ { | } ~



Check your password by clicking on the  "eye".

2.5 Add a license plate

1. Enter the registration number of the vehicle you will be parking with.
2. Optionally, add "Name of vehicle"
3. Enable "License plate recognition" to use automatic entry and exit by license plate. Enabling this function is necessary to enter and exit the facility without stopping. (you can change this after finalizing the registration)



← Return to previous step Step 4 van 6

With which license plate do you want to park?

Please enter your license plate and agree to park with license plate recognition. You can still change the license plate later or add additional license plates for free.

License plate

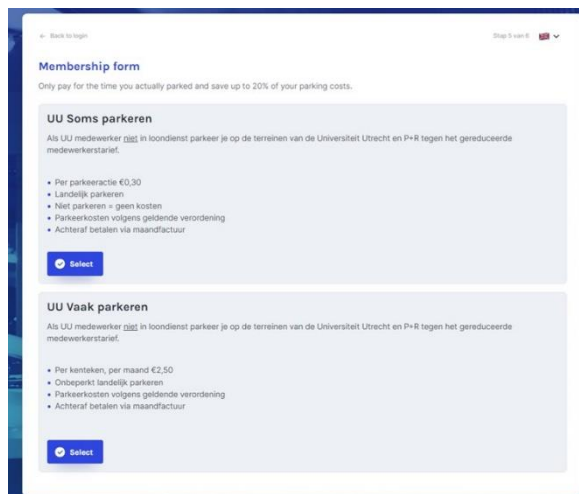
Name of the vehicle

☐ License plate recognition
I understand that my license plate is used as identification for parking in parking garages.
If desired, I can adjust this again in my settings after registration.

[Next step](#)

2.6 Select a subscription

Choose your subscription & confirm with "Select"



← Back to login Step 5 van 6

Membership form

Only pay for the time you actually parked and save up to 20% of your parking costs.

UU Soms parkeren

Als UU medewerker [zijk](#) in loondienst parkeer je op de terreinen van de Universiteit Utrecht en P+R tegen het gereduceerde medewerkerstarief.

- Per parkeeractie €0,30
- Landelijk parkeren
- Niet parkeren = geen kosten
- Parkeerkosten volgens geldende verordening
- Achteraf betalen via maandfactuur

[Select](#)

UU Vaak parkeren

Als UU medewerker [zijk](#) in loondienst parkeer je op de terreinen van de Universiteit Utrecht en P+R tegen het gereduceerde medewerkerstarief.

- Per kenteken, per maand €2,50
- Onbepikt landelijk parkeren
- Parkeerkosten volgens geldende verordening
- Achteraf betalen via maandfactuur

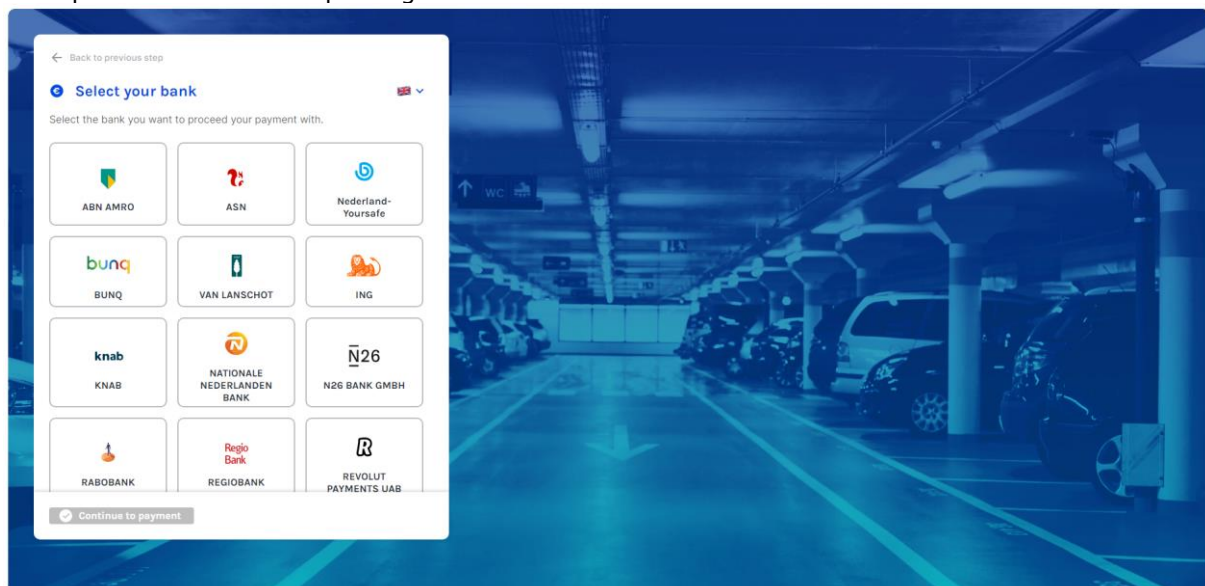
[Select](#)

2.7 Connect to your bank

1. To make payments automatic and as easy as possible, we work with a simple 1 cent payment. This automatically links the correct IBAN to your account, and the parking fees are automatically collected monthly. The 1 cent you pay will of course be refunded to you as parking credit!
2. Read the terms and conditions and privacy statement and "Agree" to this.
3. Click on the blue "transfer 1 cent" button.

2.8 Finalize payment

1. Select your bank's logo & click continue to go to your own banking environment.
2. Complete the 1 cent payment at your own bank. After the 1 cent payment has been made, you will automatically return to Stadsparkeren. Note: The 1 cent payment will be added to your Stadsparkeren account as parking credit



2.9 Setting reminders

If you also use Stadsparkeren for on-street parking, it can be useful to set reminders to avoid ongoing actions or fines. Depending on which device you sign up on, you can choose to set up free push notifications or paid SMS reminders (€ 0,25 per message received).

After signing up, you can still change your reminder settings in your account under: "Settings" & "Notifications".

Ready to park!

Once your registration is complete, Stadsparkeren is ready to use. You can immediately start parking on-street using the app and use license plate recognition to enter and exit participating parking garages. Parking at Utrecht University with Stadsparkeren will be available from **2 February 2026**.

We wish you lots of convenience using Stadsparkeren!