International Office
Practical matters

Annelies de Koning, December 2017
International Office
Faculty of Sports and Nutrition

• Coordinating student exchange with foreign partner universities
  • AUAS (HvA) students → partner universities
  • Students from partner universities → AUAS (HvA)

• Providing information on and helping with practical matters (like grants, checklists, DUO, etc.)

• You can find information on the AZ page ‘Abroad study & internship’/’Studie & stage buitenland’
Practical matters presentation

• **Scholarships – minor/internship abroad**
  • Erasmus grant
  • Holland Scholarship
  • FBSV scholarship
  • Other grant via Beursopener

• **Scholarships – studying abroad after graduation (f.i. master)**
  • Other grant via Beursopener
  • VSB scholarship

• **Practical matters, f.i.**:
  • Insurances
  • Visa
  • DUO
Scholarships – Erasmus grant

• You can apply for the **Erasmus grant**, if you:
  • are going to study at one of the **European partner universities** of the Faculty of Sports and Nutrition
  • or are going to do an **internship in a European country**
  • did not receive the Erasmus grant before during your studies at the AUAS
  • have obtained all 60 ECTS credits of the first year
  • hold a nationality different than the nationality of the destination country
  • in case of an internship: do not receive financial support from the receiving organisation.
## Scholarships – Erasmus grant

<table>
<thead>
<tr>
<th>Country</th>
<th>Studies</th>
<th></th>
<th></th>
<th>Traineeship</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulgaria, Estonia, Hungary, Latvia, Lithuania, Macedonia, Malta, Poland, Romania, Slovakia</td>
<td></td>
<td>Grant per month / day</td>
<td>€ 150 / € 5</td>
<td>Max. total grant</td>
<td>€ 550</td>
<td>Grant per month / day</td>
</tr>
<tr>
<td>Belgium, Croatia, Cyprus, Czech Republic, Germany, Greece, Iceland, Luxembourg, Portugal, Slovenia, Spain, Turkey</td>
<td></td>
<td>Grant per month / day</td>
<td>€ 210 / € 7</td>
<td>Max. total grant</td>
<td>€ 770</td>
<td>Grant per month / day</td>
</tr>
<tr>
<td>Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden, United Kingdom</td>
<td></td>
<td>Grant per month / day</td>
<td>€ 270 / € 9</td>
<td>Max. total grant</td>
<td>€ 990</td>
<td>Grant per month / day</td>
</tr>
</tbody>
</table>
## Scholarships – Erasmus grant

<table>
<thead>
<tr>
<th>Start date of the Erasmus+ mobility</th>
<th>Semester</th>
<th>Application deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 1 August and 31 October</td>
<td>Fall semester</td>
<td>1 June</td>
</tr>
<tr>
<td>Between 1 November and 31 December</td>
<td></td>
<td>1 September</td>
</tr>
<tr>
<td>Between 1 January and 31 March</td>
<td>Spring semester</td>
<td>1 November</td>
</tr>
<tr>
<td>Between 1 April and 31 July</td>
<td></td>
<td>1 February</td>
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- **More information about the Erasmus grant:** AZ page International Office: ‘Abroad study & internship’/’Studie & stage buitenland’. 
Scholarships – Holland Scholarship

The Holland Scholarship is a one time only gift of €1250,-. You can apply in case you:

• are going to study or do an internship outside of Europe for at least three months and a minimum of 15 ECTS;
• Have a GPA of at least 7,5

• You can apply until the 1st of May 2018 for the academic year 2018-2019
• Each faculty can select only a limited number of students.
• You could try applying if your GPA is between 7,0 and 7,5, but the chance of being selected is very small then.

• More information: AZ page International Office: ‘Abroad study & internship’/’Studie & stage buitenland’
Scholarships – FBSV scholarship

- **FBSV Scholarship** → scholarship of the Faculty of Sports and Nutrition
- You can apply if you: will follow a minor or internship outside of Europe and if you don’t meet the requirements for any other scholarship.
- One time only scholarship of €250.
- Maximum number of scholarships per semester
- Apply before **1 September** for an internship/minor abroad in the Fall semester.
- Apply before **1 February** for an internship/minor abroad in the Spring semester.
- **More information**: AZ page International Office: ‘Abroad study & internship’/‘Studie & stage buitenland’
Scholarships – other scholarships

• Check the ‘Beursopener’ ([https://www.wilweg.nl/financiering/beursopener](https://www.wilweg.nl/financiering/beursopener)) to see if there is another grant you can apply for.
• Non-Dutch students: perhaps you can apply for a scholarship from your home country!
Scholarships – VSB scholarship

• The VSB scholarship is meant for graduated AUAS students who are planning to continue their studies abroad (within or outside Europe).

• The application deadline for the VSB scholarship 2018 is 1 March 2018

• For the VSB scholarship 2018, your (planned) graduation date lays between 1 March 2017 and 31 December 2018. The start date of your study abroad lays between 1 July 2018 and 30 June 2019.

• You can apply if you have a non-Dutch nationality, you however will need to hand in all documents in Dutch and proof that you are connected with the Netherlands.

• Note that you have to be in the Netherlands in March/April for face-to-face interviews.
Checklist – practical matters

• Check whether your **passport or ID-card is valid** for the required duration of your stay

• **Arrange your visa**, if applicable
  • You have to organise your visa yourself. Make sure to do this on time! It usually takes about a month.
  • In case you have to show proof that you are going abroad as part of your studies, please fill out the ‘Format visa letter’ document.

• **Arrange insurances** that cover your stay abroad
  • Having a **medical insurance is compulsory** when studying, doing an internship or travelling abroad.
  • It is recommended to get a **liability insurance**
  • You should have a **travel insurance** during your time abroad. In case you already have one, check whether it covers your entire stay abroad and whether it is also valid for a study abroad period or an internship abroad.
Checklist – practical matters

• Arrange your **OV-card allowance** or ‘uitwonende beurs’, if applicable
  • You can organise both with a DUO form, which the international office can sign for you.

• Get the **required vaccinations**, if applicable

• Arrange your **certificate of conduct** (verklaring omtrent het gedrag), if applicable
  • In case you will be doing an internship abroad, you might need this

• Make sure the **exam board approves** your study programme or internship abroad
  • This is necessary in order to make sure that the credits you receive abroad will be accepted here.
Checklist – practical matters

• Make **travel arrangements**
  • It is recommended to wait to make your travel arrangements until you are informed that your stay is confirmed by the partner institute or the internship company.

• **Fill out the emergency form**, so that we know who to contact in case of an emergency during your stay abroad.
  • If you will be doing an internship, you can fill out the form on Centuri.
  • If you will study abroad, you complete the online emergency form on the AZ page

• Read the **safety document** and follow the advice and tips mentioned
Checklist – practical matters

• Set your **debit card on world coverage** (‘werelddekking’).
  • You should do this in case you are going to a place outside of Europe

• Pay your **HvA tuition fees**
  • If you leave in the Fall semester, do not forget to complete your registration at the HvA and to pay your tuition fees beforehand!

• The website [www.wilweg.nl](http://www.wilweg.nl) offers a lot of very useful information on studying or doing an internship abroad. It also offers more checklists.
GO!
Questions?

For curricular questions and questions about the content of the internship, your assignment or study programme, please see your coach, Claire Powell or Jaap van Hulten.

For questions about following a minor abroad, scholarships or other practical matters, please see the A-Z page or make an appointment with Annelies de Koning of the International Office.

Email: sn-international@hva.nl
Phone number: 06-21155111
Office: A3.08
Working days: Monday, Tuesday and Thursday

AZ page ‘Abroad study & internship’/’Studie & stage buitenland’
https://student.amsterdamuas.com/ismb/az-lemmas/studenten/faculties/fsn/abroad---study--internship/abroad---study--internship.html?origin=%2FGmGCmcUS4iC93kkyEJf6g