

## Checklist for study abroad semester / internship abroad

*The order of the steps mentioned here below is not necessarily the order in which you need to take them. Depending on your destination, you may need to take steps which are not part of this list. The International Office cannot be held responsible in case you forget to arrange something which is not listed below.*

In case you have any questions about this checklist, please contact us by sending an email to [internationalofficeft@hva.nl](mailto:internationalofficeft@hva.nl).

### Prepare your stay abroad

- Check whether your passport or ID-card is valid for the required duration of your stay**  
In case you need a visa, your passport may need to be valid for a certain period of time after your return (can be up to 6 months!).
- 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.
  - You can only apply for a visa, once you have received the acceptance letter of the (partner) university or internship company.
  - Please check the application procedure at the website of the embassy and take a good look at [www.wilweg.nl](http://www.wilweg.nl). A visa bureau like [www.visum.nl](http://www.visum.nl) can help you with your application (against a fee).
  - 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, which you can find at the International Office A-Z page under Practical matters. It should be signed and stamped by us.
  - When you need to get vaccinations or a medical check for your visa, this website might be helpful: [www.cvmk.nl](http://www.cvmk.nl).
- Check if you can apply for a grant and if so, make sure you apply on time**  
You can find more information about grants on the A-Z list. The deadlines are often very strict, so please keep these in mind!
- Arrange your OV-card allowance if applicable**
  - As you will not be using your OV-card when you are abroad, you can get OV-card allowance instead.
  - You can organise both with a DUO form, which the International Office can sign for you. You can find the form at the International Office A-Z page under Practical matters.
- Arrange an insurance that covers your stay abroad**
  - Having a medical insurance is compulsory when studying, doing an internship, or traveling abroad. For a stay in a European country we advise you to get the European Health Insurance Card (EHIC). It is advisable to contact your current insurance company to inquire to what extent you are insured against medical costs in the country you are going to and if needed, amend it (this is usually only possible per the start of a new calendar year!)
  - It is recommended to get a liability insurance ('wettelijke aansprakelijkheidsverzekering')
  - 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. Most travel insurances do not cover a stay abroad of more than 60 days. Organisations like [www.kilroyworld.nl](http://www.kilroyworld.nl) and [www.joho.nl](http://www.joho.nl) are specialised in travel insurances for young people who are going abroad for a longer period.
  - Please check this page for more information about insurances: [www.wilweg.nl](http://www.wilweg.nl)
- Get the required vaccinations, if applicable**  
On the following websites, you will find an overview of the required vaccinations per country:

[www.travelclinic.com](http://www.travelclinic.com) or [www.lcr.nl](http://www.lcr.nl). Check with your medical insurance where you should get your vaccinations to have the costs (partly) covered!

**Make travel arrangements**

It is recommended to make your travel arrangements after having been accepted by the partner institute or the internship company. If you want to make travel arrangements before, it is at your own risk. For other travel preparations, check: [www.wilweg.nl](http://www.wilweg.nl).

**Fill out the emergency form**

Make sure to fill out the emergency form, so that we know who to contact in case of an emergency during your stay abroad. You can find it on the International Office A-Z page of the Faculty of Technology under Emergency (noodgeval).

**Debit card**

In case you are going to a place outside of Europe, don't forget to set your debit card to world coverage ('werelddekking'). Otherwise you will not be able to use it! You can do this on the website of the bank you are using, usually it's just a matter of a click.

**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 HvA tuition fee beforehand!

### Useful websites

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.

The same goes for [www.kilroyworld.nl](http://www.kilroyworld.nl) and [www.joho.nl](http://www.joho.nl).

[www.rijksoverheid.nl](http://www.rijksoverheid.nl) (in Dutch) is the website of the Dutch Ministry of Foreign Affairs (Ministerie van Buitenlandse Zaken) and has tips for people who go abroad for work, study or placement. You can find background information about countries, official travel advice for risk areas and checklists under Wijs op Reis (= travel wisely) which help with the preparation for a stay abroad and the risks involved.

[www.rijksoverheid.nl](http://www.rijksoverheid.nl) (in Dutch) also provides information and addresses of foreign embassies in the Netherlands and of Dutch embassies abroad.

### Erasmus Student Network

Erasmus Student Network (ESN) [www.esn.org](http://www.esn.org). This is a nonprofit international student organisation with sections in almost all European countries. Their mission is to represent international (exchange) students, thus providing opportunities for cultural understanding and self-development under the principle of Students Helping Students. Here you find information which students provide who have been or are going on exchange. You can also check whether there is a section in the country / city where you are going to study.

AEGEE (Association des Etats Généraux des Etudiants de l'Europe / European Students' Forum) [www.aegee.org](http://www.aegee.org). This is a student organisation that promotes co-operation, communication and integration amongst young people in Europe. As a non-governmental, politically independent and non-profit organisation AEGEE is open to students and young professionals from all faculties and disciplines – today it counts 15.000 members, active in more than 240 university cities in 43 European countries, making it the biggest interdisciplinary student association in Europe.