

Exchange/Internship Abroad: Arrangement of practicalities

Grants and Scholarships

- Via Education and Student Affairs/International Office: applying for these grants is integrated in the Mobility Online system of TU/e:
For more information about TU/e Fund International Experience, NL Scholarship, Erasmus+ Study, Erasmus+ Internship:
<https://educationguide.tue.nl/broadening/exchange-programs-for-studying-abroad/preparation/grants-funds-and-scholarships/>
NOTE: you can only apply for the TU/e grants when your internship or exchange abroad is registered in Mobility Online and your application is approved in Mobility Online by your departmental internationalization coordinator:
- <https://educationguide.tue.nl/programs/exchange-programs-for-studying-abroad/mobility-online>
- Please note the (different) deadlines for application for several grants:
(<https://studiegids.tue.nl/goingabroad>)
- Nuffic grant finder: <https://www.wilweg.nl/beursopener> Dutch database/overview of all sorts of grants and scholarships for study, internship and research abroad

Visa and Work permits

Advice: contact your host as soon as possible about the visa and/or work permit requirements:

- Information on visa and work permits can be obtained (and/or arranged) via:
 - Host university/Institution/Company abroad
 - International Office of the host university
 - Embassy/Consulate of country of destination in the Netherlands (or other location in Europe)

Important: For students with a non-EU nationality: check this [link](#).

Please keep in mind:

- Start in time, especially when you go outside of EU; visa procedures, obtaining the required forms and/or appointments with the embassy or consulate may sometimes take a couple of months.
- Never go abroad for internship with a tourist visa, unless the Embassy of the host country has given this advice explicitly.
- Wait with booking your travel arrangements when your visa or work permit is arranged (when possible) or make sure you have a valid annulation insurance (not included in the TU/e Business Travel insurance)

Health, travel and liability insurances

- TU/e has arranged a collective business travel insurance for students who are going abroad for a study or an internship. All TU/e students who go abroad for their studies at TU/e (internship/exchange/study trip

abroad) can be registered for the AIG Travel Guard of TU/e. The registration for the AIG Travel Guard, is connected to the registration for the international experience (outgoing mobility) in Mobility Online and/or the scholarship for your internship/exchange abroad. The student is insured for the period as registered in the Mobility Online system or at the application form, with a maximum of 12 months. More detailed information can be found here: <https://educationguide.tue.nl/broadening/exchange-programs-for-studying-abroad/preparation/insurance/travel-insurance-tue/>

- Ask your host institution or company if you are insured for liability at the workplace. Also check your personal liability insurance. TU/e has (apart from travel insurance) an umbrella liability insurance for all her employees and students for damage at the workplace. This insurance is not valid outside the workplace.
- For damage outside the workplace, the student should have their own liability insurance. This is mandatory in the Netherlands and is generally also valid abroad. Liability is not included in TU/e's AIG Travel insurance.
- Check your health insurance; is your health insurance valid in your country of destination for the complete period abroad. If not, try to upgrade your insurance or take out a special internship/study abroad insurance. Please note that when you are working abroad, you are not always entitled (or even allowed) to have the Dutch compulsory health insurance, but you have to take out a different insurance. More information can be found on www.wilweg.nl and www.svb.nl

Important: Health insurance is not included in the AIG Travel Guard insurance offered by TU/e.

Health and Safety

- Check the website of GGD Health services for information about vaccinations and health advice for your country of destination www.ggdbzo.nl en www.gezondopreis.nl
- The website with travel advices of the Ministry of Foreign Affairs is very important to check before going abroad: www.minbuza.nl www.nederlandwereldwijd.nl

It is also possible to register yourselves via the website for the newsfeed of the Dutch Embassy in the country of destination: in case of emergencies you will be updated on the situation immediately.

Financial matters

<https://educationguide.tue.nl/programs/exchange-programs-for-studying-abroad/preparation/financial-matters>

- DUO – www.duo.nl/particulier
 - You can put your public transport card on hold (compensation 114,92 euro per month) <https://www.duo.nl/particulier/ov-vergoeding-buitenland.jsp> Your departmental internationalization coordinator can sign this document for you on behalf of TU/e.
 - If you are living with your parents: check if you can apply for a higher basic grant of DUO for not living at home during your semester abroad.
- Banking issues
 - Authorize your parents/partner (optional)
 - Apply for a credit card
 - Check the advice of your bank in your banking app

Travel Reports of TU/e students: 'Experiences Abroad'

The travel reports of TU/e students who have been abroad for exchange or internship contain information about preparations, financial matters, visa, accommodation, culture and other practical tips.

The database of experience reports can be found via www.tue.nl/goingabroad (Chapter Orientation) or via: https://tuenl.sharepoint.com/sites/esa_root/Experiences/SitePages/Home.aspx

Accommodation abroad

<https://educationguide.tue.nl/programs/exchange-programs-for-studying-abroad/preparation/accommodation-abroad>

- Ask your host institution about housing possibilities or useful tips on finding accommodation in the city of destination.
- If you do your internship or exchange at a university abroad, there might be a possibility that the International Office of the institution can offer accommodation to exchange students. However, this is not a standard service.
If you are doing an internship at a company, it is also wise to check the website of universities in the area for useful housing tips.
- Ask advice from students who have been to your destinations before (see experience reports)
NOTE: please be aware of offers on websites like Craigslist or other commercial sites and check the location of the accommodation on for example on Google Maps. Read the reviews and be aware of scam.

Miscellaneous

- An international driver's license can be bought at ANWB can be useful outside the EU
<https://www.anwb.nl/auto/rijbewijs/het-rijbewijs/internationaal-rijbewijs>
- De ISIC –card (International Student Identity Card) is a worldwide accepted proof that you are a student and can give you all sorts of discount. You can buy it at www.isic.nl
- A lot of relevant information per country can be found on the going abroad website of Nuffic:
www.wilweg.nl
- Create a digital dossier with important telephone numbers and for example insurance numbers and make sure that you can always access this dossier in case of emergency. It is also wise to provide your contact person at home (parents, partner) with this information so they can assist you when needed.
- Put a local ICE (in case of emergency) contact (for example your supervisor/coordinator at the host institution or good friend at you destination abroad) and information of your ICE-contact person at home in your mobile phone.

In case of emergencies

TU/e students who are abroad for internship/exchange or a study trip of their department and who are registered for the [AIG Travel Guard](#) can contact the 24 hour Assistance Center van AIG Business Travel Insurance Travel Guard in case of emergencies:

+ 31 10 4535656

+ 44 1273738302

The AIG Travel Guard Policy Number of TU/e: 60.18.781

TU/e can be reached 24/7 via +31402472222 (in case of urgent emergency)

In case of calamities, please also inform your [departmental international office](#)

ESA/International Office -- goingabroad@tue.nl www.tue.nl/goingabroad