



## Checklist for study abroad semester / internship abroad

*The order of the steps here 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 the International Office by sending an email to [sn-international@hva.nl](mailto:sn-international@hva.nl). Refer to the AZ page 'Buitenland Stage en Studie' / 'Study and Internship Abroad' for more information.

- 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 even have to be valid for a certain period of time after your return (this 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 often takes about a month.
  - You can only apply for your 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 refer to [www.wilweg.nl](http://www.wilweg.nl). A visa office like [www.visum.nl](http://www.visum.nl) can help you with your application (you will have to pay for this however).
  - 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 on the AZ page. The international office can sign and stamp the document for you.
  - When you need 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 information about grants on the AZ page. The deadlines are often very strict, so please keep these in mind!
  
- Arrange your OV card allowance or 'uitwonende beurs', if applicable**
  - As you will not be using your OV card when you are abroad, you can receive OV card allowance instead. Furthermore, if you are entitled to the Dutch 'studiefinanciering' and you currently live with your parents, you can apply for the 'uitwonende beurs'.
  - You can organise both with a DUO form, which the International Office can sign for you. Download it here: <https://www.duo.nl/particulier/student-hbo-of-universiteit/buitenland/tijdelijk-in-het-buitenland.jsp>
  
- Arrange insurances that cover your stay abroad**
  - Having a medical insurance is compulsory when studying, doing an internship or travelling abroad. For a stay in a European country, 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. If needed, amend your insurance (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: <https://www.wilweg.nl/deel-van-je-studie/voorbereiding/verzekeringen>



**Get the required vaccinations, if applicable**

On the following websites, you will find an overview of the required vaccinations per country: <http://www.travelclinic.com/reisadvies-per-land/73.htm> or <http://www.lcr.nl/Landen>. Check with your medical insurance where you should get the vaccinations to have the costs (partly) covered!

**Arrange your certificate of conduct (verklaring omtrent het gedrag), if applicable**

In case you will be doing an internship abroad, you might need a certificate of conduct.

- On the following page you can find information and the application form in English: <https://www.justis.nl/producten/vog/certificate-of-conduct/faq/where-can-i-apply-when-i-am-registered.aspx>.
- In case both you and the contact person of your internship speak Dutch, you can use the following form: <https://www.justis.nl/producten/vog/vog-aanvragen/aanvragen-via-de-gemeente.aspx>.
- Fill out part 1 yourself, ask your internship company to complete part 2 and then send it to the municipality to complete.

**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. If you want to make travel arrangements before, it is at your own risk. For other travel preparations, check: <http://www.wilweg.nl/deel-van-je-studie/voorbereiding>.

**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.

- If you will be doing an internship, you can fill out the form on Centuri.
- If you will study abroad, you can use the online emergency form on the AZ page.

**Read the safety document and follow the tips mentioned**

You can find this document with safety advice and tips on the AZ page.

**Set your debit card on world coverage ('werelddekking')**

In case you are going to a place outside of Europe, don't forget to set your debit card on 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 clicks.

**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!

## 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.minbuza.nl](http://www.minbuza.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.ambassade.pagina.nl](http://www.ambassade.pagina.nl) (in Dutch) provides information and addresses of foreign embassies in the Netherlands and of Dutch embassies abroad.