

## Study abroad checklist

✓ Done	What	Who can advise					When
		Home institution (HU) Study Abroad Coordinator	Home institution (HU) International Office (IO)	Host institution Partner university	Others		
<b>Application procedure</b>							
	Check that your passport is valid for travel to your destination country and whether you need to obtain a visa		X		X	When you know where you are provisionally selected for	
	If staying in Europe, apply for a free European Health Insurance Card from your health insurer				X	When you know where you are provisionally selected for	
	You will be informed about the application procedure at the partner university		X	X		Fall semester and full year: between 1 February and 1 July Spring semester: between 1 September and 1 December	
	If you fulfill all the application requirements and the partner university abroad accepts your application, your final placement will be confirmed		X	X		Fall semester and full year: between 1 March and 1 August Spring semester: between 1 October and 1 January	

<b>Practical matters to arrange before you go abroad</b>							
✓ Done	What	Home institution (HU) Study Abroad Coordinator	Home institution (HU) International Office (IO)	Host institution Partner university	Others	When	
	Join the HU Study & Internship Abroad group on Facebook		X		X	When you know where you are selected for	
	Check your options to take a language course to improve your communication skills		X		X	When you know where you are selected for	
	If necessary, apply for the correct visa in time			X	X	As soon as you receive the correct documentation from the partner university	
	Apply for housing at the partner university or search for housing yourself			X	X	When you know where you are selected for	
	Look for grants and scholarships		X		X	When you know where you are selected for	
	If staying in Europe, apply for the Erasmus+ status and Erasmus+ Grant for Study		X			As soon as you have received an email to apply	
	Arrange official approval for your course selection from your Examination Board	X		X	X	When you know where you are selected for	
	Obtain health advice for your country and if necessary get vaccinations			X	X	When you know where you are selected for	
	Check if you are allowed to bring your medication and/or bring prescriptions in English/local language				X	After receiving health advice	
	If applicable, apply for public transport smartcard (OV-chipkaart) reimbursement		X		X	At least two months before going abroad	
	If applicable, apply for a grant for students living away from home (uitwonendenbeurs)				X	At least two months before going abroad	
	If you wish, arrange authorizations for dealings with institutions like DUO and your bank				X	At least two months before going abroad	
	Check the costs of obtaining cash in your destination country and apply for a credit card if necessary				X	At least two months before going abroad	
	Apply for an International Student Identity Card (ISIC) for student discounts abroad				X	At least two months before going abroad	
	Compile a budget of your expected income and expenses during your stay abroad		X		X	At least two months before going abroad	
	Keep yourself updated on travel advice for your destination country				X	At least two months before going abroad	

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	Check the coverage of your health and liability insurance				X	At least two months before going abroad	
	De-activate your public transport smartcard (OV-chipkaart) at a card terminal (ophaalautomaat)				X	Before the first day of the first month of your reimbursement	
	Apply to the ANWB (Dutch Automobile Association) for an international driving license if you plan to drive during your stay abroad				X	Before you go abroad	
	Make scans of all your official documents and email them to yourself and a contact person at home				X	Before you go abroad	
	Write down emergency contact and medical details and keep them with you during your stay abroad				X	Before you go abroad	
	Register your stay abroad so that you are automatically entitled to free HU travel insurance		X		X	Before you go abroad	
	Inform your family and friends where you are going and give them your contact details				X	Before you go abroad	
	Check the Luggage Packing List and Tips		X		X	Before you go abroad	
	Read how to make the most of your time abroad		X		X	Before you go abroad	
Have you completed all of the above steps? Congratulations! You are now fully prepared for a great adventure abroad, enjoy.							