



Preparing your minor Study Abroad

You have been nominated, what's next?



Office for Internationalisation - Team Study Abroad
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Table of content

Nomination -----	Page 1
Preparation -----	Page 1
Safety Abroad -----	Page 2
Insurance -----	Page 3
Vaccination & medication -----	Page 3
FAQ -----	Page 4

Nomination

For students who have been selected to study abroad at one of Fontys' partner universities, a nomination will be sent by Fontys to the partner university. The partner university can either accept or reject nominated students. In most cases this is just a formality, but it's important to know that the partner university has the final decision.

When the partner university accepts the nominations, you will be informed directly by partner university or by your coordinator Internationalisation (for Fontys Cluster partners) or Team Study Abroad (for Fontys-wide partners) and be requested to start your preparations.

Please note: this process can take a while and you'll have to wait before you can continue with further steps, such as booking your flight or applying for a visa. If you are worried about the amount of time it is taking for you to receive information about your nomination, please contact your [coordinator Internationalisation](#) or Team Study Abroad.

Preparation

After your nomination is accepted, the partner university sends you the enrolment or application form. Normally the partner university will provide you with all the necessary information.

Make sure to read all the information you receive carefully. Some applications are done through online systems, other require you to complete forms. For some partner universities, you will be required to send hard copies of documents by post. Always familiarize yourself with the deadlines of the partner university.

Often the partner university will ask you for (some of) the following documents:

- Confirmation of enrolment: you can get this from the 'bedrijfsbureau' at your Fontys School.
- Proof of your level of English proficiency: this can be written by a teacher or your Coordinator Internationalisation. Team Study Abroad will send you an example letter.
- Recommendation letter: this can be written by a teacher or your coordinator Internationalisation. Team Study Abroad will send you an example letter.
- Transcript of records: you can get this from the 'bedrijfsbureau' at your Fontys School.

Apart from your enrolment at the partner university, you will have to think about the following aspects of your time abroad.

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|---------------------------------------|---|
| ✓ Enrolment at the university abroad; | ✓ Registration in <i>ProgressWWW.nl</i> |
| ✓ Course selection; | ✓ Insurance; |
| ✓ Approval Fontys School; | ✓ Vaccinations; |
| ✓ Scholarship application; | ✓ Flight/travel; |
| ✓ Housing; | ✓ Financial preparation; |
| ✓ Passport; | ✓ Connect with fellow students; |
| ✓ Visa; | ✓ Driving license; |

Each semester, Team Study Abroad organises one **informative event** and a **Pre-departure Event** where you will be given more information about preparing your stay abroad. You will also have the opportunity to socialise and network with students going to the same destination and people who have already been abroad. Team Study Abroad will send you an invitation for this event.



Safety Abroad

Although this may not be at the top of your list whilst preparation, your safety is something of great importance. Therefore there are a few steps you should always follow before you go abroad.

- Make sure you register your **right address and phone number** for your stay abroad in Mobility Online. If you change your phone number before or during your stay abroad, please send an e-mail with your new number to studyabroad@fontys.nl so that Team Study Abroad can change the information in Mobility Online. This is very important because Team Study Abroad has to be able to contact you at all times in case of emergencies.
- Know the address and telephone number of the nearest embassy for your nationality (e.g. a German student who studies in the Netherlands and goes abroad would still have to go to the German embassy). Write it down and carry it with you so that you will always have access to this information in case of an emergency.
- Check the [BuZa travel advice](#) for your destination before you travel and familiarize yourself with the situation and customs in your destination country, keep in mind that the travel advices must be followed. In Mobility Online you are required to complete a step in which you look at the BuZa travel advice.
- Make copies (or scans) of your passport and other important documents (e.g. credit cards, drivers' licence etc.) and store these somewhere safe when you are abroad. It is also a good idea to make digital copies and store these in the cloud.
- Write down the telephone numbers of helpful services such as banks, insurance companies, phone providers, etc. in order to be able to contact these services in case something happens.

Furthermore we strongly recommend you to register at the Ministry of Foreign Affairs. In case of an emergency it is very important that your contact details are known, so that the embassy or the consulate is able to contact you if necessary. We also recommend you to install the Travel Advice App; in case of an emergency this App will keep you up to date with notifications and changes concerning your travel destination and it will give you the contact details of the nearest embassy or consulate at that time.

In case of an emergency situation:

- **Contact your nearest embassy;**
- **Send an e-mail to the international coordinator of your institute;**
- **Send an e-mail to studyabroad@fontys.nl, to ensure that the central office for internationalisation is also aware of your situation.**



Insurance

Besides the safety precautions you have to take before going abroad, insurance is also of great importance. You will have to make sure your insurance includes the following:

- You should make sure that you have a valid insurance that covers healthcare, repatriation and third-party liability (with worldwide coverage up to EUR 1,250,000.00). Usually regular travel insurance does not cover all these aspects for the entire period of your stay abroad, since it is only meant for leisure and not for study abroad or doing an internship abroad. Actually what you will be doing abroad - studying, working or doing a paid internship - can affect your basic Dutch health insurance;
- Therefore you should always contact your insurance company to explain your situation, tell them where you are going, for how long, and what you will be doing abroad and check whether your insurance is sufficient for the entire period of your stay. Checkout WilWeg.nl for more information regarding your insurance.

Depending on your activities abroad and the insurance you already have, it can be wise to take out an additional or a new student insurance for your stay abroad. There are a number of companies specialised in insurances for students going abroad.



Vaccination & medication

Several months prior to departure, ask the local health service (GGD) whether you need any specific vaccinations for your destination. You can also find information on their [website](#). Aside from regular vaccinations, you now also need to check for Covid-19 regulations in regards to vaccinations, testing, and travel rules.

If you use any prescript medication, you need to apply for an international medicine passport. Please check out the governmental [website](#). This is necessary for customs, excise duty and in case you need to purchase new medication when you are abroad. You can apply for an international medicine passport at your local pharmacy.



FAQ

Underneath are a number of questions asked by students preparing for their study abroad.

- **Q: Say you don't get 30 credits while abroad, what would that mean in terms of passing your minor?**
- **A:** In that case, you will need to do add additional courses in order for you to fill up the credit. Please contact your CI to see if your school offers special courses for this.
- **Q: What would happen if the colour code is orange and I still go?**
- **A:** You will have to inform your CI that you are aware of taking all responsibilities and that Fontys won't be responsible for anything that happens to you abroad.
- **Q: What if the colour changes once you are there?**
- **A:** Fontys advises you to come back for your own safety reasons.
- **Q: I somehow still have not heard anything from the host university (no confirmation, no nothing), should I be worried?**
- **A:** Some universities have a longer nomination process. If it is a Fontys Wide partner, please contact us at studyabroad@fontys.nl. Should this be a school partner, please contact your CI.
- **Q: Do I have to rent accommodation if I will be studying abroad?**
- **A:** Depending on your host university, they might have student accommodation or provide help in finding one. Please contact your host university for information and tips.
- **Q: A visa is not mandatory within Europe right?**
- **A:** Within European Union countries, no visa is required for European students. If you are an international student without EU passport, you do need to get a visa.