

Go abroad with ISEP 2024-25

(part of university-wide exchange)

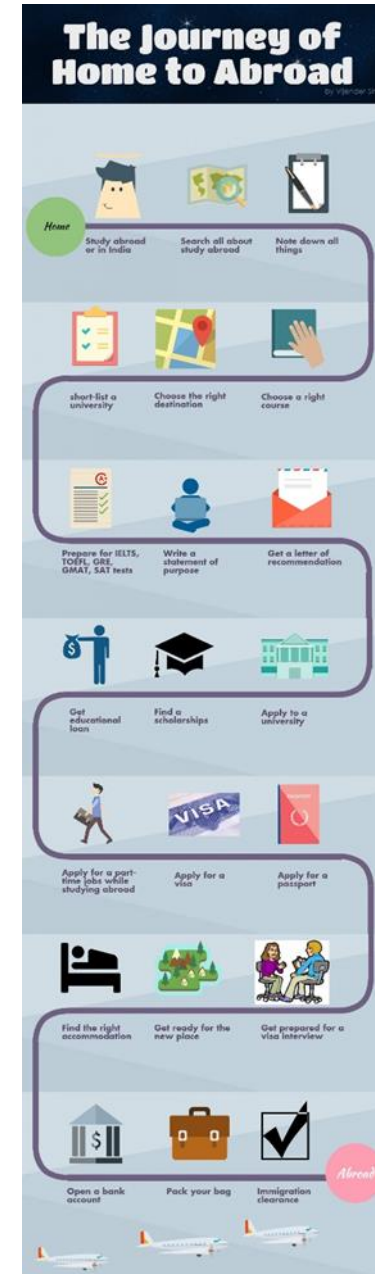
International Relations Office | Student and Educational Affairs
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**Universiteit
Leiden**
The Netherlands

Topics

- What is ISEP?
- What are the possibilities?
- Application process
- Payments and legal requirements
- Timeline
- Scholarships
- Visa application
- Insurance
- Health & Safety
- Players in the field
- Q&A session



What is ISEP?

- ISEP is a non-profit organisation with a network of more than 300 colleges and universities in 50 countries.
- 2 possibilities:
 - **ISEP-DIRECT** = fee-paying
 - **ISEP-Exchange** = You switch places with another ISEP student: each pays fees for tuition, housing and meals to their home university. Your host institution then covers these costs for you during your stay abroad.



What are the possibilities?

- ISEP has many member universities across the world.
- There are a lot of universities available in the US = popular destination for Leiden students.
- You can also choose universities in Europe, Asia, and – if you're proficient in Spanish or Portuguese – South America.



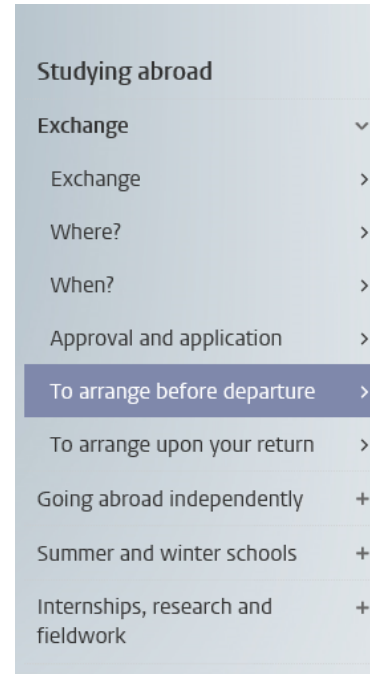
Application directly to ISEP

February 15 and September 15

- Apply directly to ISEP via [ISEP online application](#)
- Select up to 10 Universities (programs/sites).
- The ISEP head office decides which member university you may attend.
 - You will always be placed somewhere.
 - You pay the fixed costs in advance.
 - You will need to do an English language test (TOEFL or IELTS) – scores vary per member institution.

Choosing courses

- ❑ Check the course requirements for your study program (website + log in) or ask your study coordinator
- ❑ Choose your courses as soon as they are published by your host university (check restrictions!) After placement by ISEP
- ❑ Credits are different from our ECTS.
- ❑ Submit your courses to the Board of Examiners (BoE) for approval (check procedure on website or ask your study coordinator)
- ❑ In case of changes in approved courses, ask for re-approval at your BoE asap



To arrange before departure

General Humanities **International Studies (BA)**

If you do not request preapproval for your course package prior to the start of the semester abroad, you run a large risk of:

- taking courses for which you will ultimately not receive credit
- having a study delay in your programme.

Course Credits	>
Course Requirements	>
Course Approval	>
Erasmus+ Learning Agreement	>

Most common proof of English language proficiency:

- Official test scores from [TOEFL](#)/[IELTS](#)/CAE-CPE
 - Check which tests are accepted by host university & minimal score.
 - Not older than 2 years at first day of classes!

**Need to take a language test?
Start early!**

Possible exemptions from taking a test:

- **Native speaker**
 - Include proof (high school English)

Spanish / Portuguese language requirements

- ❑ (If applicable) include proof of proficiency
- ❑ If required take a test (follow instructions of the partner)



Payments & legal requirements

- Registration fee to ISEP: US \$100 non-refundable fee (during online application)
- Placement fee to ISEP: US \$425
 - You need a credit card or you can pay by wire transfer.
- Housing and meals to LU: €4300 per semester (in June/December) - **These amounts are subject to change every year!**
- Compulsory ISEP Student Health Insurance: US \$ 95 per month (subject to change)
- Additional travel insurance
- Visa/Residence permit
- ISEP withdrawal policy

Timeline

1 December Application deadline internal selection Leiden for both semesters			
Timeline for Fall		Timeline for Spring	
Mid-January ISEP information session for ALL selected students			
15 February/March 1	Application deadline ISEP (Fall 2023)	15 September	Application deadline ISEP (Spring)
April-June*	Placement results from ISEP; application to host universities	October-December*	Placement results from ISEP; application to host universities
Mid-April Pre-departure meeting for all students			
After placement- Summer break	Prepare your stay: course selection, course approval, insurance, visa, housing, scholarships, etc.	After placement- Winter break	Prepare your stay: course selection, course approval, insurance, visa, housing, scholarships, etc.
June	Invoice from LU	January	Invoice from LU

*these estimates are based on previous years. The placement time may vary (may take longer or shorter) depending on your chosen universities.

Finances & Scholarships

[ISEP Scholarship](#)

[LUSTRA+](#)

[Holland Scholarship](#)

Visa application

- ❑ After receiving your acceptance letter you can apply for visa
- ❑ Your host university will provide you with instructions
- ❑ Check if your passport is still valid before you apply (for some countries it needs to be at least 6 months after your return date)

Do not take any steps regarding your visa before being instructed by the partner!



International students

- ❑ Contact the town hall where you are currently registered to ask if you need to cancel your registration.
- ❑ Ask the [Visa Team](#) whether your stay abroad will have consequences for your Dutch residence permit (if applicable). Currently, international students can study abroad for max. 1 year.
- ❑ Ask your destination country's embassy or consulate what visa procedures apply to you. Procedures for international students may not be the same as those for Dutch students.



Insurance

- You need to purchase health insurance through ISEP.
- Check with your insurance company if you are fully covered for your period abroad.
- Other insurances:
 - Travel and cancellation insurance
 - Liability (aansprakelijkheid)
 - Extra medical costs
 - Home contents (inboedel) and baggage
 - Accidents (disability)
 - Legal aid



Health & Safety

☐ Attend the special information session on health and safety abroad!

☐ [Register through our website](#)

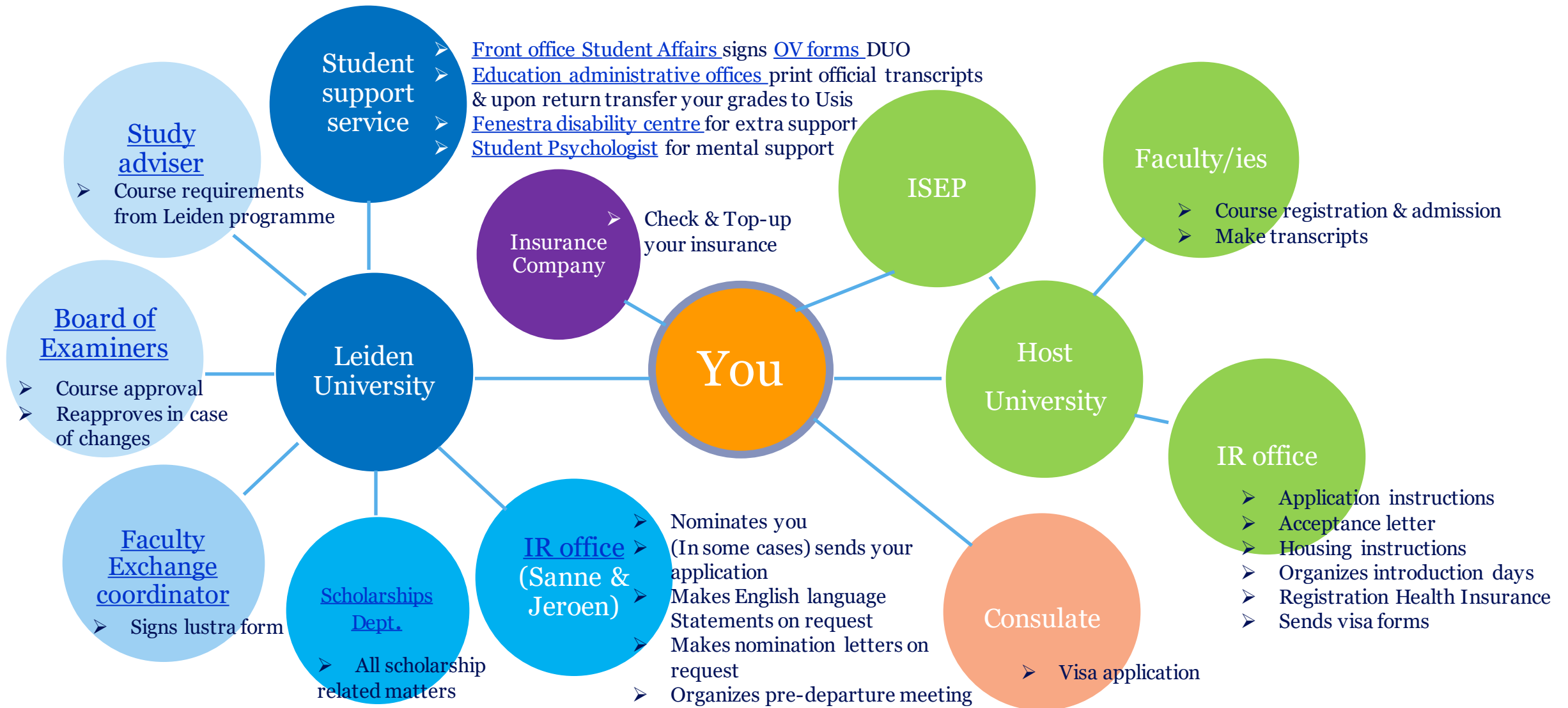
The screenshot shows the 'Health and safety' page on the Leiden University student website. The page is titled 'Health and safety' and is part of the 'Rechtsgeleerdheid (specialisation) (LL.B.)' section. The main content area features an 'Information session' section with a description: 'Make sure to attend the special information session on health and safety abroad. During this meeting you'll receive tips on how to prepare your stay and to travel safely. The meetings are organized on a monthly basis, alternating between Leiden and the Hague.' Below this is a blue button labeled 'More information & registration'. To the right of the main content is a 'Contact' sidebar with the following information: 'International Exchange Coordinators', 'University-wide', 'International Relations Office', 'Until 10 Feb 2019: No consultation hours or appointments. The coordinators can be reached by phone or email only.', 'E-mail: studyabroad@sea.leidenuniv.nl', 'Facebook', 'Department of Health, Safety and Environment (VGM)', 'Location: Poort building-South', 'Walk-in hours: Monday to Friday : 8.30 - 9.30, By appointment: 071 - 526 3643'. A left sidebar contains a navigation menu with categories like 'Studying abroad', 'Exchange', 'Going abroad independently', 'Summer and winter schools', 'Internships, research and fieldwork', 'Entire master's programme', 'Health and safety', and 'Financial matters'. The 'Health and safety' category is currently selected.

[ISEP Health & Safety policy](#)

Deadlines

- The earlier the better → increase your options for courses and housing.
- A deadline is intended as the date by which forms should arrive, *not* the date of posting.
- Inform the receiving party *in time* if you cannot meet a deadline.

Players in the field



Questions about ISEP exchange?

Ask your IR – coordinators:

Jeroen van der heide & Sanne Feenstra

071-527-3063

E-Mail: studyabroad@sea.leidenuniv.nl



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