Found an internship: what next?

Do you have any questions or doubts? Make an appointment with the internship coordinator: careerservice@hum.leidenuniv.nl

I'm planning to do an internship in The Netherlands

- Yes
  - Ask a lecturer from your study department to supervise you

- No
  - You have the possibility to perform your internship online from home

Start writing your internship plan and send the first draft to the internship coordinator (careerservice@hum.leidenuniv.nl)

- Yes
  - If the draft version is approved by the coordinator, hand it over to your supervisor

- No
  - Leiden University approves study related activities abroad under certain conditions only

- Classification green or yellow: approved. No additional procedure.
- Classification orange due to Covid measurements
- Destination is your home country, you are already there

After approval of your supervisor and lecturer, you collect the signatures

Send the signed internship plan back to careerservice@hum.leidenuniv.nl. They will sign and send it to the board of examiners

Internship approved?

- Yes
  - Your internship can start!
  - We wish you a great experience.

- No
  - Depart only after the university’s permission. Inform careerservice@hum.leidenuniv.nl before continuing any procedure.