

## **Workflow internship abroad**

You would like to do an internship/project abroad as part of your studies, great! But what do you need to do? Please read the steps below carefully and contact the internship coordinator or the international office with any questions.

### **1. Finding an internship/project**

If you want to go abroad for a research project or internship, you are not limited to our exchange partner universities. You can choose to do your research project at any university, but also at any other organization or company, at any time. As long as your study programme approves. So Google research projects you might be interested in and contact the project supervisors directly. Please note: in all cases, you will need a supervisor from Leiden University as well!

A couple of tips that may help you:

- Read the available information on [the website](#) (Science tab)
- Visit the [Student Report Database](#) for inspiration
- Make an overview of your anticipated [expenses](#) and available grants for your destination.  
\*Keep in mind that it is expensive to go to a non-EU country and grants will be limited.
- Let the Science Career Service [check your CV](#)

### **2. Invited for an internship/project**

When you are invited for an internship or project abroad, you will have to get the internship approved. Please follow these steps carefully:

- 1) Find a responsible supervisor from Leiden University from the list of Examiners and Supervisors (BrightSpace).
- 2) Fill out the Traineeship agreement with your supervisors.
- 3) Submit the online agreement in ProjectMap. This approval will be the official approval from your study programme and registration.
- 4) Inform the International Office and [register your stay abroad](#) in Usis, at least 4 weeks before departure.
- 5) After registration you can apply for grants. Please note that the [Erasmus Grant](#) application has to be submitted at least 4 weeks before departure. The Erasmus Learning Agreement can be filled out and signed by your supervisor in Leiden (MST students: the Board of Examiners).
- 6) Attend one of the mandatory [Health & Safety](#) sessions before departure

### **3. After your return**

We would love to hear about your experiences [after your return](#)! And if you have received a grant, make sure to send the scholarship team all the required documents.

- Write a Student report about your experience abroad and send it to the International Office
- Check your scholarship requirements

### **4. Contact**

If you still have any questions, please contact:

- Coordinator Science International Office: Hanna Pielka  
[outgoing@science.leidenuniv.nl](mailto:outgoing@science.leidenuniv.nl)

