Go abroad with ISEP 2024-25
(part of university-wide exchange)

International Relations Office | Student and Educational Affairs
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Topics

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• What are the possibilities?
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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
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!

Possible exemptions from taking a test:

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

Need to take a language test? Start early!
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

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

LUSTRAN+

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**

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

- **Study adviser**: Course requirements from Leiden programme
- **Board of Examiners**: Course approval, Reapproves in case of changes
- **Faculty Exchange coordinator**: Signs lustra form
- **Leiden University**: Nominates you, (In some cases) sends your application, Makes English language Statements on request, Makes nomination letters on request, Organizes pre-departure meeting
- **Student support service**: Front office Student Affairs signs OV forms DUO, Education administrative offices print official transcripts & upon return transfer your grades to Usis, Fenestra disability centre for extra support, Student Psychologist for mental support
- **Insurance Company**: Check & Top-up your insurance
- **ISEP**: Nominates you, (In some cases) sends your application, Makes English language Statements on request, Makes nomination letters on request, Organizes pre-departure meeting
- **Faculty/ies**: Course registration & admission, Make transcripts
- **IR office**: Application instructions, Acceptance letter, Housing instructions, Organizes introduction days, Registration Health Insurance, Sends visa forms
- **Scholarships Dept. (Sanne & Jeroen)**: All scholarship related matters
- **Consulate**: Visa application
- **Front office Student Affairs**: signs OV forms DUO
- **Education administrative offices**: print official transcripts & upon return transfer your grades to Usis
- **Fenestra disability centre**: for extra support
- **Student Psychologist**: for mental support

Discover the world at Leiden University
Questions about ISEP exchange?
Ask your IR – coordinators:
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