



University-wide exchange motivation letter and budget plan

Instructions

- Complete and save the entire pdf.
- Upload the pdf as **one file** in uSis as part of your application for **university-wide** exchange.

Note: this pdf should not be used for faculty exchange applications. Instead, see your faculty tab on the [Approval and Application page](#) for the required documents for faculty exchange.

Your details

Personal data	
Name	
Student number	
Semester you want to study abroad (only pick one)*	☐ Fall ☐ Spring
How many ECTS do you need?	
When are you planning to graduate?	

*Make sure this matches your chosen semester in your exchange application in Usis, as Usis is the authoritative source.

Motivation

Briefly explain the academic reasons behind your top three destination choices, such as a university's areas of expertise, academic reputation, or the relevance of specific courses to your studies. Reflecting on these reasons can help you make well-informed choices and ensure that your selected destinations align with your academic goals and interests.

Before finalising your choices, always check the requirements and restrictions for each university in the Study Abroad World Map. For more information on selecting destinations, see the [Exchange – Where page](#).

First choice University:

Explain in max. 300 words the academic reasons for your choice.



Second choice University:

Explain in max. 300 words the academic reasons for your choice.

Third choice University:

Explain in max. 300 words the academic reasons for your choice.



Budget plan

Create a budget plan by using the Study Abroad Budget Calculator below. Your budget plan should provide a realistic estimate of your expected income and expenses during your exchange period. This will help you to assess the financial feasibility of your exchange and ensure that you are well prepared for the cost of studying abroad.

- Your budget plan should be based on the costs as your **first choice of university**.
- Include all relevant costs, such as accommodation, travel, insurance, visa fees (if applicable), study materials, and daily living expenses.
- Indicate any expected sources of funding, including personal savings, scholarships, grants, student loans, or financial support from family.

Help preparing your budget

The following sources may be helpful when preparing your budget:

- [WilWeg](#) (in Dutch): Advice and guidance on creating a budget for studying abroad.
- [Numbeo](#): One of the world's largest cost-of-living databases, allowing you to compare living expenses between cities worldwide.

STUDY ABROAD BUDGET CALCULATOR

- Please round off all amounts (don't use decimals, otherwise the form will not work properly).
- Be aware of different currencies and make a conversion to Euro's if applicable.
- To calculate monthly costs, divide non-recurrent expenses (indicated with an asterisk '*') by the number of months you will be studying abroad.
- Please check the available information for and estimation of the costs of student housing and costs for books etc. at the host university.
- The [Numbeo website](#) gives estimates of other costs of living in cities all over the world.

My expected income per month

Benefits (housing allowance, health care allowance, etc.)	€	_____
Student finance	€	_____
Student loan	€	_____
Savings*	€	_____
Family contribution	€	_____
Sublet your room (if legally permitted)	€	_____
Grants and scholarships	€	_____
Other income	€	_____
TOTAL MONTHLY INCOME	€	_____ 0

My expected Expenses per month

Housing

Rent	€	_____
Utilities (like electricity & gas)	€	_____
Internet	€	_____
Other housing expenses	€	_____

Food

Groceries & household supplies	€	_____
Meals out	€	_____
Other food expenses	€	_____

Travel

Travel costs (to your host country and back)*	€	_____
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Visa fee*	€	_____
Travel insurance*	€	_____
Public transportation and uber/taxi costs	€	_____
Other travel expenses	€	_____

Health

Medicine	€	_____
Health insurance	€	_____
Doctors' appointments*	€	_____
Other health expenses	€	_____

Personal

Clothing & shoes	€	_____
Laundry	€	_____
Social activities and trips (e.g. festivals/movies/parties/trips)	€	_____
Liability insurance*	€	_____
Other personal expenses	€	_____

Other

Cell phone, telephone plan or prepaid card	€	_____
Gym membership	€	_____
Spotify & iTunes membership	€	_____
Magazines/newspapers	€	_____
Other expenses	€	_____

Academic

Home university's tuition fee	€	_____
Books, supplies	€	_____
Academic fees	€	_____
Other academic expenses	€	=====

TOTAL MONTHLY EXPENSES	€	_____ 0
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Budget

TOTAL MONTHLY INCOME	€	_____ 0
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TOTAL MONTHLY EXPENSES	€	===== 0
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BUDGET	€	_____ 0
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- If your income is higher than your expenses, you might be able to save up enough.
- If your expenses are higher than your income: take a critical look at your budget plan and try to find expenses to cut. Grants and scholarships can be available to help you finance your stay abroad.