When and How to apply for exchange

This presentation will start at 12.30
Topics

1. Steps to take
2. Time line
3. Q&A

If you have questions during this session, please type them in the Q&A and I will address them at the end of this presentation.
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Steps to take: Are you eligible for exchange?

- **Do I meet the requirements?**
  - **Yes**
    - Research your choices for destinations
    - University-wide
    - Faculty or study programme
  - **No**
    - Explore other options than exchange
Orientation

- Visit the Study Abroad Festival
- Meet with your faculty exchange coordinator or study advisor to find out what your options are:
  - Which requirements do you need to meet to be allowed to go?
  - What can you do, when and where?
- Gather information about destinations via Study Abroad website, Blackboard, etc..

Decide between:

Programme/Faculty agreement:
- Coordinated by your faculty exchange coordinator
- Destinations within Europe (via Erasmus+) and outside Europe
- Deadline for applications: check with your faculty coordinator

University wide agreement:
- Coordinated by central International Relations Office
- Destinations Outside Europe only and ISEP Programme
- Deadline for applications: 1 December

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**Internal application**
- Submit your online application
  - either for Faculty OR University-wide exchange
  - don't forget to upload supporting documents!
  - make sure your uploaded transcript includes your GPA (grade average)
- Check deadlines - Don't miss these!

**Selection & acceptance**
- Your Faculty or the International Relations Office will make a selection based on eligible applications and available spaces
  - If selected, you will be informed about your placement via email
  - You accept or decline the offer within 2 weeks
  - Your university-wide or faculty exchange coordinator will nominate you to the partner institution
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**Application to partner**
- You'll receive instructions on how to submit your application to the partner institution
- Follow the instructions and complete the application with supporting documents;
- The partner institution will send you an offer of admission and visa documents (if applicable);
- You may need to accept the offer of admission

**Before departure**
- Arrange course approval by your Board of Examiners or Faculty coordinator
- Find accommodation and sublet your room in NL via housinganywhere.com
- Arrange your visa (if applicable)
- Arrange finances and apply for scholarships
- Attend a Health & Safety meeting
- Attend a language course (if applicable)
- Arrange insurance and vaccinations
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**During your stay**

- Update your address details in online system
- Inform the Board of Examiners of course changes, and ask them for approval of these changes

**Upon your return**

- Arrange recognition of credits via your Faculty Exchange coordinator or Board of Examiners
- Submit your student report
- Attend the Study Abroad Fair as exchange - alumnus!
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**Study abroad Preparation timeline (example)**

- **Orientation**
- **Internal Application**
  - Selection and Acceptance
- **Application to partner**
  - To arrange before departure
- **During your stay**
- **Upon return**

Timeline:
- **OCT – NOV**: Orientation
- **DEC – JAN**: Internal Application
  - Selection and Acceptance
- **JAN – APR**: Application to partner
- **APR – JUL**: To arrange before departure
- **AUG – JAN**: During your stay
- **FEB – ...**: Upon return
Questions?

Q&A session will start now