



Before the start of your internship

1. At least one month before your graduation date, send an email to Erasmus@vu.nl to announce your intention to apply for an Erasmus+ scholarship for internships. Please indicate the start date of your internship.
2. Read the information about the [International Travel Policy](#) of the VU. It is crucial to check the [travel advice](#) (in Dutch) of the Ministry of Foreign Affairs for your host country. Only if it is green, you are allowed to leave for your internship. If it is not green, please send an email to erasmus@vu.nl to discuss the situation.
3. Download the scholarship forms (Grant Agreement, the Learning Agreement and Green Travel Statement) from VU.nl.
4. Fill out and sign the Grant Agreement and – if relevant – the Green Travel Statement.
5. Fill out the Learning Agreement in consultation with your on-site supervisor abroad. (The Erasmus+ Officer will sign as VU supervisor.)
6. Send all documents to erasmus@vu.nl. They will be completed and signed by the Erasmus+ officer in charge and returned to you by email.
7. When all steps are taken, the first installment of your scholarship of 70% will be transferred to your account.

During your internship

If there are changes in the duration, content or the on-site supervisor of your internship, please send the section *During the mobility* of your Learning Agreement to erasmus@vu.nl as soon as possible. Make sure to add your on-site supervisor in the Cc. The deadline for a prolongation of your internship scholarship is one month before the originally planned end date. Approval for the prolongation has to be given by the VU International Office.

At the end of your internship

You have 1 month after the end of your internship to complete the following steps:

1. Before the end date of your scholarship, request your on-site supervisor to fill out and sign the Traineeship Certificate. You find the form on VU.nl. Please make sure that the same start date and end date are used as mentioned on the Grant Agreement.
2. Mail the completed Traineeship Certificate to erasmus@vu.nl
3. Fill out the Participant Survey. You get an invitation by email from the Erasmus+ programme around two weeks after the end date you mentioned on your Grant Agreement. The invitation will be sent to the email address you mentioned on your Grant Agreement. Please check your spam folder.
4. If all is completed, the second installment of your scholarship of 30% will be transferred.

Note: if you do not meet all requirements, your entitlement to the Erasmus+ scholarship will expire and you will have to refund the first installment.

If you expect that you will not be able to meet the deadline of 1 month, you can request for an extension by email at erasmus@vu.nl. Please indicate the reasons for the delay.