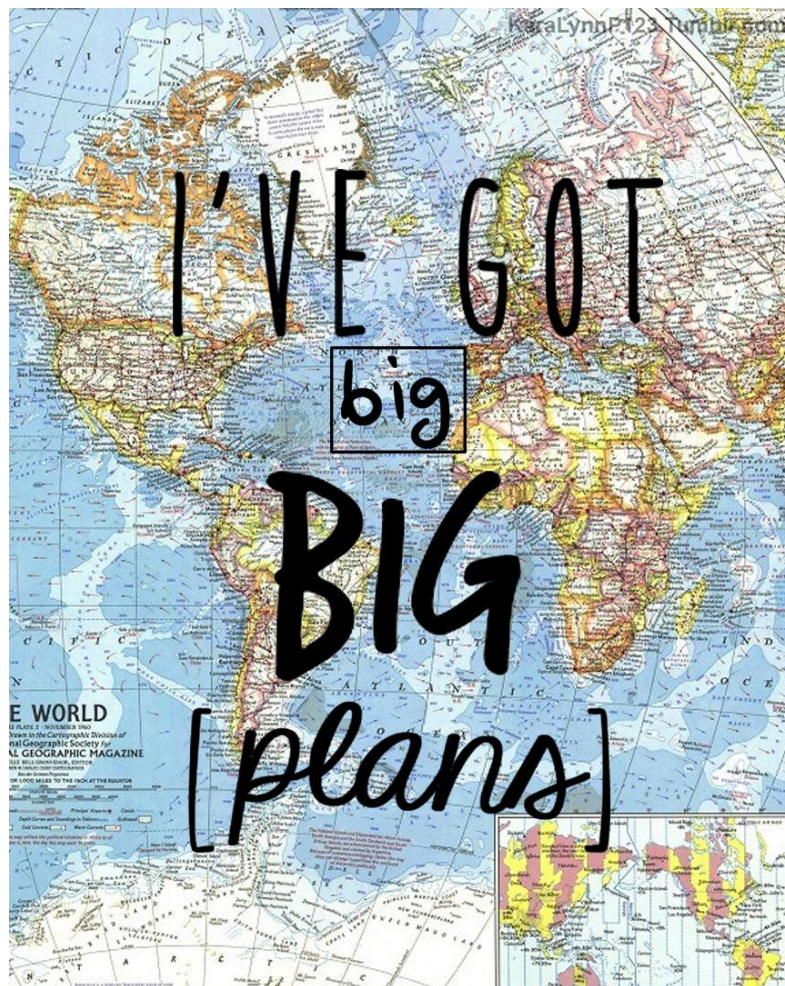


# Guidelines for Internship Abroad

Everything you might want to know when you consider to do an internship abroad



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## Orientation

An internship abroad strengthens your resume. It has a positive effect when looking for a job, you learn or improve your foreign language skills and you meet people from other cultures which contributes to your personal development.

First of all you will have to start with orientating on what you want, and what is possible. At this stage, ask yourself a number of questions such as:

- When can I go abroad and for how long?
- What are my learning objectives? What are the competences I would like to develop?
- Is choosing an internship abroad my best option or what would be my other options?
- Where do I want to go to? And why do I want to go there?
- What do I expect from my experience abroad?
- Does this tie in with my study planning and finances?
- Do I believe I have sufficient stamina to cope with all the extra preparations this requires?

“During my internship, I was able to develop professionally as well as personally. Adapting and succeeding in a new work environment in a foreign country is an amazing, and oftentimes humbling experience. Of course it's a great resume builder too; but I think it becomes much more than just a line item on your resume”

*Dustin interned in London during his junior year of college.*

In the FAQ section, you can find answers to some of the questions mentioned above. Moreover you can find answers on more general questions, which can help you determine if studying abroad is something for you.

Please note you are the responsible person for the organisation of your internship abroad. Prepare your internship and time schedule with the International Coordinator of your Fontys institute (click [here](#) for a list of all international coordinators). The content has to match the criteria of your own institute and has to be approved by the Internship Supervisor. Eventually the exam committee has to approve your internship so you can claim your ECTS after completion.



## Finding an internship

**You** are responsible for finding your internship within the terms set by your study programme. **You** have to find the internship, so be creative! There are several options to find a company or organisation for an internship. First of all your own network is always a great place to start. See if you know anyone who did an internship abroad, someone who works abroad or someone who knows someone who does. When you start to spread the word that you are interested in an internship abroad you might be surprised how many people in your network are able to help you!



Besides that there are various other options to find your dream internship abroad, for instance your institute might have a network of companies abroad where previous students went for their internships. Your institute's international coordinator would be a good place to start if you want to find out more about your institute's international network. Furthermore there are several websites, such as job boards, on which companies place international vacancies for internships. With some browsing it should not be too hard to find vacancies you like. However, please be aware that not all of these websites are updated regularly, so be careful and choose wisely.



Besides these websites, Fontys also offers you [GetTheLead](#). This is a database that enables you to find information on millions of companies, goods and services. Therefore this might be a very helpful tool in finding the internship you like. If you find a company where you would like to work for, you could get in contact with them to find out if they have any vacancies for internships. If not, you could still give it a try and go for an unsolicited application. Maybe the company did not even know what they were missing before they learned that they could have you as their intern!



Then there is also social media. Almost every company in the world is online and most of those companies are also on social media. Therefore, if you haven't done so already, it could be useful to create a LinkedIn profile. This online professional profile could help you to find the internship of your dreams, but could also help companies to find you! Furthermore you might as well use the LinkedIn search function to find companies based on their name, location, etc. and you could join (recruitment) groups in which you can meet people that might be able to help you to find your internship abroad. Of course the same goes for Facebook.

Then finally, if none of the previous options worked, you still have one option left: a commercial internship agency. These companies connect internship seeking students and hiring companies for a certain fee. There are numerous of these agencies and often they operate in one specific country or region. On [this Dutch website](#) you can find links to the websites of different agencies to find out which agency would be best for you. Please keep in mind that Fontys has no partnership with any of these organisations and that it is your own responsibility to assess the agency's quality.

# Application and approval

## Application

Besides the procedure for internships you will have to follow at your Fontys institute, there are several extra steps you have to take when you want to do your internship abroad. For these steps you will need to register in Mobility Online, which is a programme designed to keep track of incoming and outgoing international students. Furthermore if you apply for an Erasmus scholarship, this application will be reviewed in Mobility Online. You could watch [this video](#) on YouTube for a step-by-step online tutorial to on how to fill in the application form. You could use the buttons below to register and apply in Mobility Online.

Please note that before you login to Mobility Online you always need to be logged in with your OWN Fontys account on your pc or laptop. So don't work in Mobility Online with a fellow student on the same pc or laptop.

### Registration internship abroad with Erasmus scholarship

For applicants who:

- Do an internship for a minimum of 60 days
- AND
- Do their internship inside the EU (Switzerland not included)

 Internship abroad registration for Erasmus students

### Registration internship abroad without Erasmus scholarship

For applicants who:

- Do an internship inside the EU that is shorter than 60 days
- OR
- Do an internship outside the EU (including Switzerland)

 Internship abroad registration for non-Erasmus students

Online application for exchange students

Fontys University of Applied Sciences

All fields marked with a (\*) must be filled in.

**Application details**

Type of applicant: ☐ Incoming ☒ Outgoing

Type of person: ☒ Student ☐ Teacher

Exchange Programme:

Academic year: 2016/2017

Start semester: Fall 2016

Number of semesters: 1 2

**Personal data**

Student number: Your Fontys student number consists of 7 integers, other entries are not accepted!

Last name:

First name:

Initials:

E-mail address:

Same e-mail-address for verification:

Date of birth (dd-mm-yyyy):

Gender: ☒ Male ☐ Female

Nationality:

**Data concerning the study**

Country of the sending institution: Netherlands

Home institution: Eindhoven University of Applied Sciences

Fontys School:

Bachelor Program:

Number of academic years completed:

Level of study:

**Data concerning the stay abroad**

Country of Destination:

Host Organisation - Latin name:

Name of host organisation (if not listed above):

**Contact details in case of emergency**

Last name:

First name:

Relationship:

Phone number:

Email address:

**Language competence**

Native language:

Foreign language 1:

Level of language proficiency 1:

Foreign language 2:

Foreign language 3:

**Other information**

Terms and conditions:

I have checked all the information on the application form and assure that they are up-to-date. If changes occur, I am responsible for updating my data in Mobility-Online.

## Approval

In order to be considered for an internship abroad, you need to have successfully finished your first year. Besides this general requirement, your Fontys school might have other requirements you need to meet. For more information, please contact the [international coordinator of your own Fontys institute](#). These requirements will be checked after you have applied in Mobility online. Therefore it is important that you make sure that you meet all requirements before you apply, otherwise it might be too late, which might even mean that you cannot go abroad which eventually could lead to study delay!

When you apply in Mobility Online, this application will also be available for the Exam Committee of your Fontys Institute. This means you do not have to file separate applications and you do not have to contact the Exam Committee about the approval of your application. As soon as your application is assessed by the Exam Committee the result will be available in your workflow in Mobility Online.

## Preparations

Now that you have found an internship, you are ready to start preparing yourself. There are various things that you will have to arrange before you can actually go abroad. Below you can find an overview of the most important things that have to be arranged.

- ✓ Approval Fontys School;
- ✓ Scholarship application;
- ✓ Passport/ID;
- ✓ Housing;
- ✓ Visa;
- ✓ Flight/travel;
- ✓ Insurance;
- ✓ Vaccinations;
- ✓ Driving license;
- ✓ Financial preparation;
- ✓ Registration in *Mobility Online*;
- ✓ Registration in *ProgressWWW*;
- ✓ Connect with fellow students.

### Passport/ID

Whenever you go abroad you always need a valid identification card/passport. Be sure your passport does not expire when going abroad and meets the latest requirements such as fingerprint technology (required for the USA).



### Housing

In some cases your company might arrange your accommodation. However, in most cases you will have to arrange your own housing. In that case it would be great to start your journey by asking people who previously visited the country how they arranged their accommodation. They might have tips, tricks or even addresses of places where they used to live. Furthermore the company abroad might have some options, or you could find possible accommodations by searching online. Finally the local tourist information offices might be able to help you, use the internet to find one at your destination.



### VISA

EU-citizens require no visa or work permit in the countries of the European Union. However, depending on the country you will be visiting and the duration of your period of study or internship, you must report your stay to the municipal authorities. Make sure you know exactly what you have to do, so there are no surprises. In addition to your internship you can take on an extra job, remember that you might need additional permits or licenses for this too.

For countries outside the European Union, other rules apply which may differ from country to country. You should contact the embassy of the country in question before you leave. [Click here](#) for recent updates from embassies all over the world. For non-EU citizens, other rules apply. Please check the website of the embassy of the country you will be visiting to be sure what the rules and regulations are. Almost all

countries have a representation in the Netherlands. The majority of foreign representations in the Netherlands are in The Hague. The addresses, telephone numbers and opening hours of foreign embassies and consulates in the Netherlands are available on [www.minbuza.nl](http://www.minbuza.nl) (in Dutch).

Applications for a visa / work permit often take a considerable amount of time, ranging from several weeks to several months. Therefore, make sure you start on time. Follow the instructions for the procedure precisely. If your visa application is incorrect or incomplete, you will be refused entrance completely and you might even end up in jail overnight. For advice, you can always contact the Fontys Office for Internationalisation.

Note: Some of the embassies only accept credit cards for transactions so make sure you have one at your disposal. In the most cases a credit card is low in the annual costs for students, so it could be beneficial to have a personal one.

### Flight/travel

Depending on several subjects such as your destination, preferred way of travel and maybe even your luggage you could choose to travel by car, boat, train or plane. The most common way to travel is by plane. Therefore this option is explained more extensive. The main tips to find the cheapest flight are:



- Fly on off-peak days; The cheapest days to fly are often Saturday, Tuesday and Wednesday.
- Most airlines try to offload undersold flights for the next weekend early on in the week. Though many release their deals on Monday, the best time to book the cheapest flight is on Tuesday at 3 PM, when airlines try to match the prices of the other airlines.
- For EU flights the lowest prices are available approximately 7 weeks before departure.
- For international flights check social media/world deals or book several months before departure.

Furthermore there are several websites that can be helpful in finding the right flight. Websites such as [www.Booking.com](http://www.Booking.com), [www.TripAdvisor.com](http://www.TripAdvisor.com), [www.Hotels.com](http://www.Hotels.com), [www.Expedia.com](http://www.Expedia.com) and [www.Agoda.com](http://www.Agoda.com) are examples of travel orientated websites. Besides those websites <https://www.google.com/flights/> might be helpful for all kinds of information about your flight, accommodation and destination.

### Insurance

Besides the safety precautions you have to take before going abroad, another aspect of great importance is your insurance.

- You should make sure that you have a valid insurance that covers healthcare, repatriation and third-party liability (with worldwide coverage up to EUR 1,250,000.00). Usually regular travel insurance does not cover all these aspects for the entire period of your stay abroad, since it is only meant for leisure and not for study abroad or doing an internship abroad. Actually what you will be doing abroad - studying, working or doing a paid internship - can affect your basic Dutch health insurance;
- Therefore you should always contact your insurance company to explain your situation, tell them where you are going, for how long, and what you will be doing abroad and check whether your

insurance is sufficient for the entire period of your stay. Also you can check out [this flow chart](#) for an indication about your personal situation.

So depending on your activities abroad and the insurance you already have, it can be wise to take out an additional or a new student insurance for your stay abroad. There are a number of companies specialised in insurances for students going abroad.

However, we have a special offer for you from [InsureToStudy](#). Please check out the offer and how to apply [here!](#)

### **Vaccination & medication**

Several months prior to departure, ask the local health service (GGD) whether you need any specific vaccinations for your destination, or visit the GGD website: [www.ggd.nl](http://www.ggd.nl). Furthermore, if you use any prescript medicines, you need to apply for an international medicine passport. This is both for the customs, excise duty and in case you would need to purchase new medicines when you are abroad (also in case your medicines get lost or stolen). You can apply for an international medicine passport at your local pharmacy.

### **Driving license**

When you stay in the EU for less than six months, your Dutch driving licence allows you to rent and drive a car. However, if you stay for longer than six months, or if you go outside the EU, you might need an international driving license. In some other cases (such as in China) you will even need to do a driving test. However, always take your Dutch driving licence with you, as you might need it during your application for a local driving license or as identification. For more information about the international driving license for people with a Dutch driving license [please click here](#).

### **Registration in Mobility Online**

You should not register in Mobility Online (MO) before everything for your internship is arranged and you are completely sure that you are going. The only exception to this rule is when you want to apply for an Erasmus scholarship, since there are certain application deadlines for these scholarships (for the latest deadlines please [check our website](#)). In case you want to apply for an Erasmus scholarship we would always advice you to register in MO, even if your internship abroad is not certain yet. This is the only way your Erasmus application will be considered, if you apply after the deadline, your Erasmus Scholarship application will not be considered!

### **Safety Abroad**

Although this might not be the most fun part of your adventure abroad, your safety surely is something of great importance. Therefor there are a few steps you should always follow, before you go abroad. These steps are listed below.

- Make sure you register your right address and phone number for your stay abroad in Mobility Online. If you would change your phone number before or during your stay abroad, please send an e-mail with your new number to [studyabroad@fontys.nl](mailto:studyabroad@fontys.nl) so that Team Study Abroad can change the information in Mobility Online. This is very important because Team Study Abroad has to be able to contact your at all times, if any emergency situation would occur, to check up on you.
- Know the address and telephone number of the nearest embassy for your nationality (e.g. a German student who studies in the Netherlands and goes abroad for that study, would still have

to go to the German embassy). Write this down and carry it with you so that you will always have access to this information in case of an emergency.

- Make copies (or scans) of your passport and other important documents (e.g. credit cards, drivers' licence etc.) and store these somewhere safe when you are abroad. In this way you will always have access to your documents in case something would get lost or stolen.
- Write down the telephone numbers of helpful services such as banks, insurance companies, phone providers, etc. So that you will be able to contact these services in something would get lost or any other inconvenience would occur.

Furthermore we strongly recommend you to register at the Ministry of Foreign Affairs. In case of an emergency it is very important that your contact details are known, so that the embassy or the consulate is able to contact you if anything would occur. We also recommend you to install the Travel Advice App; in case of an emergency this App will keep you up to date with notifications and changes concerning your travel destination and it will give you the contact details of the nearest embassy or consulate at that time.

**In case of an emergency situation:**

- **Contact your nearest embassy;**
- **Send an e-mail to the international coordinator of your institute;**
- **Send an e-mail to [studyabroad@fontys.nl](mailto:studyabroad@fontys.nl), to ensure that the central office for internationalisation is also aware of your situation.**

**Connecting with fellow students**

Finally you could consider joining a Facebook community where former, current and future study abroad students are connected. This will give you information from another perspective, which can be very helpful in your preparation. And besides that, it should be fun too! Click on the banner below to get an overview of the 'Fontys Study Abroad - Study in ...' groups:



## Your return

Time flies when you're having fun, and unfortunately also your experience abroad comes to an end. We hope your experience abroad went as you expected and that you had a great time. Although now you are back in the Netherlands, there are still a few things you have to do to complete the process of studying abroad. For instance probably your internship/work will be assessed by your internship coach. However, this varies for each study and institute, therefore we recommend you to get in contact with your international coordinator to know what is expected from you.

### Participation

With an internship abroad your professional career is already on a higher level. To get the most out of your time abroad, even when you are back in your home country, we recommend you to stay in connected as a Fontys Study Abroad alumni. The Fontys Study Abroad LinkedIn page gives you this opportunity to stay connected with other Fontys students who did their internship or minor abroad to ensure you to get the most out of your experience. Click the link below to join our group.



This LinkedIn page is primarily used to connect students that studied abroad or did an internship abroad with one another, so that they can be of value to each other in a professional context. Furthermore future outgoing students with the same ambitions are able to use the group to get in contact with their predecessors.

Sometimes we might also ask enthusiastic students to participate in events (e.g. pre departure events or information sessions) to share their experiences. Apart from that you are very welcome to participate in our Facebook groups and help future students with your experiences.