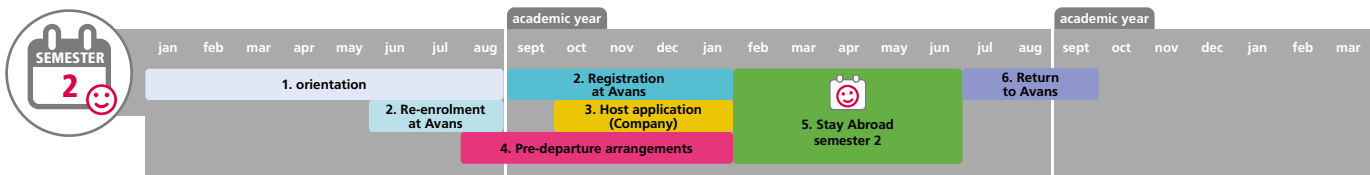
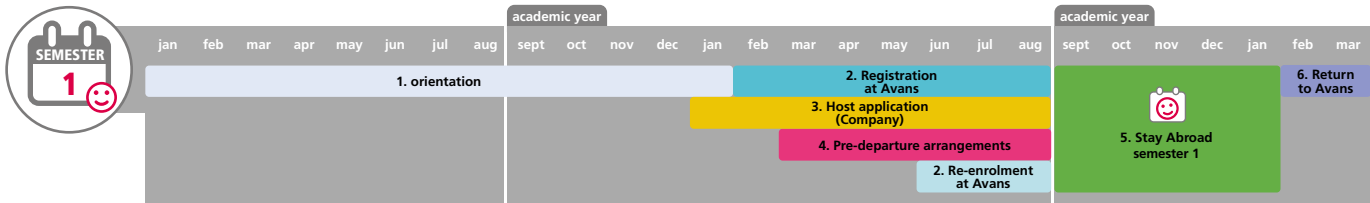


GOING ABROAD CHECKLIST - WORK PLACEMENT & GRADUATION (TRAINEESHIP)

If you're going abroad for a work placement or graduation, then be sure to complete the steps below.



- International office (IO)
- Avans school
- Student information desk
- Company

STEP 1: ORIENTATION

- I've been present at the Student information fair Going Abroad organized by the Avans International Office (IO) and/or school
- I've explored my destination options and know where I want to go
- I've checked the travel advice for the country I want to go to
- I know it's financially possible to do a traineeship abroad

STEP 2: REGISTRATION AT AVANS

- I've arranged my **re-enrolment at Avans** in Studielink and/or I'm enrolled for this academic year *mid Jun. to 1 Sept. (only for sem1)*
- I've secured approval from my school for my traineeship *juni (sem1), dec (sem2)*
- I've registered a Traineeship Abroad request in Osiris *before departure 1 Sept. (sem1) / 1 Feb. (sem2)*
- I've secured approval from my school for my Traineeship Abroad request in Osiris *before departure 1 Sept. (sem1) / 1 Feb. (sem2)*

STEP 3: HOST APPLICATION (COMPANY)

- I've signed a (Avans) work placement agreement with my traineeship company
- I've formulated a traineeship assignment for my traineeship company
- I've secured approval from my school for my traineeship assignment *30 Jun. (sem1) or 30 Nov. (sem2) if applying for an Erasmus+ grant (otherwise n/a)*
- I've received final confirmation of my traineeship from my traineeship company *before departure, 1 Sept. (sem1) or 1 Feb. (sem2)*

STEP 4: PRE-DEPARTURE ARRANGEMENTS

- I've been present at the pre-departure sessions organized by the IO and/or school *Apr. (sem1) / Nov. (sem2)*
- If applicable: I've obtained a visa/residence permit *up to 6 months before departure, depending on your destination*
- If applicable: I've applied for an Erasmus+ grant in Osiris **DEADLINE 30 Jun. (sem1) or 30 Nov. (sem2)**
- I've completed my Contact Information in Osiris *ASAP, but always before departure*
- I've arranged insurance for my stay abroad *before departure*
- I've arranged my finances
- I've arranged my trip *before departure*
- I've arranged accommodation for my stay abroad *before departure*
- If applicable: I'm subletting my room
- If applicable: I've applied for public transport compensation from DUO. This form has been signed by the Student Information Desk *2 months before departure*
- If applicable: I got my vaccinations from the GGD Municipal Health Service

STEP 5: STAY ABROAD

- ENJOY!
- If changes occur in my traineeship: I've obtained permission from my school for the changes
- If applicable: when receiving an Erasmus+ grant: I've uploaded the Learning Agreement DURING in Osiris.
- If changes occur in my contact information: I've changed it in Osiris.

STEP 6: RETURN TO AVANS

- I've received assessment reports from my Avans traineeship counsellor and my traineeship company
- I've received ECTS credit recognition in Osiris from my school
- If applicable: I've completed my Erasmus+ grant file **DEADLINE 1 Apr. (sem1) / 1 Oct. (sem2)**
- I've shared my experiences with students planning to go abroad