Checklist

Study period or internship abroad

 Orientation

Think about what you want abroad

- Read reports from other students on the Intranet page of the AMC under 'Studeren in het Buitenland: ervaringsverslagen.'.
- Check the A-Z page of the International Office AMC for the possibilities. Nuffic's www.wilweg.nl also contains a lot of country information.
- Begin your search just in time!
- Make an appointment at the International Office AMC.

 Contact

International Office AMC
Location AMC| J0-223 | Meibergdreef 15, 1105AZ Amsterdam

Inloop: ma en do 12.30-13.30
Vragen: Digitale Studenten Service Desk
Informatie & contact: Website

 Preparation

Approval from coordinator
Make sure that before approval, the approval for the study component abroad is given.

Letter of recommendation
Do you need a proof of good standing? Request this statement via the Digital Student Service Desk.

Registration
Register in advance with the International Office via mail. You can find the registration form at the bottom of the A-Z page Preparation. Registration is mandatory!

Scholarships
Request a scholarship on time and pay close attention to request deadlines and conditions!

- For scientific internships: AUF scholarship,
- For study and internships: AMC grant,
- Do you do an internship within Europe? Check the conditions for the Erasmus scholarship,
- Other scholarships: check out www.wilweg.nl/beursopener.
**OV reimbursement**
The DUO form for an OV-reimbursement during your stay abroad you can get signed at the Student Desk. More information about the reimbursement and the application documents can be found on the [DUO website](#).

**Health and prevention measures**
You must report to the Health and Safety Service (Arbodienst) and the AMC Tropencentrum 6 to 8 weeks before departure to get more information about vaccinations etc.

**Health risks**
Risk of getting 'tropical' diseases is considerably larger than in the Netherlands. Medical students are at extra risk because they generally have intensive contact with the local population and work between sick people. Common diseases can be avoided by vaccinations and hygienic measures. If you use medicines, it is wise to bring a medicine passport.

- Read the detailed advice in the brochure 'Health and safety risks abroad', which you will receive after registering with the International Office.

**Insurance**
Never go abroad without adequate insurance.

- Before you leave, ask your health insurer whether your health insurance is covering your stay abroad. Ask specifically (in writing) for a proof of coverage for the activities you will undertake.
- Often the regular health insurers do not cover internship, work or voluntary work or only for a supplementary fee.
- If your current insurance is not suitable, you should consider to purchase a special travel insurance that covers both your luggage and repatriation.

With the European Health Insurance Card (EHIC) you can get emergency medical aid in the EU countries, Iceland, Liechtenstein, Norway and Switzerland during your stay. Look for this at the back of your Dutch health insurance card or check with your health insurer. They must provide this card for you.

**Passport and visa**
- Provide a valid passport or identity card.

For some countries you need a visa. This can be requested at the embassy or consulate of the country.

- Start arranging a visa in time. This is a time-consuming process where the conditions change regularly. Visit [www.rijksoverheid.nl/onderwerpen/visa](http://www.rijksoverheid.nl/onderwerpen/visa) for more information. Within Europe you almost never need a work permit. Check this on [www.europa.eu/youreurope](http://www.europa.eu/youreurope). On [www.workpermit.com](http://www.workpermit.com) you will find more information about residence and work permits.

**Language**
It is recommended to prepare well for language and cultural differences.

**Transport and stay**
Buy your flight or train ticket on time.

- If necessary, arrange a pick-up service from the airport.
• Arrange your living space abroad (hostel, host family, apartment, camping pitch, hotel, campus). If you have a contact person abroad, you can ask him / her for advice on finding a suitable accommodation.

• Are you going by car? Check whether you need an International driver's license.

Banking
Internet banking is available anywhere you have a PC and internet connection. Be careful when you go online banking on a public PC, because that can be susceptible to fraud.

• If you use a banking app on your smartphone, check with the bank for accessibility abroad.
• Many banks have switched off access outside Europe. If you want to make use of your payment card outside Europe, check this before you leave.
• Also not unimportant: Do you pay a fixed amount every time you withdraw money?
• If the cash machine (or bank branch) and your debit card both have a Maestro logo, you can withdraw money. Some countries have taken temporary measures to prevent fraud; because of this, your money withdrawal can be refused. So make sure you have an alternative solution.
• Make sure you have the telephone number to block your card in the case of theft, loss or fraud (this also applies to your credit card).

Important documents
Write down important addresses and telephone numbers and pass them on to your close relatives at home

• Make copies of important documents. Examples of important documents are:
  ○ Tickets
  ○ Proof and telephone numbers of your travel and health insurance,
  ○ Vaccination certificate and, if applicable, Medical statement
  ○ A copy of your passport, driver’s license and / or identity card,
  ○ Internship agreement, registration certificate at the foreign university, diplomas,
  ○ Numbers of your bank card and credit card, and telephone numbers to have them blocked in the event of theft,
  ○ An overview of your medicines,
  ○ bring a reserve passport photo.

Benefits
You are not entitled to receive an allowance if you are not staying in the Netherlands. Look up the rules on https://www.belastingdienst.nl.

✔ During your stay

Mobile phone
To save costs, it is useful to turn off the voicemail of your Dutch number.

Social media
Please make sure that you do not post too many messages about your absence. Burglars also look at social media.

Calamity
Consult the step-by-step plan in the brochure ‘Health and safety risks abroad' when you encounter a problem or crisis during your stay abroad. Is your problem not listed? Mail to the International Office for advice.
After your stay abroad

Declaration

After returning, it is important that you submit the correct documents for the processing of your declaration. You can find the forms and the procedure on the A-Z page ‘Na Terugkomst’. If you do not deliver the documents correctly or incompletely, you will not receive the scholarship. This is your own responsibility.

To declaration consists of:

- The experience report according to format,
- A completed declaration form,
- Copy of your airline ticket or registration fee to a total amount of the fair,
- Proof of payment of air ticket / registration fee (copy of payment account).

For refund of paid affiliate money:

- Original receipt of paid affiliate fee (A copy is not accepted)
- Proof of payment of affiliation fee (copy of payment account)

Examination of the Occupational Health and Safety Service

Please note that if you return to the AMC hospital, you need to schedule an appointment at the Arbodienst before you start working in the hospital again. This is only necessary when you had patient contact during your stay abroad. The Arbodienst will have you tested for MRSA and TB.