

## How to get an internship- Step by step Guide

# Internship Application Process (Abroad)

*(A Step-by-Step overview, detailed information of steps 2, 5, 6 and 7 are available below)*

### ✓ Step 1: What are the requirements?

- ◆ Check your curriculum for your study programme's internship tasks & learning objectives.

### ✓ Step 2: Find an internship abroad

- ◆ Use your network and ask your lecturers.
- ◆ Always have a **Plan B** in case your first choice doesn't work out.

### ✓ Step 3: Discuss terms with the company

- ◆ Agree on **tasks, expectations, and requirements**.
- ◆ Use the **Internship agreement** to ensure clarity.

### ✓ Step 4: Get approval from your internship supervisor and the company

- ◆ Your **internship coordinator/supervisor** must **review and approve** your agreement.

### ✓ Step 5: Apply online for your Erasmus internship grant

- ◆ Check **Canvas** for the correct link & deadline.
- ◆ You must apply for an Erasmus grant at least 5 weeks before the start of your internship.

### ✓ Step 6: Get visas & apply for other grants *(if applicable)*

- ◆ Apply for **grants, visa, and necessary documents**.
- ◆ **non-EU internship visas** can take **up to 3 months** and may be expensive.

### ✓ Step 7: Plan logistics & insurance

- ◆ **Travel & Accommodation:** Do **not** book anything until your internship is officially approved.
- ◆ **Insurance:** Make sure you have **accident, health, and liability insurance**.