

# Study exchange

## Handbook for outgoing students

[www.wur.eu/exchange](http://www.wur.eu/exchange)



***For before, during  
and after your  
exchange***

## Dear exchange student

Congratulations, you will be going abroad as an exchange student! We hope this handbook will act as a guide and reference as you prepare to study abroad. Information can also be acquired through our website: [Study Abroad](#).

In case you have any questions before your travels or during your exchange, please contact your exchange coordinator or Erasmus+ administrator (for contact details, see p. 20-21).

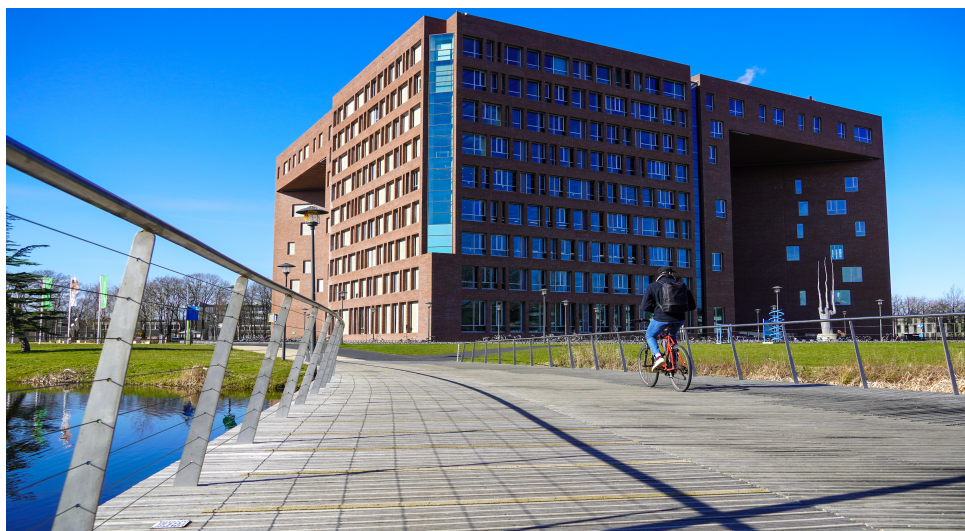
Also feel free to inform us about your experiences abroad.

Looking forward to hearing from you.

Have a safe journey and a wonderful adventure!

Best wishes,

*The Student Exchange Team from Wageningen University & Research*





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## 1. Practical information

**Find useful and practical information here to consider before you depart for your study exchange. In Chapter 5, read the checklist with priority tasks to complete before your departure to study abroad.**

We recommend that, before the start of your exchange period, you have successfully passed a minimum of **90 ECTS** (in some cases 120 ECTS depending on the selected courses). This to help ensure a maximum academic learning experience during the exchange!

### Registration Municipality

You should remain registered in your municipality in The Netherlands if your time abroad does not exceed 10 months.

### OV-card

Remember to suspend your Dutch student public transportation card during your semester abroad.

The specific form can be downloaded from the DUO-IB-website and needs to be **signed by SSC** (service desk in Forum building, not at the Exchange Office. Email the document to [ssc@wur.nl](mailto:ssc@wur.nl) and, remember to keep a copy of the form!

### Transport to destination

We advise you not to book a ticket until you have received the official acceptance letter (either electronically or in hard copy) from your host institution.

Will you use green travel transportation like bus, train or carpooling (car)? Apply for a bonus via **green travel top-up**.



Although it rarely happens, the host institution can always decline your application and in general, such a reason does not qualify for the insurance company to reimburse your travel costs.

## Passport and Visa

International travel requires a valid passport (or ID card). If you already have one, check the expiration date and be sure that it will be valid for the duration of your travel and possibly beyond. Many countries require that your passport is valid for a number of months after leaving the country. If you do not have a passport, you must apply in person at a passport agency or a designated courthouse. This process takes about 6 weeks, so plan ahead! For VISA information, we refer to the website of the embassy in the Netherlands.  
<http://www.visuminfo.nl/>

## Get in touch with other students

One of the best ways to learn is from the experiences of others. WURgoesabroad ([www.wurgoesabroad.wur.nl](http://www.wurgoesabroad.wur.nl)) is a good source of information containing personal experiences of Wageningen students who have been abroad for an exchange semester already.

Get more insights via our social media  and 





## 2. Erasmus+ grant

*The EU provides funds for students going abroad through their Erasmus+ programme. Students who go on study exchange can apply for a grant. In this chapter all relevant information about the grant is provided.*

- The exchange programme of the European Union is called Erasmus+. The total amount of months you can go on Erasmus Exchange in the same cycle (BSc, MSc or PhD) is 12 months.
- The grant will be paid in two times, first the 70% (if you submit all forms needed before departure) at the start of your mobility period and 30% (after you send all forms upon return) at the end of your mobility.
- If you are participating in the introduction days before starting your courses, these days will also be included in the calculation of your Erasmus+ grant.





- If you do a language course abroad beforehand which is relevant for your period abroad, please contact us. We might include the days of the course taken abroad in the grant (a certificate of the course and grade is needed).
- Grant allocation depends on the available yearly budget and number of applicants. The grant is never guaranteed. The grant you receive depends on the country you go to.

### Travel allowance

- Wageningen University provides compensation for travel costs to Erasmus+ students who go on study exchange as part of their studies within EU.
- Erasmus+ for study exchange outside one of the Erasmus Programme countries do not receive a travel allowance.
- The travel allowance is provided together with the first payment (70%) of the Erasmus+ grant. If you have sent all the compulsory documents, you do not have to undertake further action to receive it.

### Important notes

- The exchange period has a minimum duration of 2 months and a maximum of 12 months.
- You will not use the scholarship for expenses that are already covered by another scholarship.
- You will not apply for other EU scholarships during your exchange period.

### Osiris and Grades

- Enter the courses you wish to use in the Osiris PlanApp and submit for approval together with your "Electives Motivation Form". For instructions please go to **Osiris student** and select the PlanApp.

Visit the page of the Examining Boards for more

- information on conversion of external credits and grades. It will take 2-3 weeks until the grades are visible in Osiris.

## How to apply for an Erasmus+ grant?

Go to [Erasmus+ Grant application](#) and follow the instructions to submit your documents in [Osiris Student](#).

### 1. Grant Application for Study 2024-2025

The application can be submitted via [Osiris Student](#).

Deadline for exchange students for the first semester:

**June 1<sup>st</sup>**

Deadline for exchange students for the second semester:

**November 1<sup>st</sup>**

### 2. Online Learning Agreement for Study 2024-2025

The OLA can be filled in via [Osiris Student](#). The signature process can take some time, because your selected courses need to be assessed by both the home and the host university. If you notice one month before the start of your exchange that your LA is not fully signed in Osiris Student, you need to contact the receiving institution and inform us about any delay.

### 3. Online Linguistic Support (OLS) Placement Test

The OLS test is a mandatory test, even if you already took another language test. You will need to upload the result in a pdf format when you submit your Grant Application in [Osiris Student](#).

### 4. Top-Ups if applicable

Students with fewer opportunities due to economic or medical reasons, can apply for a top-up when submitting the Grant Application. Please note that proof documents will be requested and applications will be individually assessed. More information can be found at [Inclusion Top-Ups](#).

## 5. Green travel Top-Up

Students that are receiving an Erasmus+ grant can also apply for a Green travel Top-Up when they travel sustainable to AND from their exchange destination. The Top-Up consists of a single contribution of EUR 50, plus 2 extra days (for the outbound and inbound trip) of Erasmus+ grant. For more information go to [Top-up amount to individual support for green travel](#).

## Other important notes

### Deadlines

- Grant Application and OLS Test result:  
Semester 1 students: **June 1<sup>st</sup>**  
Semester 2 students: **November 1<sup>st</sup>**
- Online Learning Agreement (OLA): Ideally needs to be submitted and have the final status one month prior to your departure, but no later than the start of your exchange period.

## Travel registration and preparation

Preferably two weeks before departure please register your stay in Osiris if you are planning to study abroad, because in case of an emergency we need to know where you are and how to reach you for help. Follow this link for [How to register for staying abroad?](#).

After registering and filling out your contact information in Osiris you are covered by the collective travel insurance of WUR for the study related part of your travels abroad. It is important that you stay informed about the [WUR Travel policy for students](#). If you are traveling to countries with an orange travel advice, you need to ask for permission first.

### 3. Finances

*As you can imagine, many factors influence the cost of studying abroad. This chapter will address some of these factors. Make sure that your financial situation is secure during your time abroad.*

A semester or year abroad is likely to present some increased costs compared to a semester or year in Wageningen. Next to travel expenses you should also think of costs related to housing. The costs depend on the country, activities you choose, the program you have chosen, the exchange rate of the country you are visiting and your personal preferences.

#### Handling money while abroad

Upon arrival at your foreign destination, you may not have a chance to exchange money at the airport. You will need cash to pay for a taxi, food, porters, etc. We advise you to take about €100 worth of foreign currency with you when you leave the Netherlands. You can exchange foreign currency (on request) from any bank in The Netherlands.

#### Extra expenses

Based on the experiences of other students who have studied abroad, some of the little things that can add up are:

- Visa costs
- Travelling
- Cultural activities (movies, concerts, plays, museums)
- Eating out
- Laundry & dry cleaning
- Gifts & souvenirs
- Sports & excursions



## 4. Safety and Health

*Of course we hope that your exchange period will be without any problems regarding your safety. And most likely this will be the case. However, make sure you are up to date about safety situations in your host country.*

### For Dutch students:

- The Ministry of Foreign Affairs of the Netherlands gives travel advice by country  
<https://www.rijksoverheid.nl/onderwerpen/reisadviezen>
- Register with the 24/7 BZ Informatieservice:  
<https://informatieservice.nederlandwereldwijd.nl/>

### For non-Dutch students:

- Ministries of other countries will have similar information regarding travel advice by country on their websites:  
<https://www.gov.uk/foreign-travel-advice>

### Further tips about safety

If you do not have the Dutch nationality, check with your own embassy if there are special regulations regarding safety. Stay in touch. Inform family, friends of any travel plans, and any changes of your address, itineraries and phone number. Keep your host and home university coordinators informed about your well-being in case of calamities. Contact them about any concerns you have.

Check the link for tips and guidelines for your own **preparation to travel abroad.**

## Vaccination

The usual health preparations regarding prophylaxes and vaccinations if you go to a tropical country. Please contact the Vaccination Centre for advice:

<http://www.vaccinatiecentrum.nl/index.php/en/>

## Travel insurance

Wageningen UR has arranged a collective continuous travel insurance agreement for business trips abroad for all employees and students of Wageningen University & Research, including those visiting a university abroad for work/study purposes. This insurance covers a maximum travel period of 365 days, including luggage and accidents and is subject to terms and conditions. Make sure you read these and write down relevant phone numbers.

<http://www.wageningenur.nl/en/Education-Programmes/Current-Students/Insurance.htm>

## Health insurance

Check with your current insurance company if your stay abroad is covered (note a difference between EU and global insurance). Ensure that the coverage of your insurance is clear to you.

## Health insurance host institution

Some host institutions (mainly outside the EU) require you to take their own insurance. Check whether it will cover you during vacation periods and/or outside the host country if you plan to travel as well. If you have a private health insurance and your host institution insists that you purchase their policy, ask your insurer if they can suspend your coverage during your semester abroad period without penalty. If they cannot, keep this insurance anyhow as you might encounter difficulties being accepted by another company again upon return.

You can always contact your exchange coordinator about (psychological) illness or any other issues concerning your health and safety.

## 5. Checklist before departure

### General schedule Semester 1

**Recommendation:** Before the start of your exchange period, **you have successfully passed a minimum of 90 ECTS** (in some cases 120 ECTS depending on the selected courses). This to help ensure a maximum academic learning experience during the exchange!

TIME	ITEM		COMPLETED
<b>MARCH</b>	Complete application process for host university	There are different deadlines for the host universities	
<b>MAY</b>	Apply for Erasmus+ and fill in the Grant Application	Deadline is <b>1<sup>st</sup> June</b>	
	and the Online Learning Agreement via Osiris Student	Deadline is <b>1<sup>st</sup> June</b>	
<b>MAY</b>	Make OLS test	Deadline is <b>1<sup>st</sup> June</b>	
<b>JULY</b>	Plan your transport to destination	We advise you not to book a flight until you have received the official acceptance of the host institution	
<b>AUGUST</b>	Suspend your public transport card (OV-card) during your semester abroad	The specific form can be downloaded from the DUO-IB website and needs to be signed by SSC and not by your exchange coordinator	
<b>SEPTEMBER</b> (dates differ per host university)	Start study exchange	If you have any further questions or problems before or during your exchange you are welcome to contact us	

Note: deadlines and timing can differ per University

## General schedule Semester 2

**Recommendation:** Before the start of your exchange period, **you have successfully passed a minimum of 90 ECTS** (in some cases 120 ECTS depending on the selected courses). This to help ensure a maximum academic learning experience during the exchange!

TIME	ITEM	NOTES	COMPLETED
<b>SEPTEMBER</b>	Complete application process for host university	There are different deadlines for the host universities	
<b>OCTOBER</b>	Apply for Erasmus+ and fill in the Grant Application	Deadline is <b>1<sup>st</sup> November</b>	
	and the Online Learning Agreement via Osiris Student	Deadline is <b>1<sup>st</sup> November</b>	
<b>OCTOBER</b>	Make OLS test	Deadline is <b>1<sup>st</sup> November</b>	
<b>NOVEMBER</b>	Plan your transport to destination	We advise you not to book a flight until you have received the official acceptance of the host institution	
<b>JANUARY</b>	Suspend your public transport card (OV-card) during your semester abroad	The specific form can be downloaded from the DUO-IB website and needs to be signed by SSC and not by your exchange coordinator	
<b>FEBRUARY</b> (dates differ per host university)	Start study exchange	If you have any further questions or problems before or during your exchange you are welcome to contact us	

Note: deadlines and timing can differ per University



## 6. WUR ambassador

*You are a WUR representative/ambassador! Remember you are representing Wageningen University while being abroad. How you integrate and perform may determine the success of the exchange program in future years.*

Students who wish to visit the same university in the future, would, no doubt, benefit from your experiences and contribution to the host university. Being an ambassador for WUR we encourage you to be respectful of the rules and regulations of your host university.

In addition, you can be asked by your host institution to promote Wageningen University in exchange related events for their students. You are expected to participate in these events. In order to keep exchange programs alive, it is important for us to know the number of exchange students in balance. Therefore we kindly ask you to help promote WUR during the entire semester at your host university as an exchange opportunity for their students. Please contact your exchange coordinator if you need promotion materials.



## 7. Return from Erasmus+ Country

*There are still a few things you need to do in order to finish your exchange semester(s). Go to Osiris Student and upload on the system the Upon return Erasmus+ documents.*

### 1. Statement receiving institution

On this document, your host university confirms the actual duration of your study period at the receiving institution. Please note, if the period of your exchange is longer than previously indicated on your application, you need to ask permission from your WUR exchange coordinator and apply for an extension at the Exchange office at least one month before your initial returning date. Otherwise we cannot provide you grant money for the extra days. Upload your SRI via Osiris Student.

*Please name the document: SRI [Last name]*

#### Statement of receiving institution

The undersigned hereby declares that the student has completed his/her study period at the below mentioned institution:

**Name student:**

**Name of the receiving institution:**

Erasmus Identity Code of the receiving institution:

Duration of study period from ..... / ..... / ..... to ..... / ..... / .....

Signed on behalf of the receiving institution:

Name:

Signature

Stamp:

Date: ..... / ..... / .....

## 2. Original Transcript of Records receiving institution

Remember to ask your host institution for a Transcript of Records (ToR) before you return to the Netherlands. The courses on the Transcript of Records have to correspond with those on the Online Learning Agreement.

Upload your ToR via Osiris Student (if it's a non-editable pdf) or ask your host university to send it directly to [studentexchange@wur.nl](mailto:studentexchange@wur.nl).

*If your courses differ from those on your original learning agreement, make sure to upload a Changed Online Learning Agreement in Osiris Student.*

*Please name the document: ToR [Last name]*

## 3. Changed Online Learning Agreement

If you changed the courses that are on your Online Learning Agreement during your exchange, you have to submit a Changed Online Learning Agreement via Osiris Student. Add or delete the courses you did/did not follow. Make sure that your Transcript of Records corresponds exactly with your (Changed) Online Learning Agreement (CLA). The Changed Online Learning Agreement has to be signed by you, your host exchange coordinator and your home exchange coordinator.

## 4. Academic Recognition Form

On this form, the courses you followed abroad need to be filled in, including the amount of ECTS and the grades of your host university. Upload your ARF via Osiris Student.

*Please name the document: ARF [Last name]*

### **ACADEMIC RECOGNITION FORM**

Please complete this form and upload it in Osiris.

Name student	
Registration number Wageningen University	
Study programme Wageningen University	
<b>Institution</b> and <b>country</b> where the courses were taken	
Erasmus exchange?	Yes      No

**The following survey/tests need to be filled in online:**

**5. EU report (participant survey)**

You must fill in a questionnaire to provide feedback on your Erasmus Mobility period. You will receive this questionnaire from the EU as an online form in your mailbox after your exchange period.

**6. WUR goes abroad survey**

Make sure to fill in the WurGoesAbroad questionnaire in order to share your experiences with other WUR students. The information you provide is extremely valuable to students considering an exchange or semester abroad. You will receive an invitation from us to fill in the questionnaire. Your contribution is much appreciated!

**After sending or handing in all compulsory documents:**

Your grades will be entered in Osiris by SSC if you have fully approved (by study advisors and Exchange Board). It will take 2-3 weeks until your grades are visible in Osiris.

**Important notes**

- If you want to **graduate on time**, make sure you send all the compulsory documents on time and inform the Exchange team
- If your exchange period **exceeds 5 days or more**, than mentioned on your Grant Agreement, you need to ask for extension (at least one month before the initial return date).



## 8. Contact information

### Offices and functions

Exchange coordinator	<ul style="list-style-type: none"> <li>- General information about exchange, rules and procedures</li> <li>- Info partner universities</li> <li>- Possibilities agreement</li> <li>- Nomination and mediation</li> <li>- Sign documents (OLA and Change of OLA)</li> <li>- Contact person for incoming students</li> </ul>
Exchange administrator	<ul style="list-style-type: none"> <li>- Specific rules and procedures for Erasmus+</li> <li>- Erasmus+ grant</li> <li>- OLS Erasmus language test</li> <li>- Forms upon return</li> </ul>
Study advisor	<ul style="list-style-type: none"> <li>- Planning</li> <li>- Study proceedings</li> <li>- Acceptance of courses (PlanApp approval in consultation with examining board)</li> </ul>
SSC	<ul style="list-style-type: none"> <li>- Transcript of Records</li> <li>- Registration at WUR</li> <li>- Travel insurance</li> <li>- Sign OV</li> <li>- Reimbursement forms</li> </ul>
Guest university	<ul style="list-style-type: none"> <li>- Registration procedure</li> <li>- Admission</li> <li>- Housing</li> <li>- Visa</li> <li>- Course description</li> <li>- Scheduling</li> </ul>

## Exchange Team

### Contact for partners

Contact for international and European partners, Study Abroad Advisors and Exchange coordinators for negotiation and development of exchange agreements, study abroad, policy and strategy.

#### Student Service Centre (SSC)

Forum (building 102) | room C059B Droevendaalsesteeg 2  
P.O. Box 414 | 6700 AK Wageningen the Netherlands  
T +31 317 48 25 95

#### Team leader/Institutional coordinator

Eric de Munck

#### Programme coordinator exchange

Hanna Gooren

#### Liaison officer exchange

Vera Gouw

Partners can send their nominations to: [application.studentexchange@wur.nl](mailto:application.studentexchange@wur.nl). More information about nomination and application deadlines can be found [here](#). Applications should be completed in the WUR application portal.

For international partners for negotiation and development of exchange agreements:  
[office.studentexchange@wur.nl](mailto:office.studentexchange@wur.nl)

### Exchange coordinators

Contact for individual applications for (incoming and outgoing) student exchange.

#### Incoming students

Forum (building 102) | room 062 Droevendaalsesteeg 2  
P.O. Box 414 | 6700 AK Wageningen the Netherlands

E [incoming.exchange@wur.nl](mailto:incoming.exchange@wur.nl)

#### Exchange coordinators

Marita van den Bergh  
*contact for USA*

Ellen de Jong  
*contact for Singapore, China and South Korea*

Yan Dan (Yans) van het Reve  
*contact for Taiwan and  
South America (Chile, Brazil and Colombia)*

#### Outgoing students

Forum (building 102) | room 062  
Droevendaalsesteeg 2  
P.O. Box 414 | 6700 AK Wageningen the Netherlands

E [outgoing.exchange@wur.nl](mailto:outgoing.exchange@wur.nl)

#### Exchange coordinators

Dennis Duindam  
*contact for Australia and New Zealand*

Sofie Sweers  
*contact for Canada, Japan, and Thailand*

Wouter Venema  
*contact for South Africa and Israel*

## Erasmus+ grant application for outgoing students

Exchange Office concerning administration and organisation of student exchange & Erasmus scholarships.

### Student Service Centre (SSC)

Forum (building 102) | room 057D  
Droevendaalsesteeg 2  
P.O. Box 414 | 6700 AK Wageningen  
the Netherlands  
T +31 317 48 57 99  
E [studentexchange@wur.nl](mailto:studentexchange@wur.nl)

### Exchange Administrators:

Yvonne Ceelen  
Daisy Bravo Delgado  
Alena Kural

### General contact information

Erasmus code

Website

Social media

### Wageningen University & Research

NL WAGENIN01

[www.wur.nl/exchange](http://www.wur.nl/exchange)



[www.facebook.com/studyabroadwur](https://www.facebook.com/studyabroadwur)



[www.instagram.com/studyabroadwur](https://www.instagram.com/studyabroadwur)

