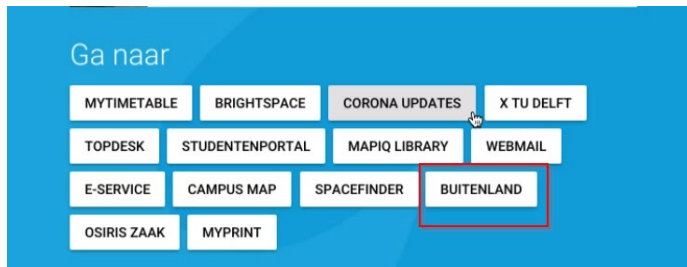


Stay abroad registration

- Log in to your MyTUDelft or osistud.tudelft.nl

In MyTUDelft it looks like this:



- Go to Stay Abroad/ Buitenland
- Click on New request

The screenshot shows the 'Stay abroad' page with a 'New request' button highlighted in red. Below the navigation bar, there is a section for 'Stay abroad' with instructions. A table titled 'Stay abroad requests' is visible, showing a submitted request for student exchange.

Stay abroad	Degree programme	Period	Status	Decision	Progress
Application for student exchange	Bachelor Architecture, Urbanism and Building Sciences	12/09/2022 until 12/12/2022	Submitted		Step 0 of 1 (More info) Details

- The following screen will appear
- Select "request for" Current degree programme; In case your stay abroad is part of a different programme than your current one (i.e. you are now a Bachelor student, but your exchange will be part of your Master programme) please select Future Degree programme and select the Master programme you will follow next year.

➤ Stay Abroad : Request registration contact and emergency information

Your registration and contact details will only be used to apply for TU Delft travel insurance and in the event of an emergency during your stay abroad.

We kindly request users to report issues/problems with this form to [Contact Centre](#)

Courses	Please select <i>Current deree programme</i> in "Request for". In case your study abroad is part of a different programme than your current one (i.e. you are now a Bachelor student, but your exchange will be part of your Master programme) please select <i>Future degree programme</i> and select the Master programme you will follow next year.
Stay abroad	The 'start date' and 'end date' refer to the duration of your stay at the host organisation/company. In case you are going to visit more than 1 country, you can fill in the countries you will visit in your travelling schedule under 'Destination'.
Log off	Required fields are marked with an *

General

Request for	* <input type="text" value="Current degree programme"/>	Status
Degree programme	* <input type="text" value="Master Computer Engineering"/>	Date submitted
Stay abroad	* <input type="text" value="Request registration contact and emergency information"/>	
Start date (see above)	* <input type="text"/>	
End date (see above)	* <input type="text"/>	

Destination

Country	* <input type="text" value="Make a selection"/>
City	* <input type="text"/>
Institution	* <input type="text"/>
Add travel schedule	

[Continue >>](#)

➤ Click continue

Register	General / Purpose of stay / Safety and Security / Submit stay abroad request
De-register	Safety and Security Step 3 of 4
Courses	<p>2 Check the video at: https://www.tudelft.nl/en/student-study-and-career/study-internship-abroad/safety-insurance-vaccinations/ (click on link under "Introduction")</p> <p>* <input checked="" type="checkbox"/> I have checked the video</p> <p>3 Under the terms of the Delft University of Technology Safety & Security Policy, you must check the travel advice issued by the Dutch Ministry of Foreign Affairs and the information regarding the safety and security of the country you are visiting.</p> <p>* <input checked="" type="checkbox"/> I have read the travel advice and the Safety and Security information at the website</p> <p>4 All Dutch students, EU students and non-EU students with a valid residence permit to stay in the Netherlands must register at 24/7 BZ Information service and install the "24/7 reisapp" (https://informatieservice.nederlandwereldwijd.nl)</p> <p>All other students must register at their own Embassy/Consulate in the country they are visiting. Contact details of Dutch Embassies and Consulates abroad are available via the Ministry of Foreign Affairs. If you change your address or (mobile) phone number, please inform all parties concerned.</p> <p>* <input type="checkbox"/> I have registered</p>
Stay abroad	Back Continue
Log off	

- Check all mandatory boxes and perform the required actions as indicated in the checklist
- Click continue and submit
- Return to the Stay abroad page
- Click Contact information

Your registration and contact details will only be used to apply for TU Delft travel insurance and in the event of an emergency during your stay abroad. Before registering your contact and emergency details, please verify that your stay abroad has been approved by your faculty. For information about scholarship procedures, click [here](#). For information about safety, insurance and vaccinations, click [here](#).

Courses

We kindly request users to report issues/problems with this form to [Contact Centre](#)

Stay abroad

You must fill in your contact and emergency details, as well as the 'departure date' and 'return date'. Click on "Contact information" to do so. In order to apply for a STIR or IIF scholarship please proceed by clicking on "Grant". Create a New (stay abroad) request in order to access the Grant option.

Log off

Stay abroad requests

Stay abroad	Degree programme	Period	Status	Decision	Progress	
Request registration contact and emergency information	Master Aerospace Engineering	01/01/2022 until 01/05/2022	Completed	Approved		Details Contact information Grant

Details:

Under "Details" you will find information that you have entered for your stay abroad.

Contact information:

Under "Contact information" you can find the following information:

In this screen you can fill in/update the contact and emergency details for your stay abroad. Please fill in your address abroad as well as one (emergency) contact person abroad and one (emergency) contact person in The Netherlands. You must do this at least two weeks before your departure date. If your stay abroad is cancelled or the 'start date' or 'end date' has changed, please inform [Contact Centre](#) as soon as possible.

Courses

Under the tab "Stay abroad" you can find the following:

Notes

Supervision

Register

De-register

Results

Progress

Courses

Stay abroad

Stay abroad

Stay abroad	Request registration contact and emergency information	Status	Completed (05/10/2018)
Request for	Current degree programme	Decision	Approved
Degree programme	██████████	Date submitted	05/10/2018
Start date (actual)	12/11/2018	Country	██████████
End date (actual)	18/01/2019	City	██████████
		Institution	██████████

Travel information

Departure date	12/11/2018	Return date	18/01/2019
Additional travel info	<div style="border: 1px solid #ccc; padding: 2px;"> V██████████ ██████████ </div>		

Address abroad

Start date *	End date *	Street name	No.	Addition	Postal code	City / Country *	Telephone
12/11/2018	18/01/2019	██████████	█		██████████	██████████	██████████
<input type="button" value="Add address"/>							

Contact person

Start date *	End date *	Relation	Name *	Telephone *	E-mail	Emergency
12/11/2018	18/01/2019	Dependent	██████████	██████████	██████████	<input type="checkbox"/>
12/11/2018	18/01/2019	██████████	██████████	██████████	██████████	<input checked="" type="checkbox"/>
<input type="button" value="Add contact"/>						

You can make any amendment under "Travel information", "Address abroad" and "Contact person".