

## Stay abroad registration

- Log in to your MyTUDelft App
- Go to Stay Abroad
- Click on New request

[New request](#)

[Help](#)

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*Stay abroad*

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	<a href="#">Details</a> <a href="#">Contact information</a> <a href="#">Grant</a>

- 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

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*Stay abroad requests*

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Courses

Please select *Current degree programme* 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 *Future degree programme* 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

General / Purpose of stay / Safety and Security / Submit stay abroad request

Register  
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**Safety and Security** Step 3 of 4

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")

\*  I have checked the video

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.

\*  I have read the travel advice and the Safety and Security information at the website

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>)

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.

\*  I have registered

Back Continue

- 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

[New request](#) [Help](#) **Stay abroad**

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**Courses**  
**Stay abroad**  
**Log off**

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**Stay abroad requests**

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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:

[Back](#) [Save](#) [Help](#) **Update contact information stay abroad**

**Courses**

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.

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

Notes	<b>Stay abroad</b>			
Supervision	<b>Stay abroad</b>	Request registration contact and emergency information	<b>Status</b>	Completed (05/10/2018)
Register	<b>Request for</b>	Current degree programme	<b>Decision</b>	Approved
De-register	<b>Degree programme</b>	██████████	<b>Date submitted</b>	05/10/2018
Results	<b>Start date (actual)</b>	12/11/2018	<b>Country</b>	██████████
Progress	<b>End date (actual)</b>	18/01/2019	<b>City</b>	██████████
Courses			<b>Institution</b>	██████████
Stay abroad				

  

Log off	<b>Address abroad</b>								
	<b>Start date *</b>	<b>End date *</b>	<b>Street name</b>	<b>No.</b>	<b>Addition</b>	<b>Postal code</b>	<b>City / Country *</b>	<b>Telephone</b>	
	12/11/2018	18/01/2019	██████████	█		██████████	██████████	██████████	✖
	<a href="#">Add address</a>								

  

Log off	<b>Contact person</b>								
	<b>Start date *</b>	<b>End date *</b>	<b>Relation</b>	<b>Name *</b>	<b>Telephone *</b>	<b>E-mail</b>	<b>Emergency</b>		
	12/11/2018	18/01/2019	Supervisor	██████████	██████████	██████████	<input type="checkbox"/>	✖	
	12/11/2018	18/01/2019	██████████	██████████	██████████	██████████	<input checked="" type="checkbox"/>	✖	
	<a href="#">Add contact</a>								

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