

Manual

Erasmus+ Grant Request

Datum: October 2024

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1 Introduction

This document will guide you through the application for an Erasmus+ grant. The application will be done entirely on Osiris Student.

Erasmus+ Study Scholarships are available to TU Delft students who will study at a partner university within the EU for 2 to 12 months. TU Delft can provide financial support for a maximum of 360 days of a stay abroad per study cycle (BSc/MSc).

For students planning to go abroad, the Erasmus+ Scholarship provides additional 'Top Ups' for:

1. Students who plan to travel 'Green' to AND from their host university
2. Students needing extra funding for health or financial barriers, who without this funding would not be able to experience an exchange abroad.

A grant request is divided in 3 main steps:

- **Before Mobility**
In this phase, the Erasmus grant request will be submitted and finalized once all parties reach an agreement / have signed the Learning Agreement.
- **During Mobility**
After your arrival, you will be asked to provide any possible changes to the Grant Agreement (GA) that may have occurred (i.e. study program, start and/or end dates).
- **After Mobility**
In this last part, you will be requested to upload several documents, such as Transcript of Records, Statement of the Host (providing the exact start and end dates), and a Travel report to provide further information about your completed study abroad. It is very important to complete this 'after mobility' section because only after providing this information will the last installment of your grant be paid out.


2 Before Mobility

2.1 Start Grant Request

Before you start with your application for the Erasmus+ grant, make sure you have all your documents ready in PDF to upload. Is your Learning Agreement signed by all three parties? Are all your personal details such as your student address correct in Osiris?

1. Log-in with your credentials via [Osistud.tudelft.nl](https://osistud.tudelft.nl)



[Latest news](#) [Help](#) 

OSIRIS

Welcome to OSIRIS Student

For the following foreign applications you can log in on this page:

- Application for student exchange
- Registration contact details and emergency


To register for tests, minor programs and such, go to [My.TUdelft.nl](https://my.tudelft.nl).

During maintenance windows OSIRIS Student will be unavailable, see [Reports ICT](#).

Click on 'Latest News' for more information on recent OSIRIS developments.

OSIRIS Student works well with Mozilla Firefox and Google Chrome.
We kindly request users to report issues to the [Contact Centre](#).

Log in

[Latest news](#) [Help](#) 

- In order to start an Erasmus Grant application, click on **"Grant"** in the overview of the ongoing "Stay abroad requests".

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

Register Application for student exchange is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2023-2024. To start your application click on "New request"

De-register Registration contact details and emergency 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.

Courses For information about scholarship procedures, click [here](#). For information about safety, insurance and vaccinations, click [here](#).

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 IIF scholarship please proceed by clicking on "Grant" after creating a new request.

Log off Click on "New request" to submit one of the following options:
- Application for student exchange
- Request registration contact and emergency information

Stay abroad requests

Stay abroad	Degree programme	Period	Status	Decision	Progress
Application for student exchange 24-25	Bachelor Systems Engineering, Policy Analysis and Management	01/09/2023 until 31/10/2023	Completed	Approved	Step 2 of 3 (More info) Details Contact information Grant!

[New request](#) [Help](#) 6116345 - E Test Last login: Monday, September 2, 2024 at 10:19

- An overview of the current grant applications will be displayed. If a grant application has never been submitted, click on **"Details"** to complete the required information.

[Back](#) [New request](#) [Help](#) Current grants

Register Below you will find an overview of your requests for a grant. When your request for a grant is not yet submitted, click on "Details" to proceed.

De-register **Current grants**

Grant	Period	Status	Decision	Progress
Erasmus Grant Study 25-26	01/09/2024 until 31/10/2025	Not yet submitted		Step 0 of 2 (More info) Details

Courses

Stay abroad

Log off

4. After filling in the required information click on “**Continue**” to proceed.

Please make sure to insert your personal bank account details. Your grant will be paid into the bank account number entered here.

Home Save Delete HelpApply for grant

Register Check if you meet the [conditions](#) of the grant before you fill in the request. Requests that do not meet the conditions will **not** be processed.

De-register The start date and end date will be filled in automatically, using the dates of the period of your stay abroad request. Required fields are marked with an *

Courses Please note that after filling in the form you have to **Submit** the request. Requests that have not been submitted, will not be processed.

Stay abroad

Log off

Stay abroad

Stay abroad	Application for student exchange 24-25	Status	Completed
Request for	Current degree programme	Decision	Approved
Degree programme	Bachelor Systems Engineering, Policy Analysis and Management	Date submitted	09/11/2023
Start date	01/09/2023		
End date	31/10/2023		

General

Grant	Erasmus Grant Study 25-26	Status	Not yet submitted
Start date (see above) *	<input type="text" value="01/09/2024"/>	Date submitted	
End date (see above) *	<input type="text" value="31/10/2025"/>		
IBAN/account number *	<input type="text" value="NL39GILL0421640022"/>	BIC	<input type="text"/>
Name account holder *	<input type="text" value="etest"/>	Name of bank	<input type="text"/>
City account holder *	<input type="text" value="etest"/>	Address of bank	<input type="text"/>
Country of bank *	<input type="text" value="The Netherlands"/>	City of bank	<input type="text"/>

Continue >>

Home Save Delete Help6116345 - E Test Last login: Monday,

5. On this page you can find the requirements that must be met to be eligible for this grant. Via the website link you can find out more information about the "Top Ups" (additional financial support for health impairments and sustainable travel).

Click on "**Continue**" to proceed.

Home Save HelpApply for grant

[General](#) / [Requirements](#) / [Contact information](#) / [Learning Agreement](#) / [EU Grant](#) / [Staying Abroad](#) / [Additional funding](#) / [Top Ups](#) / [Submit grant](#)

Requirements Step 2 of 9

You are enrolled as a TU Delft student at all times/for your whole BSc/MSc programme.

The Learning Agreement should be fully completed and have three signatures

Should you be applying for a Top Up check the [website](#) for more details, the additional forms need to be in PDF.

- Financial barriers - You will need your DUO additional funding document.
- Health barriers - You will need your Doctors Declaration stating you have a diagnosed health condition/s that without the additional funding you would not be able to go on an exchange programme.

Answer all questions to complete the application after you have clicked on Continue.

Press SUBMIT at the end of this application to ensure it is processed.

Back**Continue**

Home Save Help6116345 - E Test Last login: Monday, Septemb

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Versie: <Versie Document>

6. Fill in your contact information and click on "Continue".


The screenshot shows the 'Contact information' step (Step 3 of 9) of the application process. The page has a red header bar with 'Home Save Help' and 'Apply for grant'. A navigation menu on the left includes 'Register', 'De-register', 'Courses', 'Stay abroad', and 'Log off'. The main content area contains a breadcrumb trail: 'General / Requirements / Contact information / Learning Agreement / EU Grant / Staying Abroad / Additional funding / Top Ups / Submit grant'. Below this is the 'Contact information' form with the following fields:

- 1 Your first name: *
- 2 Your surname (including prefixes): *
- 3 Your current address: *
- 4 Postal Code: *
- 5 City: *
- 6 What telephone number can we reach you on? *

At the bottom of the form are 'Back' and 'Continue' buttons. The 'Continue' button is highlighted with a red box. The footer shows '6116345 - E Test Last login: Monday, September 2, 2024 at 10:19'.

7. Once your Learning Agreement has been signed by all three parties, click on the blue cross next to "Attachment" to upload it. Then click on "Continue."

The screenshot shows the 'Learning Agreement' step (Step 4 of 9) of the application process. The page has a red header bar with 'Home Save Help' and 'Apply for grant'. A navigation menu on the left includes 'Register', 'De-register', 'Courses', 'Stay abroad', and 'Log off'. The main content area contains a breadcrumb trail: 'General / Requirements / Contact information / Learning Agreement / EU Grant / Staying Abroad / Additional funding / Top Ups / Submit grant'. Below this is the 'Learning Agreement' form with the following fields:

- 7 Is your Learning Agreement signed by (all 3 parties) the Host University, TU Delft Exchange Coordinator and yourself? *
 Yes
 No
- 8 Upload a copy of your completed and signed Learning Agreement here.
* Attachments 

At the bottom of the form are 'Back' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

Please note: if the Learning Agreement is still missing one or more signatures, select no.

You will be able to upload the complete Learning Agreement at a later stage; until that moment the payment of the grant will be put on hold.

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Versie: <Versie Document>

8. Please confirm the statements below with regards to your personal situation and click on '**continue**'. Check on the link if you are unsure if you will receive additional funding from the EU. Question 11 refers to Erasmus+ programmes carried out in your current TU Delft programme.

Home Save Help Apply for grant

General / Requirements / Contact information / Learning Agreement / EU Grant / Staying Abroad / Additional funding / Top Ups / Submit grant

Register
De-register
Courses
Stay abroad
Log off

EU Grant Step 5 of 9

9 I declare I will be enrolled as a full time TU Delft student during the exchange.
* Yes, I declare

10 Is this the only [EU Grant](#) you will receive for this exchange?
* Yes
 No

11 Have you previously participated in any TU Delft Erasmus+ programmes while studying at TU Delft in your current study programme?
* Yes
 No

Back Continue

9. Confirm that the stay abroad will cover the full duration of the exchange program and, if applicable, select the attending Joint Degree Program. Then click on "**Continue**."

Home Save Help Apply for grant

General / Requirements / Contact information / Learning Agreement / EU Grant / Staying Abroad / Additional funding / Top Ups / Submit grant

Register
De-register
Courses
Stay abroad
Log off

Staying Abroad Step 6 of 9

Before you go any further you will need to confirm that you will be staying in the host country for your entire stay abroad and will complete all the host requirements before your return. However, it is fine to return for a family weekend or event.

12 For the entire period abroad will you be both living and studying in the host country?
*

13 Are you completing one of the following Joint Programmes (Applied Geophysics, EWEM, COSSE)?
*

Back Continue

10. Check via the link if there are additional grants available, for which you may be eligible. Then click on "Continue" to proceed.

The screenshot shows the 'Additional funding' step (Step 7 of 9) of the application process. At the top, there is a navigation bar with 'Home', 'Save', and 'Help' on the left, and 'Apply for grant' on the right. Below this is a breadcrumb trail: 'General / Requirements / Contact information / Learning Agreement / EU Grant / Staying Abroad / Additional funding / Top Ups / Submit grant'. On the left side, there is a vertical menu with buttons for 'Register', 'De-register', 'Courses', 'Stay abroad', and 'Log off'. The main content area contains the text: 'Before you go any further, check the [website](#) to see if you are eligible for the additional funding.' At the bottom of this area are two buttons: 'Back' on the left and 'Continue' on the right, which is highlighted with a red box.

11. In this section you can fill in the information to apply for a Green Travel Top Up and/or for an Inclusion Top Up. Fill in the required information and click on "Continue".
In order to apply for the 'Inclusion Top Up' you will need to upload further documents.
For the 'Green Travel Top Up', you will need to upload proof of your sustainable transportation, and the 'Declaration of Travelling Sustainably' upon your return.

The screenshot shows the 'Top Ups' step (Step 8 of 9) of the application process. The navigation bar and breadcrumb trail are identical to the previous screenshot. The left-side menu is also the same. The main content area contains three questions, each with a dropdown menu:

- Question 14: 'Are you travelling sustainably to and from your study abroad destination?' with a dropdown menu showing 'Yes' (highlighted with a red box).
- Question 15: 'How are you planning to travel to and from your exchange destination?' with a dropdown menu showing 'Make a selection' (highlighted with a red box).
- Question 16: 'Do you require an inclusion (financial/ disability) Top Up?' with a dropdown menu showing 'Make a selection' (highlighted with a red box).

 At the bottom of the form area are two buttons: 'Back' on the left and 'Continue' on the right, which is highlighted with a red box. At the very bottom of the page, there is a footer with 'Home', 'Save', and 'Help' on the left, and '6116345 - E Test Last login: Monday, September 2, 2024 at 10:19' on the right.

12. In this last step an overview of the grant application is displayed.

Make sure that all information is filled in correctly and click "Submit" at the end of the page.

Note: After submitting the application, it is no longer possible to make changes here.

7 Is your Learning Agreement signed by (all 3 parties) the Host University, TU Delft Exchange Coordinator and yourself?

Yes
 No

8 Upload a copy of your completed and signed Learning Agreement here.

Attachments
[test.pdf](#) [New](#)

9 I declare I will be enrolled as a full time TU Delft student during the exchange.

Yes, I declare

10 Is this the only [EU Grant](#) you will receive for this exchange?

Yes
 No

11 Have you previously participated in any TU Delft Erasmus+ programmes while studying at TU Delft in your current study programme?

Yes
 No

Before you go any further you will need to confirm that you will be staying in the host country for your entire stay abroad and will complete all the host requirements before your return. However, it is fine to return for a family weekend or event.

12 For the entire period abroad will you be both living and studying in the host country?

Yes

13 Are you completing one of the following Joint Programmes (Applied Geophysics, EWEM, COSSE)?

No

Before you go any further, check the [website](#) to see if you are eligible for the additional funding.

14 Are you travelling sustainably to and from your study abroad destination?

Yes

15 How are you planning to travel to and from your exchange destination?

Train

16 Do you require an inclusion (financial/ disability) Top Up?

No

[Back](#) [Submit](#)

[Home](#) [Help](#)

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The status of your grant request will be displayed as "Submitted" and a confirmation email will be sent via your TU Delft account.

[Back](#) [New request](#) [Help](#) [Current grants](#)

Below you will find an overview of your requests for a grant.
When your request for a grant is not yet submitted, click on "Details" to proceed.

Grant	Period	Status	Decision	Progress
Erasmus Grant Study 25-26	01/09/2024 until 31/10/2025	Submitted		Step 0 of 2 (More info) Details

[Register](#)
[De-register](#)
[Courses](#)
[Stay abroad](#)
[Log off](#)

Auteur: <Auteur>

Datum: <datum>

Versie: <Versie Document>

The Mobility Team will check and process your application, and you will be sent an email with a concept version of your Grant Agreement. Check your TU Delft email account regularly.

2.2 Sign the Grant Agreement

After your E+ grant request is processed, you will need to sign the concept grant agreement.

1. In the overview of the Stay abroad requests, click on “Grant” to see the submitted grant request.

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

Application for student exchange is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2023-2024. To start your application click on "New request"

Register

De-register Registration contact details and emergency 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 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.

Stay abroad In order to apply for IIF scholarship please proceed by clicking on "Grant" after creating a new request.

Log off Click on "New request" to submit one of the following options:
- Application for student exchange
- Request registration contact and emergency information

Stay abroad requests

Stay abroad	Degree programme	Period	Status	Decision	Progress	
Application for student exchange 24-25	Bachelor Systems Engineering, Policy Analysis and Management	01/09/2023 until 31/10/2023	Completed	Approved	Step 2 of 3 (More info)	Details Contact information Grant

[New request](#) [Help](#) 6116345 - E Test Last login: Monday, September 2, 2024 at 10:19

2. Then click on “Details” to open the Grant Request.

[Back](#) [New request](#) [Help](#) Current grants

Below you will find an overview of your requests for a grant. When your request for a grant is not yet submitted, click on "Details" to proceed.

Register

De-register

Courses

Stay abroad

Log off

Current grants

Grant	Period	Status	Decision	Progress	
Erasmus Grant Study 25-26	01/09/2024 until 31/10/2025	In progress		Step 1 of 3 (More info)	Details

Please update and resubmit this grant request: click 'Details'.

3. Confirm that the concept Grant Agreement information is correct and complete. Then click on "**Continue**".
Download your concept grant agreement, read it, sign it and upload it by nr.18.

[General](#) / [Requirements](#) / [Contact information](#) / [Learning Agreement](#) / [EU Grant](#) / [Staying Abroad](#) / [Additional funding](#) / [Top Ups](#) / Grant Agreement

Register
De-register
Courses
Stay abroad
Log off

Grant Agreement Step 9 of 15

Before you go any further, ensure all information provided is correct and complete.

17 Is your Grant Agreement correct and complete?
* Yes

18 Please upload your signed Grant Agreement.
* Attachments
[TEST LEEG.pdf](#) Submitted

Back

4. An overview of the filled-in information will be displayed.
Check the details and click "**Submit**" to finalize the application.

This completes your application for the Erasmus+ Grant.

The Mobility team will process your concept grant Agreement and send you the definitive version.

Auteur: <Auteur>

Datum: <datum>

Versie: <Versie Document>

3 During Mobility

3.1 Notification of any/no changes to the original Grant Agreement

In this section you will find out how to notify us of any possible changes/ no changes to your original Grant Agreement. Any changes to your study program and/or your start and/or end dates must be communicated within 5 weeks of your arrival. After your arrival the mobility team will give you access to this During Mobility section.

1. Click on “Grant” to see the approved Grant Request.

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

Application for student exchange is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2023-2024. To start your application click on "New request"

Register

De-register Registration contact details and emergency 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](#). 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 IIF scholarship please proceed by clicking on "Grant" after creating a new request.

Courses

Stay abroad

Log off Click on "New request" to submit one of the following options:
- Application for student exchange
- Request registration contact and emergency information

Stay abroad requests

Stay abroad	Degree programme	Period	Status	Decision	Progress
Application for student exchange 24-25	Bachelor Systems Engineering, Policy Analysis and Management	01/09/2023 until 31/10/2023	Completed	Approved	Step 2 of 3 (More info) Details Contact information Grant

[New request](#) [Help](#) 6116345 - E Test Last login: Monday, September 2, 2024 at 10:19

2. Click on “Details”.

[Back](#) [New request](#) [Help](#) Current grants

Below you will find an overview of your requests for a grant.
When your request for a grant is not yet submitted, click on "Details" to proceed.

Register

De-register

Courses

Stay abroad

Log off

Current grants

Grant	Period	Status	Decision	Progress
Erasmus Grant Study 25-26	01/09/2024 until 31/10/2025	In progress		Step 1 of 3 (More info) Details

Please update and resubmit this grant request; click 'Details'.

[New request](#) [Help](#) 6116345 - E Test Last login: Monday, September 2, 2024 at 10:19

Auteur: <Auteur>

Datum: <datum>

Versie: <Versie Document>

- Click on "**Continue**".

Home Save Help Apply for grant

General / Requirements / Contact information / Learning Assessment / EU Grant / Staying Abroad / Additional funding / Top Ups / Grant Agreement / ! During Mobility / ! During Mobility / Submit grant

Register
De-register
Courses
Stay abroad
Log off

During Mobility Step 10 of 12

Before you proceed, it's important to consider whether you have made any changes to your study programme that could affect your Erasmus+ grant.

Back **Continue**

- Answer the questions about possible changes to your approved grant agreement about study program and/or sustainable travel. Then click on "**Continue**".

Home Save Help Apply for grant

General / Requirements / Contact information / Learning Assessment / EU Grant / Staying Abroad / Additional funding / Top Ups / Grant Agreement / ! During Mobility / ! During Mobility / Submit grant

Register
De-register
Courses
Stay abroad
Log off

During Mobility Step 11 of 12

21. Has your exchange programme changed since the start of your exchange?
* **Make a selection** ▼

22. Did you travel **sustainably** to your exchange destination, and do you plan to travel back sustainably?
* **Make a selection** ▼

Back **Continue**

Auteur: <Auteur>

Datum: <datum>

Versie: <Versie Document>

5. Check the information and click on "**Submit**" to register the changes definitively.

11 Have you previously participated in any TU Delft Erasmus+ programmes while studying at TU Delft in your current study programme?

Yes
 No

Before you go any further you will need to confirm that you will be staying in the host country for your entire stay abroad and will complete all the host requirements before your return. However, it is fine to return for a family weekend or event.

12 For the entire period abroad will you be both living and studying in the host country?

Yes

13 Are you completing one of the following Joint Programmes (Applied Geophysics, EWEM, COSSE)?

No

Before you go any further, check the [website](#) to see if you are eligible for the additional funding.

14 Are you travelling sustainably to and from your study abroad destination?

Yes

15 How are you planning to travel to and from your exchange destination?

Train

16 Do you require an inclusion (financial/ disability) Top Up?

No

Before you go any further, ensure all information provided is correct and complete.

17 Is your Grant Agreement correct and complete?

Yes

18 Hereby, I agree and digitally sign my Grant Agreement.

Yes, I do

19 Signing Date:

20 Place:

Before you proceed, it's important to consider whether you have made any changes to your study programme that could affect your Erasmus+ grant.

21 Has your exchange programme changed since the start of your exchange?

No

22 Did you travel [sustainably](#) to your exchange destination, and do you plan to travel back sustainably?

Yes

23 After my return I will complete and upload the declaration of travelling sustainably to receive the additional funding.

Yes

Home Help

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Further changes are no longer possible. Should you have any more changes to your exchange programme, send an email to erasmusgrant@tudelft.nl.

Important Note: Changes to the end date, such as an extension of stay can only be awarded if you notify the Mobility Team 1 month before your original end date noted in your definitive Grant Agreement.

For example, if your grant agreement states 1 June as your end date, and you plan to stay 2 weeks longer until 14 June, you must notify the Mobility Team before 30 April.

Auteur: <Auteur>

Datum: <datum>

Versie: <Versie Document>

4 Definitions

Word/Concept	Meaning
Grant Agreement	A binding contract between the student and TU Delft, mentioning the specific terms and conditions of the Erasmus+ Grant
Green Travel Top up	Students that travel green by bike, bus, carpooling with fellow students or train
Host Transcript of Records	The Host Transcript of Records provides an overview of a student's academic achievement during their study abroad. It contains information such as course titles, grades and credits earned.
Inclusion Top ups	Additional funding granted to students who face economic and health barriers.
TUD Transcript "Cijferlijst per fase Balie"	The TUD Transcript "Cijferlijst per fase Balie" is an official document that provides a comprehensive overview of a student's academic achievements during their studies. It contains information such as course titles, grades and credits earned.
AM	After Mobility
BM	Before Mobility
CTTLA	Changes to the Learning Agreement
DM	During Mobility
GA	Grant Agreement
HTOR	Host Transcript of Records
LA	Learning Agreement
TOR	Transcript of Records
TUD	TU Delft

