

# INTERNATIONAL INTERNSHIP FUND (IIF)

The IIF is funded by TU Delft, intended for students going abroad as part of their study programme within Europe and outside Europe. If you have questions about this grant please check the website first. If you can't find the answer to your questions, please send an email to [outgoingglobal-esa@tudelft.nl](mailto:outgoingglobal-esa@tudelft.nl)

October 2024

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# Pre-Application requirements

To be able to apply you will need to have already registered your stay abroad in Osiris.

You can find the manual to help you do this [here](#). On the webpage scroll down to the tab **Insurance** and click on '**stay abroad registration**'.

The screenshot shows a webpage with a teal header that reads: "Register your stay abroad FREE TU Delft Collective Travel Insurance How? Subscribe via [My.TUdelft.nl](#) - Go to 'Stay Abroad'". Below the header is a navigation bar with tabs for "Travel Safety Training", "Disclaimer", "Insurance" (highlighted with a red box), and "Medical Services". A list of menu items follows, each with a plus icon: "Introduction", "Individual Responsibility", "Incident Management", "Travel Insurance coverage", "What can you expect from us?", "Insurance certificate requirements for visa and/or host university/organisation", and "FAQ". At the bottom, there are three blue buttons: "Stay abroad registration" (highlighted with a red box), "Insurance certificate - EN/NL", and "Insurance policy".

When you have submitted your registration stay abroad, return to the home screen below.

The screenshot shows a webpage with the following text: "Application for student exchange is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2024-2025. To start your application click on "New request"". Below this is a paragraph: "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](#). 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." Below this is a section titled "Click on "New request" to submit one of the following options:" with a list: "- Application for student exchange" and "- Request registration contact and emergency information". At the bottom is a table titled "Stay abroad requests".

Stay abroad	Degree programme	Period	Status	Decision	Progress	
Request registration contact and emergency information	Bachelor Aerospace Engineering	01/09/2024 until 01/02/2025	Completed	Approved		<a href="#">Details</a> <a href="#">Contact information</a> <a href="#">Grant</a>

## International Internship Fund application

Do not apply for this grant if you have already started your stay abroad, or you have previously received this grant, or if you are awarded another grant for your stay abroad (E.g. Erasmus+, Justus van Effen, IDEA league, NL scholarship, FAST fund). If you have applied for the NL Scholarship, you may also submit an application for the IIF grant before your start date. But you cannot receive both grants. Notify the mobility team should you receive the NL scholarship, or you are having problems submitting your grant or your stay abroad is cancelled or any changes have occurred via [outgoingglobal-esa@tudelft.nl](mailto:outgoingglobal-esa@tudelft.nl)

To begin Click on Grant (bottom right hand corner)

[Application for student exchange](#) is meant for all students wishing to apply for an exchange programme at a partner institution in the academic year 2024-2025. To start your application click on "New request"

[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](#). 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.

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
Request registration contact and emergency information	Bachelor Aerospace Engineering	01/09/2024 until 01/02/2025	Completed	Approved	<a href="#">Details</a> <a href="#">Contact information</a> <a href="#">Grant</a>

Choose the correct Grant (International Internship Fund (IIF) and the correct academic year.

Fill in personal details, include the **IBAN** details where you wish the scholarship to be paid. Click **Continue**.

**General**

Grant: International Internship Fund (FIS) 2024-2025 Status: Date submitted

Start date (see above):  End date (see above):

IBAN/account number:  BIC:

Name account holder:  Name of bank:

City account holder:  Address of bank:

Country of bank:  City of bank:

[Continue >>](#)

# Complete Additional information

Answer questions 1 – 9 . At question 2, upload your completed and signed IIF application form (PDF)and click on **Continue**.

Are you waiting longer than expected for this form, send an email to [outgoingglobal-esa@tudelft.nl](mailto:outgoingglobal-esa@tudelft.nl) explaining this delay. Do not wait until you arrive at your internship to upload this form, because this will make you ineligible for this grant.

**Additional information**

1 In which country will you do your internship?  
\*

2 Upload the 'International Internship Fund Statement'. The download can be found [here](#).  
\* Attachments

3 Study phase during mobility?  
\*

4 Fill in the name, e-mail address and department/section of your supervisor or coordinator at TU Delft.  
\*

5 Is your internship your graduation project?  
\*

6 What is the expected number of ECTS?  
\*

7 Have you ever received or will receive one of these ?

8 Give a brief description of the internship project (max. 50 words).  
\*

9 To be eligible for a FIS grant you have to meet the conditions stated on [here](#).  
\*  I accept these conditions

[Continue >>](#)

## Question 2:

[Cancel](#) [Help](#) *Upload file*

In this screen you can upload an attachment for the following question:  
Upload the 'International Internship Fund Statement'. The download can be found [here](#).  
The file size may not exceed 5MB.

Select a file  
 No file chosen

[Upload file](#)

# Overview

Under **Grant** you will find an overview of your application, the status will be **Submitted**.

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.

**Current grants**

Grant	Period	Status	Decision	Progress
International Internship Fund (FIS) 2024-2025	01/09/2024 until 01/02/2025	Submitted		<a href="#">Step 0 of 1 (More info)</a> <a href="#">Details</a>

You will have received an email confirming this in your TU Delft email.

Dear

Your request for the FIS grant has been received.  
The details of your request are summarized below. Please check them for correctness. In case of irregularities, please contact Education Service Centre (see below).  
We will notify you as soon as the status of your request changes.

Kind regards,

Education & Student Affairs - Education Service Centre  
TU Delft  
E: [outgoingglobal-esa@tudelft.nl](mailto:outgoingglobal-esa@tudelft.nl)

# After submitting your application

Once your application has been reviewed, you will see changes to the **Decision** and **Progress** status. This will be conditionally approved or your application will need to be modified.

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
International Internship Fund (FIS) 2024-2025	01/09/2024 until 01/02/2025	Submitted	Conditionally approved	<a href="#">Step 1 of 2 (More info)</a> <a href="#">Details</a>

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

# Additional/incorrect information needed to complete your application

Should you need to upload a different/updated document or need to provide additional information you will see the following red text. In **Progress**, click **Details** to find out what's needed.

Below you will find an overview of your requests for a grant.

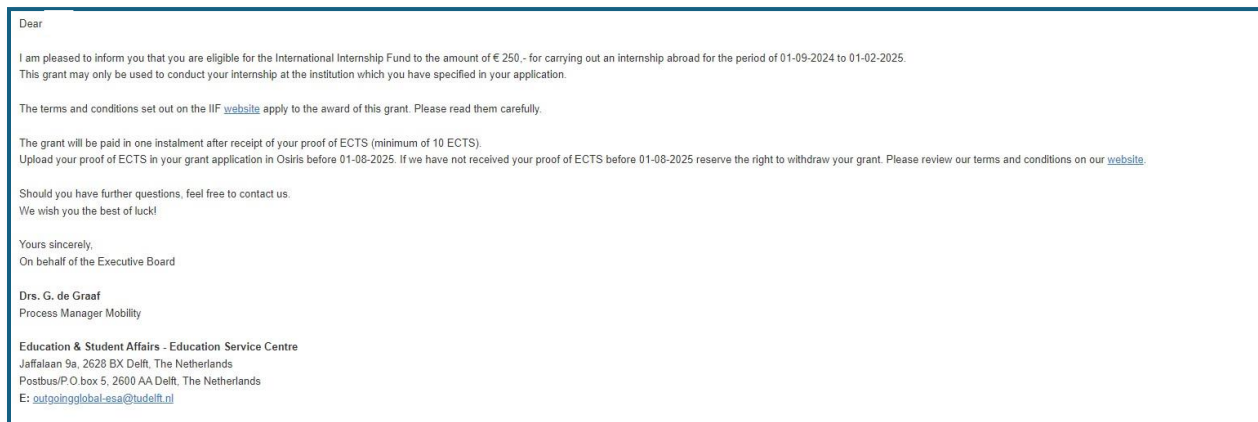
## Current grants

Grant	Period	Status	Decision	Progress
International Internship Fund	01/09/2024 until 01/02/2025	Submitted		<a href="#">Details</a>

**⚠ The application must be modified and re-submitted.**

# Conditionally approved application

Should your application be approved, it will be conditionally approved. This means that you still have to complete all tasks to receive the grant after your stay abroad is completed. You will also receive an email confirming your eligibility and the amount of grant that will be given (€100, or €250,) and the deadline for uploading your awarded credits (EC's).



# After Mobility requirements

## Upload your Study Progress Overview or TU Delft Transcript of Records

When you return from your stay abroad, you are required to upload your recognised grades via a study progress overview or TU Delft transcript of records within 6 months of your end date. When you do this, you will receive the IFF.

Log into **Osistud** again and click on **Stay abroad**.

Click on **Details** to be able to upload your recognised EC's in PDF format, not a word document, under **Additional information**

[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
International Internship Fund (FIS) 2024-2025	01/09/2024 until 01/02/2025	Submitted	Conditionally approved	<a href="#">Step 1 of 2 (More info)</a> <a href="#">Details</a>

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

9 To be eligible for a FIS grant you have to meet the conditions stated on [here](#).

\*  I accept these conditions

**10 Upload Proof ECTS**

\* Attachments [+](#)

[Continue >>](#)

[Cancel](#) [Help](#) Upload file

In this screen you can upload an attachment for the following question:  
Upload Proof ECTS  
The file size may not exceed 5MB.

Select a file

No file chosen

[Upload file](#)

Click on Continue once uploaded.

9 To be eligible for a FIS grant you have to meet the conditions stated on [here](#).

\*  I accept these conditions

**10 Upload Proof ECTS**

\* Attachments

[IIF upload.pdf](#) ✖ New

[Continue >>](#)



Click on submit.

10 Upload Proof ECTS

Attachments  
[IIF upload.pdf](#) New

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Please note, once you have submitted your request, changes are no longer possible.  
Check the data of your request for correctness.

Submit

## Uploaded report

Once your document is uploaded and approved, your status and decision will change to In progress and Final approval. The grant will be transferred to your bank account within 3-4 weeks of receiving the email.

<a href="#">Back</a> <a href="#">Help</a>		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.					
<a href="#">Register</a>					
<a href="#">De-register</a>	<b>Current grants</b>				
<a href="#">Courses</a>	<b>Grant</b> International Internship Fund (FIS) 2024-2025	<b>Period</b> 01/09/2024 until 01/02/2025	<b>Status</b> In progress	<b>Decision</b> Final approval	<b>Progress</b> Step 1 of 2
<a href="#">Stay abroad</a>	<b>Step</b>		<b>Status</b>		
<a href="#">Log off</a>	● Processing application		Application accepted Modified on: 01/07/2024		
	● Processing proof of ECTS and payment		Completed Modified on: 01/07/2024		

You will receive an email notifying you that you have met all conditions to receive the grant.

Dear |

We would like to inform you that you have fulfilled all the IIF grant obligations, so the payment procedure for your grant has been started.

Kind regards,

Education & Student Affairs - Education Service Centre  
TU Delft  
E: [outgoingglobal-esa@tudelft.nl](mailto:outgoingglobal-esa@tudelft.nl)

If you have questions about this grant please check the [website](#) first.

If you can't find the answer to your questions, please send an email to [outgoingglobal-esa@tudelft.nl](mailto:outgoingglobal-esa@tudelft.nl)