Explanation "how to apply for the Erasmus+ grant in Osiris"
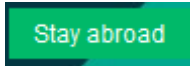
Step 1: Log on procedure Osiris
- Go to Osiris Student
- Log on with your student ID
- Choose the Stay Abroad button

  Stay abroad

- Click on "New request"

  New request

Step 2: Application stay abroad

General
- **Request for:** Future degree programme
- **Degree programme:** Choose the degree programme you are currently enrolled for
- **Stay abroad:** Choose study grant: Erasmus Study Grant request 2019-2020
- **Start date / End date:** Fill in the start date and the end date of your study period abroad

Destination
- If you apply for a grant for study exchange choose the host university you are going to study at
- If the correct university does not show up in the list please send an email to erasmusplus@eur.nl
- Choose a 2nd destination (at random)
- Choose continue
- You can stop the application process and save the information. Your application will be processed by the International Office EUR after submission of the form.

Additional Information

Answer the questions 1 to 10

Question 8: When you fill in the receiving institution/organization website, please put https:// before the link.

Question 11: Please upload your completed Online Learning Agreement. You can log in to learning-agreement.eu and download it as pdf.

Question 12: Please upload the completed Grant Agreement.

Click Continue. You will then be redirected to the page below.

Please continue with step 4 "After your Mobility" to finalize your Erasmus+ grant.

Click Continue again and then click Submit on the next page.

After mobility   Step 3 of 4

Please fill in the questions below, afther return of your study exchange.

13 Please upload your official Transcript of Records.

Attachments +

14 Please upload the Certificate of Attendance.

Attachments +

15 I confirm that I finished the second language assessment.

○ Yes, I confirm
○ Not applicable

16 Did you submit the Participant Report?
    Please check your (student)email for the link.

○ Yes, I did
○ No, I did not

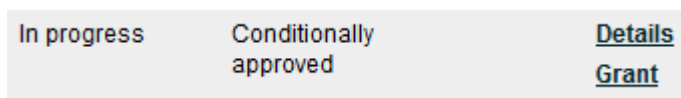Back   Continue

Your application has now been submitted and will be reviewed by the International Office EUR. You can check the status anytime under 'Stay Abroad'. As soon as your application has been approved your status will be changed and you will receive a notification of through Osiris. We do advise you to log on in Osiris student and check your status regularly.

After approval, the status will be changed from *Submitted* to *In progress* and the decision will change into *conditionally approved*. You can then continue with step 3.

Step 3: Fill out your bank account details

- Go to Osiris Student
- Log on with your student ID
- Choose the Stay Abroad button
- Click on "Grant" (right side of your screen)

In progress	Conditionally approved	**Details** **Grant**

Please fill in your bank details. Do not forget the IBAN code. Choose Continue and then Submit.

Erasmus University Rotterdam

| Messages | Cases | Personal details | Notes | Supervision | Register | De-register | Schedule | Results | Progress | Courses | Stay abroad | Log off |

Back   Help   *Grant*

Stay abroad

Stay abroad	Erasmus Study Grant request 2018-2019	Status	Completed
Request for	Future degree programme	Decision	Approved
Degree programme	Business Administration	Date submitted	14/06/2018
Start date	01/09/2018	Country	Finland
End date	01/01/2019	City	Espoo
		Institution	Aalto University

General

Grant	Study grant 2018-2019	Status	Completed
Start date (see above)	01/09/2018	Decision	Conditionally approved
End date (see above)	01/01/2019	Date submitted	14/06/2018
IBAN number	nummer 1	BIC	
Name account holder	nummer1	Name of bank	
City account holder	nummer1	Address of bank	
Country of bank	the Netherlands	City of bank	

Additional information

Your request will be considered as soon as your request is complete and when you have permission from your faculty.

Your bank details have now been submitted and the International Office EUR will continue with the payment of your Erasmus+ grant.

Please continue with step 4 "After your Mobility" to finalize your Erasmus+ grant.