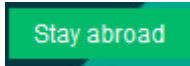


## Explanation “how to apply for the Erasmus+ internship in Osiris”

### Step 1: Log on procedure Osiris

- Go to Osiris Student
- Log on with your student ID
- Choose the Stay Abroad button



- 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 internship grant: [Erasmus internship grant request 2019-2020](#)
- **Start date / End date:** Fill in the start date and the end date of your period abroad

#### Destination

- **Country:** Choose a destination
- **City:** please fill out the city
- **Institution:** please fill out the name of the receiving organization
- 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.

**Erasmus University Rotterdam**

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

Erasmus

Home Save Delete Help Stay abroad requests

Please note that start date and end date apply to the duration of your stay at the institution. These dates do not apply to the dates of your departure and return.

**General**

Request for	* Future degree programme	Status
Degree programme	* Accounting, Auditing and Control	Date submitted
Stay abroad	* Erasmus internship grant request 2017-2018	
Start date (see above)	* 01/12/2017	
End date (see above)	* 02/02/2018	

**Destination**

Country	* Germany
City	* Berlin
Institution	* Google Berlin

Continue >>

## Additional Information

Answer the questions 1 to 10.

*Question 8:* When you fill in the Receiving Organisation 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. Click Continue again and then click Submit on the next page.

---

[Home](#) [Save](#) [Help](#) Stay abroad requests

---

[General](#) / [Before mobility](#) / [After mobility](#) / [Submit stay abroad request](#)

After mobility Step 3 of 4

Please fill in the questions below, after return of your internship.

13 Please upload your official Learning Agreement Part III (or Traineeship Certificate).

Attachments  
[Tekst loten VM 2017.docx](#) Submitted

14 Please upload the form 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

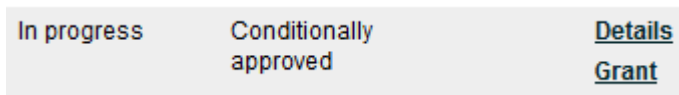
[Back](#) [Continue](#)

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 this via e-mail. 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)



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

**Erasmus University Rotterdam**

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

Home Save Delete Help *Apply for grant*

Please note that start date and end date apply to the period for which you apply for a grant. These dates are not necessarily the same as your stay abroad request.

**Stay abroad**

Stay abroad	Erasmus Study Grant request 2017-2018	Status	Completed
Request for	Current degree programme	Date submitted	23/06/2017
Degree programme	Accounting, Auditing and Control		
Start date	01/09/2017		
End date	01/12/2017		

**General**

Grant	* Study grant 2017-2018	Status	
Start date (see above)	* 01/09/2017	Date submitted	
End date (see above)	* 01/12/2017		
IBAN number	*	BIC	<input type="text"/>
Name account holder	*	Name of bank	<input type="text"/>
City account holder	*	Address of bank	<input type="text"/>
Country of bank	* the Netherlands	City of bank	<input type="text"/>

For bank accounts outside the Netherlands you are required to provide the Bank Identifier Code (BIC) or name, address and city of the bank.

[Continue >>](#)

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.*

