

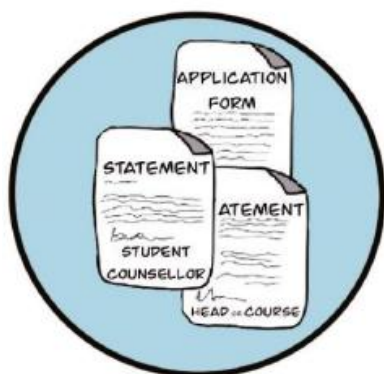
STEP-BY-STEP PLAN APPLICATION ERASMUS+ INCLUSION TOP-UP

STEP 1 - START YOUR EXCHANGE IN OSIRIS



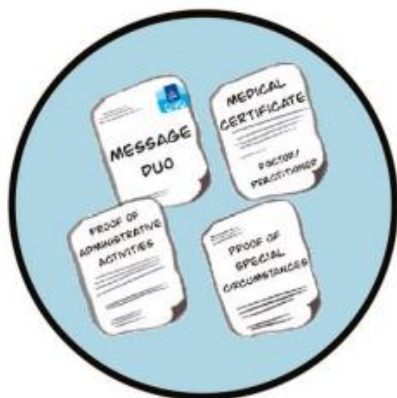
- Apply via Osiris for Study Abroad.
- Indicate whether it is for an internship or a study.
- If you want to be considered for the Erasmus+ Inclusion top-up (only valid within the EU), report in Osiris to the student counsellor (see step 2A).

STEP 2A - REPORT TO THE STUDENT COUNSELLOR



- Start via Osiris a Case with the student counsellor: Erasmus+ Inclusion top-up.
- Indicate whether or not you want an appointment with the student counsellor. If the reason for your request is not known to the student counsellor, you should always make an appointment.
- Have you filled in everything? Then you can submit the application in advance.

STEP 2B - DEPENDING ON YOUR SITUATION, PROVIDE ADDITIONAL DOCUMENTS



- A doctor's certificate or other valid health certificate. This applies to students with disabilities or health problems. You submit this to the student counsellor.
- If the stated substantive evidence requirements cannot be met for a disability or health problem, a [self-declaration](#) without further evidence may suffice.
- In that case, you must declare why the substantive evidence requirements cannot be met and a student counsellor/study career coach must co-sign the declaration. You submit the [self-declaration](#) to the student counsellor.
- Proof of an awarded supplementary grant from DUO. This applies to students with financial obstacles. You submit this to the student counsellor.

STEP 3 - OUTCOME OF YOUR APPLICATION



- The student counsellor will come up with a statement, which is visible in Osiris (under Completed Cases).
- The declaration will be shared with Student Affairs.

STEP 4 – PAYMENT



- With a positive declaration from the student counsellor the Erasmus+ Inclusion top-up will be added to the payment of your Erasmus+ grant. You will also see this on the Grant Agreement.