



STUDENT'S STUDY EXCHANGE CHECKLIST

All information related to Erasmus+ study mobilities is available at [UP student study mobility](#).

When you are selected:

- 1 CHECK THE HOST INSTITUTION'S WEBSITE**
Hint: the host institution's website address can be found in the annexes of UP's open calls for study mobilities.
- 2 GET ACQUAINTED WITH THE HOST INSTITUTION'S ACADEMIC CALENDAR**
- 3 CHECK THE HOST INSTITUTION'S INSTRUCTIONS REGARDING THE APPLICATION PROCESS**
 - ▶ Where are the instructions: on the host institution's website or have they sent them to me by email?
 - ▶ How do I apply: by email, online?
 - ▶ What is the application deadline?
 - ▶ Which documents do I need for the application: application form, CV, transcript of records, learning agreement, proof of language skills/letter of support, insurance etc.?
 - ▶ When and how do I have to submit the learning agreement to the host institution?
- 4 DRAFT THE LEARNING AGREEMENT (LA)**
Hint: start drafting the LA at least two months before the application deadline because it is time-consuming.
 - ▶ Where do I find the course catalogue: on the host institution's website or do they send it by email?
 - ▶ Find out whether the host institution requires its own LA form or whether you fill it in online or submit an OLA.
 - ▶ Send the OLA and the internal document for the recognition of exams taken abroad to the study programme coordinator at your faculty.
 - ▶ Once the International Office confirms the LA, sign it.
 - ▶ Send the signed LA to the host institution for signature.

5 RECEIVE A LETTER OF ACCEPTANCE BY THE HOST INSTITUTION

- ▶ Receive the signed LA.
- ▶ Submit the LA signed by all parties to the International Office at your faculty.
- ▶ Receive a letter of acceptance from the host institution.
- ▶ Submit the letter of acceptance to the International Office at your faculty.

6 APPLY FOR FINANCIAL SUPPORT

- ▶ You will receive a notification from UP about the opening of applications for Erasmus+ or other funding.
- ▶ What is the application deadline?
- ▶ Which documents do I need to submit?
- ▶ Receive the grant agreement.

7 INFORM YOUR TEACHERS ABOUT THE UPCOMING ABSENCE AND AGREE ON ANY STUDY OBLIGATIONS TO MAKE UP FOR THE MISSED COURSES.

1 WITHIN SEVEN DAYS OF ARRIVAL AT THE HOST INSTITUTION, INFORM THE INTERNATIONAL OFFICE ABOUT YOUR ARRIVAL.

2 IF THE LA HAS TO BE MODIFIED, PLEASE INFORM THE INTERNATIONAL OFFICE ASAP.

3 IN CASE OF ANY PROBLEMS, CONTACT THE INTERNATIONAL OFFICE AND DO NOT INTERRUPT YOUR MOBILITY.

4 AT THE END OF THE MOBILITY:

- ▶ Confirmation of Attendance/Stay,
- ▶ Transcript of Records/ECTS.

1 SUBMIT A REQUEST FOR RECOGNITION OF THE COURSES TAKEN TO THE INTERNATIONAL OFFICE AT YOUR FACULTY.

2 IF YOU HAVE APPLIED FOR FINANCIAL SUPPORT, SUBMIT THE DOCUMENTS TO THE UP INTERNATIONAL OFFICE.

3 USE THIS [FORM](#) TO SEND A SHORT SUMMARY OF YOUR MOBILITY EXPERIENCE AND A PHOTO FOR PUBLICATION.