



# My Erasmus Checklist



# BEFORE DEPARTURE

## Step 1

Check whether you still have mobility capital (12 months on a given study cycle in the case of undergraduate or graduate studies, or 24 months for a single 5-year degree program)

## Step 2

Obtain a Confirmation of Acceptance from the partner university and complete all application procedures of the Host University.

## Step 3

Fill in the Online Learning Agreement in the USOSweb system.

## Step 4

Provide the bank account number in EUR (remember that the scholarship is paid in EUR)

# BEFORE DEPARTURE

## Step 5

Obtain health insurance and accident insurance for the duration of the mobility

## Step 6

Sign the financial agreement with AMU (Grant Agreement).

## Step 7

Familiarize yourself with the information about the country you're going to.

## Step 8

If you resign from your mobility before starting the mobility inform your faculty coordinator and submit a written resignation (form available at the Coordinator's/Administrator's office).

# DURING THE MOBILITY

## Step 1

Obtain the signature on the arrival part of the Confirmation of Study period (as soon as you arrive at the Host University)

## Step 2

Inform the AMU coordinator about any changes to the Learning Agreement as soon as possible.

## Step 3

Inform the AMU coordinator about any changes to the duration of your mobility as soon as possible.

## Step 4

If you plan to prolong the mobility for the second semester – inform your Faculty Coordinator as soon as possible.

## Step 5

Contact the local Erasmus Student Network (ESN) section at the Host University/city. Check what they have to offer in terms of any cultural events etc.

## Step 6

In case of any problems with the passing of subjects, study arrangements, health – please inform the Faculty Coordinator and/or Central AMU Erasmus+ Office.

## Step 7

Obtain the signature on the departure part of the Confirmation of Study Period (as soon as you arrive at the Host University). Attention: the mobility will be financially settled on the basis of the dates on the Confirmation of Study Period. Remember: if the mobility period will be shortened by more than 5 days than agreed in the Grant Agreement, the scholarship will be reduced in proportion to the number of shortened days.

# AFTER THE MOBILITY

- Hand in your Faculty Coordinator your Confirmation of Study Period with the arrival and departure dates.



- Fill in the mandatory online EUsurvey within 10 days after receiving the link with the invitation (the link will be sent day after the end of your mobility period and it will be sent to the email address stated in the Grant Agreement). Filling out of the EUsurvey is the obligatory element of the settlement of the Erasmus+ mobility



- Settle your mobility with the Faculty Coordinator on the basis of the Transcript of Records.

