

# Checklist for a semester abroad in the frame of ERASMUS+



## Before the Mobility

Required documents	To be Submitted to the International Office until
<input type="checkbox"/> <a href="#">Online</a> Acceptance your Erasmus+	In 1 week after receiving
<input type="checkbox"/> Application at partner university	According to requirements of partner university
<input type="checkbox"/> „Grant Agreement“ Signature from student Signature from Erasmus Coordinator  <input type="checkbox"/> Honorary declaration for Green Travel	In 1 weeks after receiving
<input type="checkbox"/> Letter of Acceptance from partner university <input type="checkbox"/> <a href="#">Online Learning Agreement</a> <input type="checkbox"/> „Recognition of examination achievements“	Before the Mobility
<input type="checkbox"/> „Confirmation of Arrival“	1 week after the Mobility started
<b>Attention!!!</b> The existence of these documents is a prerequisite for the payment of the 1.rate (80 percent of total funding).	

## During the Mobility

Required documents	To be submitted to the International Office until
<input type="checkbox"/> <a href="#">Changes in the Learning Agreement</a> (During the mobility)	5 weeks after semester start at partner university

## After the Mobility

Required documents	To be submitted to the International Office until
<input type="checkbox"/> „Confirmation of Departure“ <input type="checkbox"/> Experience Report for HOST	2 week after Mobility end
<input type="checkbox"/> EU-Survey	30 days after receiving
<input type="checkbox"/> „Transcript of Records“	1 week after receiving
<b>Attention!!!</b> The existence of these documents is a prerequisite for the payment of the 2. rate (20 percent of total funding).	

**Attention!!!** The mobility grant may be eventually reclaimed if the mandatory documents have not been submitted on time to the International Office of the HOST and the required amount of ECTS points per semester has not been reached!