

Guide for Incoming Erasmus+ Students

Stage	Sub-Step	Required Action
1. Before Mobility	1.1 Acceptance and Course Planning	<ul style="list-style-type: none"> – Submission of the Acceptance Letter to the International Relations Office – Preparation and approval of the Learning Agreement (Before Mobility)
	1.2 Academic Approval	– Completion of the Recognition Sheet – Before Mobility and collection of all required signatures
	1.3 Registration and Leave Procedures	– Submission of the leave/permission document from the home university, if applicable
	1.4 Health Insurance	– Obtaining internationally valid health insurance and submitting a copy of the policy
	1.6 Grant Agreement (Only for KA171 students)	<ul style="list-style-type: none"> – Submission of bank account details – Completion and submission of the original signed Grant Agreement
	1.7 Visa Procedures	– Submission of a copy of the visa to the International Relations Office once obtained
2. During Mobility	2.1 Course Changes	– Preparation and approval of the Learning Agreement (During Mobility) if any course/programme changes occur
	2.2 Change of Duration	– Informing the International Relations Office in case of changes in the mobility duration and arranging additional grant amendments if necessary
3. After Mobility	3.1 Academic Documents	– Submission of the Transcript of Records
	3.2 Financial and Administrative Documents (for KA171 students)	<ul style="list-style-type: none"> – Submission of travel documents (flight tickets etc.) – Submission of the original signed Certificate of Attendance – Submission of the fully completed Learning Agreement (all sections)
	3.3 Academic Recognition	– Transcript will be sent upon students return (in one months)
	3.4 Surveys and Final Assessments	<ul style="list-style-type: none"> – Completion of the Mobility Tool+ survey within the required timeframe – Completion of the OLS final language assessment within one month of receiving the email notification