

WHEN GOING ON ERASMUS, MAKE SURE YOU PROVIDE THE ERASMUS+

OFFICE WITH THESE DOCUMENTS:

(STUDY STAYS)

Before Mobility:

1. **LEARNING AGREEMENT** for studies + **Transcript of records BM** (to be generated from the IS STAG)
 - Signature of the faculty coordinator ☐
 - Signature of the host institution ☐
 - Signature of the TUL Erasmus+ coordinator (ERASMUS+ office) ☐
2. **on-line REGISTRATION FOR OUTGOING STUDENTS** (see the TUL website – do not print it) ☐
3. **LETTER OF ACCEPTANCE** (if it is not possible to provide the LEARNING AGREEMENT signed by the host institution) ☐
4. **ACADEMIC CALENDAR** of the host institution (or another document proving the beginning and end of the semester) ☐
5. Proof of **INSURANCE** abroad ☐
6. **FINANCIAL AGREEMENT** for Erasmus+ study stay (3x) ☐
7. on-line **language test OLS** – Online Linguistic Support (do not print) ☐

During Mobility:

8. **CONFIRMATION OF ARRIVAL** on the document Confirmation of Erasmus+ Study Period (have it signed and stamped immediately after arrival and send a scanned copy to erasmus@tul.cz)
9. **CHANGES TO LA** (within 30 days of the beginning of the semester, if there are changes in the choice of subjects) ☐
10. **APPLICATION FOR THE EXTENSION of the study stay** (1 month before the end of the studies at the host institution) ☐
11. the original hard copy of the **Confirmation of Erasmus+ Study Period** (within 15 days of the end of mobility) ☐

After Mobility:

12. **TRANSCRIPT OF RECORDS** (within 45 days after the end of study stay) ☐
13. fill in the **on-line FINAL REPORT** (EU Survey – do not print) ☐
14. final **on-line language test in the OLS system** (with the exception of students who achieved C2 level in the first test) ☐
15. **Proof of recognition of study abroad** (to be dealt with by the relevant study department at the faculty in the IS STAG) ☐