



UNIVERSITY  
OF WARSAW

International Relations Office

ERASMUS+ – CREDIT MOBILITY

# STEP BY STEP

What you should know before  
your Erasmus mobility for students

# 2019/2020

KOD ERASMUS UW  
– PL WARSZAW01



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# Before You Leave

The Erasmus team of the **International Relations Office** (IRO) at the University of Warsaw have created this guide to help you with all the documents required in the Erasmus+ programme on the side of the UW. You can always count on our help in case some procedures are unclear. We always confirm that we received your email within 3 working days. If you don't receive any reply from our office after 3 working days, please send your email again, from a different server or contact us by phone.

You can visit us from **Monday to Thursday, from 9.30 AM to 2.00 PM** (2<sup>nd</sup> floor, room 28 in the Rectorate Building).

There will be a meeting held for all our non-Polish speaking Erasmus outgoing students on April 8 (Monday) at 1.00 PM in the Old Library Building – Stary BUW (Central Campus, Krakowskie Przedmieście 26/28).

## 1. Registration at the host university

**PLEASE NOTE!** If you are a non-EU citizen, find out at the embassy of the country where you are nominated to study, what visa procedures you need to follow. Do it as soon as possible.



Visit the website of the host university to find out about:

- registration procedures for Erasmus students, documents required, study programme, ECTS system, availability of student accommodation, contact persons, maps and practical information for foreign students, *Erasmus Student Network* (ESN), academic calendar, welcome days for exchange students etc. Pay special attention to the **deadline for the on-line registration** and/or the **deadline for sending in your application form** (deadlines may be different for **EU** and **non-EU students**);
- check if the host university requires a **language certificate** or other form of confirmation of your language skills. When in doubt, email the Erasmus office /IRO at the host university to find out.

Most universities require some form of on-line student registration/application. Apart from application online, you may also be asked to send in a 'paper' version of your registration/application form, printed from the on-line system, which may have to be stamped and signed by the UW.

If you know that your nomination has been sent by UW but the host university still has not contacted you, try to find the registration procedures on the host university's website. If you cannot find any information for the future Erasmus students try to contact:

- **the Erasmus Office** at the host university – **section for the incoming students** (the name of such an office may be different, for example: *International Relations Office, Mobility Office, Exchange Students' Office*, etc.)
- **the Departmental Coordinator** at the host university
- **the Institutional Coordinator** at the host university

Make sure you read all the instructions and documents thoroughly.

## 2. Your documents for the host university

Some universities may require your academic transcript (**Transcript of Records**) before your arrival to see the academic courses you have taken and the results you have achieved so far in your field of study.

You can obtain a printed and signed copy of your Transcript of Records in English at your Dean's Office /Students' Office (*Dziekanat*). IRO UW does not issue nor sign students' Transcripts of Records.

You may be asked by the host university to submit a certificate in English, confirming your Erasmus+ student status (**Confirmation of nomination, Nomination Letter**, etc.). You can obtain this document at our office – we will need you to declare your exact study dates to issue such a certificate.

In the application form you may be asked to provide more details, such as:

- **your Erasmus study area code** (your field of study) – you can find your study area code in your USOSweb profile (**student's section > student exchange > mobilities > view**)
- the Erasmus code of UW - **PL WARSZAW01**

less commonly you may be asked for:

- PIC number of UW - 999572294
- UW Erasmus University Charter for Higher Education (ECHE – 45834-EPP-1-2014-1-PL-EPPKA3-ECHE)

### PLEASE NOTE!

If the host university requires you to send a Learning Agreement at this stage, **please use the e-Learning Agreement available in your USOSweb (e-LA Before the Mobility)**. Follow the **e-LA user guide** to complete the document correctly. **The e-LA user guide is a separate document and its most up-to-date version will soon be sent to you by IRO UW.**



## PLEASE REMEMBER!

- 1.you need to send all the documents required by the host university yourself;
- 2.you need to arrange your accommodation yourself;
- 3.make sure that all your documents are complete and legible (if possible, completed **electronically**) and that they reach your host university well ahead of the deadline;
- 4.always make copies (scans) of what you send by post;
- 5.make sure that the personal data you give is valid (e.g. your official address – check if your students' office has your correct permanent address in USOS).

## 3. Resignation

Act responsibly. If you decide not to participate in the Erasmus programme, file your official resignation with the Erasmus Departmental Coordinator's written approval on it and send /submit it to IRO as soon as possible. You also need to inform the host university about your decision and then **forward the email to IRO (or attach a printout of your email to the Resignation Form)**.

The resignation form will be available on our website:

<http://bwz.uw.edu.pl/erasmus-kraje-programu>> dla studentów i doktorantów – studia 2019/20 > formularze > Rezygnacja

Make sure that you will not be charged any costs related to your resignation (e.g. the host university may decide to keep the deposit you paid for the student accommodation).

## 4. Confirmation of Acceptance

When you have registered on-line, completed and submitted your application form within the deadline, the host university **must** confirm, in some way, that you are **registered as an Erasmus student** in their system. The confirmation of acceptance may take the form of a formal letter of invitation sent by post, but it may also be a less formal email, confirming simply that you are welcome as an Erasmus student.

It is essential that you know the date when you are required to start and finish your studies at the host university. If the letter of acceptance does not contain the **exact start and end dates of your study period**, you need to find these dates in the academic calendar of the host university (or contact the Erasmus office at the host university to find out).



The study period is important in calculating the amount of your Erasmus grant (which is counted on a daily basis). You will be asked for these dates when you sign the financial agreement at IRO.

### PLEASE NOTE!

If you are going to participate in an optional **language course** or an **orientation course** ('welcome week', 'induction days', 'adaptation days', etc.) organised by the host university, **find out whether this period will be treated by the host university as part of your Erasmus study period**. Ask the host university whether the orientation course or the language course will be included in your Letter of Confirmation, issued at the end of your stay abroad. You will need to know this when you sign the financial agreement at IRO before your mobility.



### PLEASE NOTE!

If you need a **visa** to study abroad, ask the host university to send you a **hard copy of the Letter of Acceptance** to your address. The original copy of the document may be required by the embassy, together with a confirmation of the amount of the Erasmus grant (you can get this document at IRO).

Applying for a visa for studies is your responsibility and it may require obtaining additional documents (e.g. a certificate of no criminal record).

## 5. Learning Agreement

Before going to the host university all Erasmus students must complete a study contract, called a "Learning Agreement Before the Mobility" (LA). The LA at UW is an electronic document – **e-LA. A separate e- LA user guide will be sent to you shortly.**

## 6. OLS language test (obligatory)

Before and after the mobility all Erasmus students are required to do an online language test. If, while applying for the mobility, you declared in

USOSweb that your language of instruction at the host university is one of the following:

**English, Bulgarian, Croatian, Czech, Danish, Estonian, Finnish, French, Greek, Spanish, Irish, Lithuanian, Latvian, Maltese, Dutch, German, Portuguese, Romanian, Slovak, Slovenian, Swedish, Hungarian or Italian**



you will have to **do an online language test (language assessment)** on the **OLS** (Online Linguistic Support) website **before you sign the financial agreement at IRO**. Only students who have a status of a native speaker of the given language are exempt from the test. **Doing the test is mandatory to receive the transfer of the Erasmus grant.**

The link to the test is sent automatically by the OLS system to students' email addresses stored in USOS. IRO UW will publish an announcement with information when the links to the test are going to be sent this year.

Students going abroad to study in the **1<sup>st</sup> semester** (or during the **full year**) will most likely receive the email in **May or June**. Students leaving for the **2<sup>nd</sup> semester** will receive the email in **November or December**.

**The link to the tests will remain active for two months only!**

**PLEASE NOTE!** If you find out that the **actual language of instruction** at the host university is **not the one you declared** earlier (if, for example, it turns out that there are no courses available in English and you will have to do most of your courses in Italian) **inform IRO** about it as soon as possible, so that you receive a test of the correct language of instruction. After you start doing the test, it will be too late to change the tested language.

The result of your language assessment will be one of the levels on the grading scale: A1-A2-B1-B2-C1-C2. If your result is **below B2**, you will be assigned a **free online course** of the tested language, so that you can improve your performance and reach the required minimum of B2.

**PLEASE NOTE!** One of the components of the test is a **listening comprehension** task. Before you start the test, make sure you have the necessary audio equipment to do the part which requires listening. The assessment will take up to **70 minutes**, so make sure you allow yourself sufficient time to do your best.

In the last month of your mobility you will receive a link to the **second language test (final language assessment)**, which will test the progress you have made. If the result of your first test is **C2**, you will not have to do the second test.

## 7. Insurance

In order to sign the financial agreement you must have an insurance policy covering the costs of medical expenses, **valid during your Erasmus mobility**.

If you are insured in the National Health Fund (NFZ) in Poland or another EU or EFTA country and if you are going to study in an EU or an EFTA country, you can apply for a **European Health Insurance Card**. We will accept this card as a proof of your insurance.

If you are not insured in the Polish National Health Fund, you can register and obtain the card (it is called an EKUZ card in Poland), however then you would need to pay a monthly contribution to the Polish health system (for more information please contact the NFZ directly ([infolinia@nfz.gov.pl](mailto:infolinia@nfz.gov.pl))

If you are not entitled to a European Health Insurance Card, you will need to purchase **an insurance policy in an insurance agency of your choice**. We will accept an insurance policy included in commercial student cards, such as ISIC or EURO 26 or issued by any other insurer, as long as you submit a **copy of the policy** stating your personal data, type of insurance and the period it is valid for.

As the European Health Card **does not cover certain costs** (e.g. transportation in an ambulance or the cost of stay in hospital) you should purchase an **additional accident insurance** anyway, for the whole study period. An accident insurance will not be required to sign the financial agreement at IRO but you should have it when abroad.

It is also worth insuring some precious belongings, which you are going to take with you, such as your laptop, mobile phone etc.

Students going to **Turkey or Republic of North Macedonia** should have an insurance policy covering at least the costs of medical assistance. Before buying the policy, contact your host university to find out what requirements Turkey and Rep. of North Macedonia have with respect to health insurance for incoming students.

The University of Warsaw will not be liable for any consequences of a student having inadequate insurance coverage or lack thereof.

## 8. Residence legalisation

Even if you do not need a visa to travel to your host university, find out (from the host university or the embassy) what steps you have to take in order to legalise your stay in the country where you are going to study. Each country may have different requirements and even EU citizens should officially register a longer stay.

## 9. Applying for a visa



If you are a non-EU citizen, find out on the website of the host university what steps to take in order to obtain a **visa** and legalise your stay abroad. If the host university does not offer help with the visa procedure, contact the embassy directly. Try to do it **as soon as possible**, since waiting for a visa may take a considerable amount of time and may require special documents (such as a certificate of no criminal record). You will need to see to all the visa procedures **yourself**.

If an official letter of invitation/ acceptance is required by the embassy, ask the host university for a hard copy of your Letter of Invitation.

**If necessary, IRO UW can always issue a letter of nomination for you, including the information on the amount of your Erasmus grant. In order to issue this document we need to know the exact dates of your planned study period.**

### PLEASE NOTE:

Obtaining a visa may sometimes take as long as 3 months. Not getting a visa in time may mean that you will not be allowed to do your Erasmus studies abroad.

## 10. Bank account

At the latest, 1 day before signing the financial agreement at IRO you need to **enter your bank account details** in your USOSweb profile.

Mobilities granted to you

Showing elements 1...2 (out of 2)							
No.	Country	Institution name	Academic year	Mobility type	Status of mobility	Qualifications stage	Options
1	(in Polish) Portugal	ISCTE – Instituto Universitário de Lisboa	2018	Studies	Active	Finished	→ view → learning agreement → bank account

Click on *Bank account* and fill in the following data:

- *Nazwa konta* – the full name of the account **owner**
- Account number (26 digits)
- Currency of the bank account
- Full name of the bank
- **SWIFT code** (or BIC) of the bank;

The account must be **held in a bank in Poland** (the IBAN nr must begin with **PL**). The bank where your account is held must be a member of the **SEPA** consortium (The Single Euro Payments Area consortium). The list of all the Polish banks offering money transfers in SEPA is available at: [http://epc.cbnet.info/content/adherence\\_database](http://epc.cbnet.info/content/adherence_database) (SEPA Credit Transfer, CSV file).

The account may be held in currency of your choice (EUR, PLN, etc). The Erasmus grant is paid out of a EURO account.

You can only enter a **non-PLN bank account** in your USOSweb profile. If you would like to receive the grant into a **PLN account**, you need to ask the Dean's office /students' office to add this account to your profile. However, if you have received any kind of money benefits from UW in the recent years, your PLN bank account details should already be visible in the USOS system.

If you are going to use someone else's account, you must give the exact name and surname of the account owner in the following format e.g. ***John Smith for + your first name and surname***.

The Erasmus grant will be transferred to the account of your choice in **2 or 3 instalments (for students going for one or two semesters respectively)**. UW covers the costs of the bank transfers:



- 1. The first instalment** (90% of the amount stated in the financial agreement) will be paid out within 2-3 weeks after you sign the financial agreement and submit all the required documents. Students nominated for a **full academic year** will receive 90% of the grant for **the first semester**. The transfer of the grant for **the second semester** (90% of the amount) will be made when the exam results after the first semester are known.
- 2. The final instalment** (10% of the whole grant) will be made when your mobility is over and after you submit your **Letter of Confirmation** and do the **online Participant Report** (the survey) and the **second OLS test online** (if applicable).

## 11. Erasmus Grant

The Erasmus grant per month depends on your destination:

- 1. 500 euro** – Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, Great Britain (if applicable);
- 2. 450 euro** – Austria, Belgium, Cyprus, France, Greece, Spain, the Netherlands, Malta, Germany, Portugal, Italy;
- 3. 400 euro** – Bulgaria, Croatia, the Czech Republic, Estonia, Lithuania, Latvia, Rep. of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Hungary, Turkey.

The Erasmus funds are granted for the **actual period of studies at the host university**, calculated to the day (where one day makes a difference in the amount of the grant) on the basis of the **Letter of Acceptance** or the host university's **academic calendar**.

The beginning of the study period is the day when you must be present at the host university (a welcome day or the beginning of the academic year), whereas the end of the study period is the last day when you must be present at the host university (e.g. the planned end of the exam session – excluding the retake session). The fees you may need to pay for your dormitory have no effect on the amount of the Erasmus grant, which is calculated for the **study period only**.

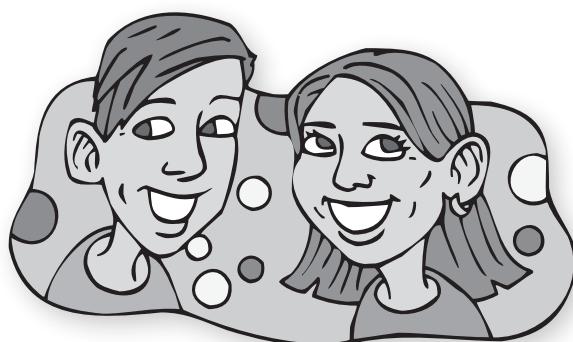
### PLEASE NOTE!

If you obtain unsatisfactory results at the host university: **≤ 9 ECTS per term** and **≤ 18 ECTS per year**, you will not be entitled to receive **10% of the grant for the whole actual period of study**.

**The final amount of the grant will be confirmed after the mobility, based on the Letter of Confirmation issued by the host university at the end of your stay.** If the confirmed period of studies is shorter than in the original agreement, your grant will be reduced and the final payment may be lower than initially planned. In some cases (if the period of stay is much shorter than in the agreement) you may be asked to return a part of the grant (then you will be charged with the cost of the bank transfer).

### EXTENSION

If you would like to **extend your Erasmus studies** at the host university to a full academic year, wait for the procedure to open in **October** (all the students nominated for the first semester will receive information from our office about the documents to be submitted). Please note, unless UW receives additional funding, there may be **no Erasmus grant for the extended study period**.



## 12. Financial Agreement at IRO

**According to the European Commission's decision, every outgoing Erasmus student must sign an individual financial agreement before the beginning of their studies abroad.**

About **2-3 weeks before the start of your studies abroad** come to IRO to **sign the financial agreement** (you cannot do it before the IRO announces that we are ready to sign agreements this year – the announcement will be sent to all the students after June).

If you are nominated for the 2nd semester, you don't need to wait for another announcement – just come to our office 2-3 weeks before your planned departure.

If you are going to be **away from Warsaw** before your Erasmus studies, contact our office by email and submit all the required documents (as scans). We will send you the agreement by email, **as a pdf file to be printed, signed and sent back by post (your original signature is necessary)**. There will be detailed information on this procedure in the announcement from IRO.

Non-Polish speaking students will sign the agreement in two languages: Polish (the legally binding version) and English.

If you do not sign the financial agreement in time (before the start of your study period), your mobility may be understood as cancelled and your grant annulled.

## 13. What is required in order to sign the agreement?

You need to submit the following documents to IRO:

- **Letter of acceptance/ invitation** – a formal letter or a printout of an e-mail with confirmation of acceptance, (if the invitation doesn't contain exact dates when you have to be present at the host university and when your study period is going to end, please check these days in the academic calendar or ask the host university).
- **E- Learning Agreement (BEFORE the Mobility) in your USOSweb profile** – approved online by your home coordinator and signed by the host university (**have a printout of the scan sent to you by the host university**)
- **Insurance policy/** or a European Health Insurance Card

At the latest 1 day before your visit at IRO:

- **Do the OLS test** (if applicable) – we will see your results in the system;
- Enter your **bank account data** in your USOSweb profile (see section 10 above).

### PLEASE NOTE:

If you have just completed the **last year of your BA studies** (first cycle) and you are going to study abroad during the winter term of your **first MA year** (second cycle), you need to submit:

**! a copy of the DECISION** issued by your **Dean's Office/ Students' Office**, stating that you have been enrolled for the second cycle of studies. No Erasmus funding may be granted for the period which started before the issue date of this decision.

If any of your exams at UW **remains outstanding** (e.g. if you failed an exam in the summer exam session, if the result is not yet known, or if you have 1 **conditional pass**) you need to submit:

**! a consent of your Erasmus Departmental Coordinator**, confirming that you are permitted to go on Erasmus exchange despite the outstanding exam (an email from the coordinator will be sufficient).

**If you have more than 1 conditional pass after the current academic year, your Erasmus exchange will be cancelled (only one conditional pass is allowed!).**

IRO UW will pay out your grant within 3 weeks from the day you sign the financial agreement and submit all the required documents.



# When abroad

## 1. When you arrive at the host university

Make sure you legalise your stay (e.g. at the immigration office or at the closest police station). Take your ID or your passport and a couple of photographs with you. You may be asked to submit additional documents (e.g. registration certificate, a certificate from UW stating your Erasmus student status, a copy of your insurance policy, etc.). You may also be asked for a proof of having sufficient financial means - each country determines an amount of money which is deemed sufficient for subsistence without the need to use social services - typically this amount corresponds to the social minimum in the given country.

## 2. If you have a problem abroad

Remember, you are not alone! If you have a serious problem contact:

- Erasmus Coordinators (Departmental and Institutional) at the host university;
- administrative staff at the international relations office at the host university;
- your Departmental Coordinator at the UW;
- your tutor/ 'buddy' from students' organization at the host university (e.g. Erasmus Student Network),
- staff members at the IRO UW.

You can receive **psychological assistance** offered by the **Centre for Psychological Help at UW**. For more information visit [www.cpp.uw.edu.pl](http://www.cpp.uw.edu.pl), phone +48 694-711-731, email [cpp@psych.uw.edu.pl](mailto:cpp@psych.uw.edu.pl), or Skype (CPP UW).



### 3. Confirmation of Arrival

If your Letter of Acceptance did not include the correct dates of your study period or if the dates of your stay turn out to be different (e.g. you registered at the university earlier or you are going to study longer), ask the host university to complete and sign a **Confirmation of Arrival** form (> dla studentów i doktorantów – studia 2019/20> formularze).

Send a scan of the signed Confirmation of Arrival to IRO.

IRO UW will then send you an **annex** to your financial agreement, with a correction of the dates of the study period and a new grant calculation (if applicable). If UW has sufficient funding, an additional amount of the grant will be calculated for the longer study period.

If, at a later stage of your mobility, the **actual dates** of your studies **change** and are different from the dates in the financial agreement (e.g. your exam session will be postponed) **email our IRO as soon as possible and state the correct dates**. If UW has sufficient funds, you will receive a grant for the additional days.

You can view your mobility period in your financial agreement in your USOSweb profile (*my mobilities> view> details*) as '**date of departure declared in the agreement**' and '**date of return declared in the agreement**'.

#### Details



Study program: <b>Law, 5 year Master's studies - M.A. (studies paid by students)</b>	Year of study: <b>4</b>
Study level: <b>Jednolite magisterskie</b>	Mode of study: <b>Niestacjonarne (wieczorowe)</b>
Leading language abroad: <b>English</b>	Language level: <b>B2</b>
Does student speak Polish: <b>Yes</b>	
Student is receiving following financial supports: <b>not available</b>	Is student receiving other financial support: <b>No</b>
Student is homeless or excluded from access to accommodation: <b>unknown</b>	Student is living in a household without any employed persons: <b>unknown</b>
Student is living in a household without any employed persons with dependent children: <b>unknown</b>	Student is living in a household with one adult and dependent children: <b>unknown</b>
Address for correspondence: (unknown)	Financial support from sending faculty/unit: <b>not available</b>
Is student applying for a severe disability supplement: <b>Yes</b>	Planned duration of student mobility: <b>Spring semester</b>
Proposed number of months with the Erasmus scholarship: <b>3.93</b>	Proposed number of months without the Erasmus scholarship: <b>0</b>
Date of departure declared in the grant agreement: <b>2018-04-03</b>	Date of return declared in the grant agreement: <b>2018-07-31</b> 

**PLEASE NOTE!** It will not be possible for IRO to grant you additional funds after the date of return declared in your grant agreement. According to the European Commission's guidelines, the decision to grant you additional money must be taken during your studies abroad – **before** the date of your return declared in the agreement.

## 4. Letter of Confirmation – in the last week of your studies abroad

In the last week of your studies abroad, remember to ask the Erasmus Office at the host University to sign your Letter of Confirmation. Then, send a scan of the document do the IRO UW and later, submit the original copy of the document to our office (before the deadline).

You can use the form used by the host university (if there is one) or the form available at our website: <http://bwz.uw.edu.pl/erasmus-kraje-programu> > dla studentów i doktorantów – studia 2019/20 > formularze > Letter of Confirmation

**PLEASE NOTE** Your Letter of Confirmation must **not** be signed earlier than **7 calendar days** before the end of your mobility stated in the document (e.g. if your study period will end on January 31<sup>st</sup>, the document may be signed on January 24<sup>th</sup> at the earliest). Forms signed too early will not be accepted.

**ATTENTION!** Your Letter of Confirmation must not contain any corrections, especially with respect to dates. If the person issuing the document makes a correction, ask for the particular correction to be stamped and signed (initialled), otherwise we will not be able to accept it.

Your Letter of Confirmation should be submitted/ emailed to IRO as soon as your study period is over.

## 5. Two-semester mobility

If you are nominated for a full academic year or you have been allowed to extend your stay, you will need to send us, among other documents, a **Confirmation of Attendance and Results** – a form which needs to be signed by the host university, confirming your attendance and the number of ECTS gained in the first semester.

The form will be available at:

[bwz.uw.edu.pl/erasmus-kraje-programu](http://bwz.uw.edu.pl/erasmus-kraje-programu) > dla studentów i doktorantów – studia 2019/20 > formularze > Confirmation of Attendance and Results

**If the number of ECTS you obtain in the first semester is unsatisfactory, your home department may demand that you come back to UW for the second semester of your studies.**

# After your mobility

## 1. Documents to be submitted to IRO UW

Visit our office as soon as you finish your studies abroad, not later than:

- **31<sup>st</sup> March 2020** if you are studying abroad in the first semester;
- **15<sup>th</sup> September 2020** if you are studying abroad in the second semester or during the whole academic year.

Submit the following documents to IRO:



**1. Letter of Confirmation** stating the exact dates of the beginning and the end of your study period. If you cannot visit us immediately after the end of your mobility, send **us a scan (not a photograph) of your Letter of Confirmation** first and submit the original copy immediately upon return.

**2.** the final version of **your e-LA During the Mobility** signed by the Erasmus Coordinator at the host university (if your final LA is different from your e-LA Before the Mobility);

**3. Transcript of Records** or other document proving your academic records at the host university – it will be sent by the host university to you or our office within a few weeks after the end of your mobility;

If you cannot visit our office immediately after you finish your mobility, **send us the documents listed above as scans (in pdf files)**.

Complete two documents online:

**4. Erasmus Participant report** - an obligatory survey; it will be sent to your email address on the last day of your mobility (or a few days later);

**5. 2<sup>nd</sup> OLS language test** - it will be sent to you in the middle of the month which you declared in your OLS profile as the last month of your mobility. Students whose first OLS test result was C2 will not receive a link to the second test.

### PLEASE NOTE!

You can submit all the documents gradually, one by one but make sure to submit your Letter of Confirmation as soon as you complete your studies.

Most likely, your **Transcript of Records** will be sent to you (or us) a few weeks after you finish your studies at the host university. Before your departure, confirm with the host university how it will be sent (a hard copy, a scan or whether you will be able to download it). If the host university is going to send a hard copy of your TR by regular post, find out what address it will be sent to (IRO UW, your faculty or your home address?).

### PLEASE NOTE

Once you submit the online survey (participant report), do the second OLS test (if applicable) and submit your Letter of Confirmation (with an annex – if required), **you will receive the final payment of the Erasmus grant.**



However, if you obtain unsatisfactory results at the host university: **≤ 9 ECTS per term and ≤ 18 ECTS per year, you will not be entitled to receive 10% of the actual grant for the whole mobility period.** You will also need to obtain the consent of the Erasmus Institutional Coordinator to keep 90% of the Erasmus grant - **submit a written explanation** why you obtained an insufficient number of points and how you are going to obtain the missing ECTS to complete the academic year 2019/20.

If you are a BA or MA level student and you obtain only 10-19 ECTS (in case of a one-semester mobility), or 19-39 (in case of a two-semester mobility), you will need to submit a written statement (signed by your home faculty coordinator) to IRO UW with information on how you are going to obtain sufficient ECTS to complete the academic year 2019/20.

## 2. Forms which will be available at IRO's website

<http://bwz.uw.edu.pl/erasmus-kraje-programu> > dla studentów i doktorantów – studia 2019/20 > formularze

- Resignation form
- Extension form (applications for extensions will be accepted from October 2018)
- Shortening of the mobility to one semester (for students who are nominated for a whole academic year)
- **Letter of Confirmation** (to be submitted after the mobility)
- Confirmation of Attendance and Results (for students who are going to study during the whole academic year)

# Checklist 2019/2020

## BEFORE THE MOBILITY

- registration at the host university
- Letter of Acceptance**
- e-Learning Agreement BEFORE the Mobility
- OLS first language test (if applicable)**
- Insurance/ European Health Insurance Card**
- bank account** for transfer of the scholarship  
*(in your USOSweb profile)*
- Visa *(if applicable)*

## DURING THE MOBILITY

- Confirmation of Arrival *(if the start or end date of the mobility is different from the date in the agreement)*
- e-LA DURING the Mobility** *(if you have made changes to your LA)*
- Letter of Confirmation**
- Confirmation of Attendance and Results *(to be submitted after the first semester by students who are going to stay during the whole academic year)*

## BEFORE LEAVING THE HOST UNIVERSITY

- Letter of Confirmation**

## AFTER THE MOBILITY

- Transcript of Records
- Participant report – an online survey
- OLS final language assessment *(if applicable)*
- Learning Agreement AFTER the Mobility *(to be printed by IRO after you submit your documents to your students' office)*