

CHECK LIST ERASMUS+ FOR STUDIES

BEFORE DEPARTURE

1. I accepted or rejected the destination assigned to me on ESSE3
2. I filled out my personal details document and sent it to UNIUD International Office
3. I added or updated my bank details on ESSE3
4. I sent my (not mandatory) scanned ISEE declaration in pdf format to silvia.corrado@uniud.it
5. I printed out the ARRIVAL CERTIFICATE that I will bring with me abroad
6. I printed out the ATTENDANCE CERTIFICATE that I will bring with me abroad
7. I filled out the ERASMUS APPLICATION FORM and sent it to the foreign university before the deadline
8. I applied for an ACCOMMODATION
9. I began to fill in my LEARNING AGREEMENT (L.A.) online on ESSE3
10. I made sure that my L.A. got digitally approved on ESSE3 by Uniud (and its status is **APPROVATO INTERNAMENTE**)
11. I made sure that the LA got approved by the hosting institution too and its status is no longer APPROVATO INTERNAMENTE but it's **APPROVATO** (this phase could occur after arriving at the destination)
12. I filled out and signed and the ERASMUS+ CONTRACT and sent it to silvia.corrado@uniud.it
13. I did the initial OLS test (online language support, not mandatory)

AFTER THE ARRIVAL

14. I went to the Receiving University's International Office and I had the ARRIVAL CERTIFICATE filled out and signed
15. I sent the ARRIVAL CERTIFICATE to UNIUD (silvia.corrado@uniud.it)
16. I made sure that my LA **got approved on ESSE by the hosting institution** and its status is no longer APPROVATO INTERNAMENTE but it's **APPROVATO** (otherwise I send a reminder to the hosting institution)
17. I had my ATTENDANCE CERTIFICATE signed before coming back home and sent it to silvia.corrado@uniud.it

AFTER THE MOBILITY

18. I sent my ATTENDANCE CERTIFICATE to UNIUD International Office and I kept a **copy** for myself
19. I took the final OLS TEST (not mandatory)
20. I filled out the ERASMUS SURVEY (mandatory)
21. In order to have my exams recognized (RECOGNITION OUTCOMES) I uploaded on ESSE3 my TRANSCRIPT OF RECORDS (ToR), the official LEARNING AGREEMENT signed by me and the receiving university, the ATTENDANCE CERTIFICATE and, if applicable, the FINAL REPORT for THESIS RESEARCH, so that the Erasmus Agreement Coordinator and the Erasmus delegate can complete the ESSE3 procedure (I check the recognition procedure on ESSE3. If it's not complete I contact my Uniud coordinators and eventually the Segreteria Didattica).