

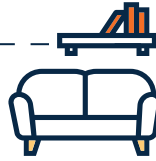


1



**Check the application deadlines,**  
application process and required  
application documents

2



Check the information  
on **accommodation**

3



**Check the academic offer**  
of the receiving university

4



**Log into OLA system**  
and **complete your OLA**  
in consultancy with  
the Vice-Dean (**check the guide**  
"Creating your OLA")

5



After receiving your  
**Letter of Acceptance**  
from the receiving university  
send it to the International  
Relations

6



**Download your OLA** with all  
required signatures and send it  
to the International Relations

7



**Apply for EHIC** – European Health  
Insurance Card (if applicable)

8



**Take out a private insurance**  
**policy** covering accidents,  
medical transport  
and costs of repatriation

9



Complete the form with  
**the bank account details**  
(from the International  
Relations website)

10



Come to the International  
Relations and sign  
**the scholarship agreement**

11



Wait for the transfer with **85%**  
**of the total amount of**  
**the scholarship**

12



Go for your Erasmus, study  
and have fun!

13



**Changes to your Online Learning Agreement?** Fill in the second part of OLA "**Changes to OLA**" (check the guide "Making changes to OLA"). Download the document with all signatures and send it to the International Relations within 4 weeks from the start of the semester

14



**Participate regularly**  
**in the classes,**  
do the assignments and take  
the exams

15



Get from your host university  
**all documents required**  
after your mobility



16



**Provide**

the International Relations with:

- OLA
- Certificate of Stay – confirming the exact dates of your stay (template also available on the International Relations website)
- Transcript of Records

17



**Complete and submit**  
online EU Survey

18



Wait for the International Relations to send to the Dean's office your OLA, Certificate of Stay and Transcript of Records

19



Wait for the transfer with **15% of the total amount of the scholarship**



## Additional Information!

- **Vice-Dean of the School of Undergraduate and Graduate Studies** – Anna Kuzior, Ph.D.
- **International Relations** – International Relations office
- **Receiving university** – a foreign university you were qualified for within the Erasmus+ program