

**ERASMUS+ CHECKLIST**

Over the next few months, you will be finalising all the arrangements for your Erasmus study placement. Please use the checklist below to ensure that all the necessary arrangements have been taken care of.

The checklist below refers to the Erasmus forms to be submitted to UL. All Erasmus documents required by UL must be uploaded to the [UL Erasmus](https://apps.powerapps.com/play/39604618-a99e-4988-a96e-3c8f4ea07fc5?tenantId=0084b924-3ab4-4116-9251-9939f695e54c&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)) power app.

**DATES FOR YOUR CALENDAR**

To help you keep track of due dates, fill out the table below with the specific dates that apply to your host university.

|  |  |
| --- | --- |
| **Process/Task** | **Date/Deadline** |
| Application period to apply to the host university |  |
| Application period to apply for a room in university residence (if applicable) |  |
| Submission of provisional Learning Agreement to UL | 31 July 2022 |
| Register online on the UL portal (week 0) | 29 Aug - 2 Sept 2022 |
| Submission of Acknowledgement of Responsibility form | 30 Sept 2022 |
| Orientation programme at host university (generally mandatory) |  |
| Semester start date at host university |  |
| Submission of finalised Learning Agreement, i.e. semester start date + 2-4 weeks |  |
| Semester end date at host university |  |
| Submission of EU Participant survey (EU questionnaire), i.e. semester end date + max. 1 month |  |
| Submission of Erasmus report (narrative on experience), i.e. semester end date + max. 1 month |  |
| Publication of official results (Transcript of Records) at host university |  |

**CHECKLIST**

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| --- | --- |
| **Approx. 6-3 months prior to ERASMUS placement** | Complete |
| Ensure that your passport is valid until the end of the mobility period. If not, apply for a new passport at least three months before the host university’s application deadline (see host university’s fact sheet). Consider getting a passport card as well. | 🞏 |
| Obtain a European Health Insurance Card (EHIC) for emergency medical cover. If you already have one, check that it is valid until the end of the mobility period. If not, apply online (([www.ehic.ie/](http://www.ehic.ie/)) to renew the card. | 🞏 |
| Obtain an official transcript of records from Academic Registry in case this is required by the host University. | 🞏 |
| Scan UL transcript of records, passport, EHIC and some ID photos and save all documents on a USB key, personal email or online storage. | 🞏 |
| Complete and submit all application documents to the host institution within the specified deadline(s). Instructions are usually sent via email or available on the host university’s website. Check the host university’s fact sheet for more information. | 🞏 |
| Apply to the host institution for accommodation if applicable or make arrangements for private accommodation. | 🞏 |
| Select provisional modules at the host institution and fill out the Learning Agreement. Get the form approved and signed by the UL Erasmus Academic Coordinator, submit it to the host institution and upload a copy to the [Erasmus power app](https://apps.powerapps.com/play/39604618-a99e-4988-a96e-3c8f4ea07fc5?tenantId=0084b924-3ab4-4116-9251-9939f695e54c&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)). | 🞏 |
| **Approx. 3-1 month prior to ERASMUS placement** | Complete |
| Arrange travel insurance and/or private health insurance (recommended). NB: Many providers require that the insured person reside in Ireland for at least three months prior to going abroad. | 🞏 |
| Finalise accommodation arrangements (pay deposit, confirm arrival date, etc.). | 🞏 |
| Make necessary travel arrangements, i.e. book flights, train tickets, know your itinerary, inform host university of time of arrival, etc. | 🞏 |
| Take the OLS language assessment (compulsory if the main language of instruction at the host university is French, German or Spanish; voluntary if the language of instruction at the host university is English). | 🞏 |
| Register with the Department of Foreign Affairs and add *In Case of Emergency* (ICE) contacts to your phone’s Lock screen. | 🞏 |
| **Approx. 1-2 weeks into ERASMUS placement** | Complete |
| Register at on the UL portal when instructed by Academic Registry. In Week 0 (check UL calendar), you will receive a reminder from UL to register for the semester. Although you are on Erasmus, you must complete this task. | 🞏 |
| Complete and sign the UL Acknowledgement of Responsibility form and upload it to the [Erasmus power app](https://apps.powerapps.com/play/39604618-a99e-4988-a96e-3c8f4ea07fc5?tenantId=0084b924-3ab4-4116-9251-9939f695e54c&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)) by 30th September (Autumn) / 31st January (Spring). | 🞏 |
| Keep and scan your boarding pass. Get the Confirmation of Attendance (Arrival section) signed and stamped at the host institution and upload it to the [Erasmus power app](https://apps.powerapps.com/play/39604618-a99e-4988-a96e-3c8f4ea07fc5?tenantId=0084b924-3ab4-4116-9251-9939f695e54c&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)). | 🞏 |
| Once the Confirmation of Attendance has been submitted, the Erasmus team will email the Erasmus Grant Agreement to the student. Fill out and sign the Erasmus Grant Agreement and upload it to the [Erasmus power app](https://apps.powerapps.com/play/39604618-a99e-4988-a96e-3c8f4ea07fc5?tenantId=0084b924-3ab4-4116-9251-9939f695e54c&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)). | 🞏 |
| Within the first 2-3 weeks, finalise your module choices at the host university, email your Learning agreement to the UL coordinator for approval and upload the complete Learning Agreement (page 1 + Section A + Section B, all fully signed) to the [Erasmus power app](https://apps.powerapps.com/play/39604618-a99e-4988-a96e-3c8f4ea07fc5?tenantId=0084b924-3ab4-4116-9251-9939f695e54c&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)). | 🞏 |
| **Approx. 1-2 weeks before departure from Host University** | Complete |
| If applicable, make appointment with accommodation staff to get your room checked. | 🞏 |
| Get the Confirmation of Attendance (Departure section) signed and stamped at the host institution and upload it to the [Erasmus power app](https://apps.powerapps.com/play/39604618-a99e-4988-a96e-3c8f4ea07fc5?tenantId=0084b924-3ab4-4116-9251-9939f695e54c&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)).  Keep and scan your boarding pass. | 🞏 |
| For those who completed the initial OLS language assessment prior to the mobility period, take the OLS language test again. | 🞏 |
| **Approx. 1-2 months after ERASMUS placement** | Complete |
| Complete and submit the online Erasmus participant’s survey to the European Commission (link will be sent by the EU commission via email). | 🞏 |
| Write a narrative report on your Erasmus experience and upload it to the [Erasmus power app](https://apps.powerapps.com/play/39604618-a99e-4988-a96e-3c8f4ea07fc5?tenantId=0084b924-3ab4-4116-9251-9939f695e54c&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)). | 🞏 |
| Upload your official Erasmus Transcript of Records (Erasmus results) to the [Erasmus power app](https://apps.powerapps.com/play/39604618-a99e-4988-a96e-3c8f4ea07fc5?tenantId=0084b924-3ab4-4116-9251-9939f695e54c&source=portal&screenColor=rgba(0%2C%20138%2C%200%2C%201)) as soon as you receive it from the host institution so that your Erasmus results may be processed. | 🞏 |