



Dear Student,

Congratulations! You have been accepted to undertake an Erasmus+ mobility.

To help you, please find the below checklist of all the forms and documents which you will need to fill in, have signed by the relevant parties and submitted to the International Office. It is recommended that you submit the pre-departure documents 40 days prior to your departure so that the beneficiary grant agreement and subsequent Erasmus+ grant are received by the start of your mobility. Kindly send these documents via e-mail on [erasmus@um.edu.mt](mailto:erasmus@um.edu.mt). The documents required after the end of your mobility are to be submitted within 30 days, also via e-mail. The transcript of results (when applicable) is to be submitted within 5-6 weeks.

Good luck!

### **Checklist**

#### **Prior to your Erasmus+ mobility**

- Acceptance Letter (indicating the exact start and end dates)
- Financial Identification Form
- Programme of Studies (when applicable)
- Online Learning Agreement for Studies / Learning Agreement for Traineeship
- Resit Clearance Form
- Copy of Travel Insurance
- Departure Flight Ticket (for review only)

#### **During your Erasmus+ mobility**

- The 'during the mobility' sections of both the Programme of Studies and the Online Learning Agreement (in case of changes to the initially approved 'before the mobility' sections)

#### **After your Erasmus+ mobility**

- Certificate of attendance (confirming the completion of the mobility period, indicating the actual start and end dates)
- Online participant survey
- Transcript of results (when applicable)

**NB: Please note that an Erasmus+ mobility can only be confirmed once the (i) acceptance letter from the host university is issued, (ii) the programme of studies is approved by your UM's Head of Department(s)/Academic Coordinator(s) (where applicable) and, (iii) both the home faculty and the host university have fully approved your learning agreement.**