**Before filling in the application I should:**

* Find a foreign university and read some reviews □
* Check the courses offered by the university □
* Do the offered courses fit into my study plan? □
* Fill in the application for the Selection Procedure □
* Application -> administered at the faculty □

**After nomination by the faculty:**

* I will submit my application to the hosting institution □
* I will receive an Acceptance Letter from the foreign university containing the date of beginning and end of the semester □
* I will draft a Learning Agreement based on the BUT form or a formally identical form □
* I will have the LA signed by all relevant parties (me, my faculty, the foreign university) □
* **I will make sure to be enrolled in the academic year for the time period in which I am to study abroad** (this is particularly important in **summer months** – in that case, I need to apply for early enrolment!) □
* I will arrange for an individual study plan at my faculty (this is needed for recognition of courses) □

After finishing the above steps, go to **the Foreign Relations Department (FRD)** where you will execute **the Participation Agreement – you cannot leave without it!**

**I will bring with me to the Foreign Relations Department of the Rectorate the following documents:**

* **Copy of the Learning Agreement** signed by all relevant parties (me, my faculty, the foreign university) □
* **Acceptance Letter** indicating the term of the stay □
* **Bank account details that I entered into Studis** (account in EUR kept by Komerční Banka, accounts in CZK may be kept by other banks as well) □

**Before leaving:**

* Sign the Participation Agreement + the Annex on Financing at the FRD of the Rectorate □
* Fill in the OLS test (if I have not received the link to the test via e-mail I need to call the Rectorate) □

**While abroad – all within 30 days after arrival**

* Send the certificate of Acceptance to the university back to my faculty □
* **Making changes to the LA?** In that case, it is necessary to have the changes confirmed by the university and subsequently by my faculty; only then can I send the LA to the Rectorate □

(If I make any changes during the semester, I will send the changed LA to the FRD as soon as I have the changes approved by signature of the relevant person) □

* **Not making any changes to the LA?** I will sent an e-mail to the Rectorate confirming that I am not changing the LA □

**Before returning:**

* I will ask for the Confirmation of Erasmus+ Study Period at the foreign university; it should contain an original signature and stamp □

**After returning:**

* I must take the second OLS test **within 15 days** after my arrival □
* I must fill in the EU Survey **within 15 days** after my arrival □
* I must fill in the BUT questionnaire when I receive it □
* **Within 15 days after the end of my Erasmus stay** – I must submit the **original counterpart** of the Confirmation of Erasmus+ Study Period to the Rectorate □
* I have submitted the copy of the Confirmation of Erasmus+ Study Period to the faculty □
* **Within 45 days after the end of my Erasmus stay** – I must submit the **original counterpart** of the Transcript of Records to the faculty □
* **Within 45 days after the end of my Erasmus stay** – I must submit a copy of the Transcript of Records to the Rectorate (submission by e-mail is sufficient) □
* **I have filed an application for recognition of courses at my faculty** □

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