1) NOMINATION AND APPLICATION
- Student is nominated to the partner uni by the International Office (OZS).
- Student submits an application according to the partner uni instructions.

2) ONLINE LANGUAGE TEST + ONLINE LEARNING AGREEMENT
- Student passes online language test (OLS).
- Student completes Online Learning Agreement (OLA), i.e. a form with courses s/he wants to study, and uploads the signed OLA into the InSIS checklist.

3) ACCEPTANCE LETTER
- Student receives a confirmation of admission.
- Student uploads a copy of the acceptance letter/e-mail into the InSIS checklist.

4) EMERGENCY CONTACT
- Student fills in the emergency contact details.

5) GRANT AGREEMENT
- Prepared by OZS after student fulfilled the steps above.
- Usually signed in person at OZS.

6) FINANCE
- Scholarship is paid in EUR as a single payment to an EU bank account after signing the Grant Agreement.
- Bank account details have to be filled in InSIS.

7) PRACTICAL INFORMATION
- Visa and insurance are student’s responsibility.
- Student makes her/his accommodation arrangements on her/his own.

For useful tips and more information check the students’ reports in InSIS.