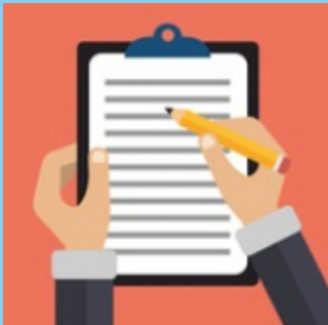


BEFORE MOBILITY

OVERSEAS + SWITZERLAND

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) LEARNING AGREEMENT

- Student completes Learning Agreement (LA), i.e. a form with courses s/he wants to study, and uploads the fully approved LA into the InSIS checklist.



3) ACCEPTANCE LETTER



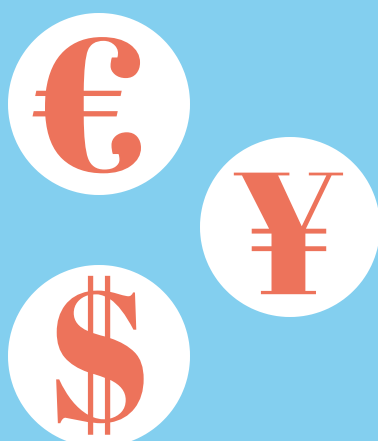
- Student receives a confirmation of admission.
- Student uploads a copy of the acceptance letter/e-mail into the InSIS checklist.

4) EMERGENCY CONTACT & FLIGHT TICKET

- Student fills in the emergency contact details.
- Student uploads a copy of his/her flight ticket with the basic flight information



5) FINANCE



- Bank account details have to be filled in InSIS.
- Overseas - student receives a grant automatically.
- Switzerland: student applies for the SEMP scholarship according to the partner uni instructions.

6) 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.