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Checklist

Before the mobility

What to do next?	What to do?	Deadline	Who needs the information?	Where can I find the document or more information?	Done
Application for a semester abroad	Identify the program and establish communication between University, faculty or program				<input type="checkbox"/>
Advise and support	Contact the program coordinator for advice and support for the application				<input type="checkbox"/>
Language Requirements	Make sure that you fulfil the language requirements of the host university				<input type="checkbox"/>
Application for funding the mobility	Check possible application for funding the mobility exchange				<input type="checkbox"/>
Intercultural Preparation	Prepare yourself for the semester abroad with the help of intercultural preparation programs at your home university.				<input type="checkbox"/>
Information about Journey, Country, Visa, Insurance, Medication	Inform yourself about the country of your host university, insurance, visa, and the journey.				<input type="checkbox"/>

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During the mobility

What to do next?	What to do?	Deadline	Who needs the information?	Where can I find the document or more information?	Done
Accommodation	Check if your host university has an Accommodation Office. They might help you finding an accommodation.				<input type="checkbox"/>
Orientation Week	Make sure that you do not miss the orientation week of your host university.				<input type="checkbox"/>
Registration	At the begin of your semester aboard you have to register yourself at different administrations (City Hall, ...)				<input type="checkbox"/>
University ID Card	Do not forget to collect your university ID card.				<input type="checkbox"/>
Bank account	Inform yourself how you can be financial solvent and if you need to open a bank account in the partner country				<input type="checkbox"/>
Important regular Information	Inform yourself about different institutions and systems like bank, emergency number, medical centre				<input type="checkbox"/>
Exchange Buddy Service	Inform yourself about Exchange Buddy Services at the host university.				<input type="checkbox"/>
Mobility coordination follow up	Inform your home university about your progress of mobility.				<input type="checkbox"/>

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After the mobility

What to do next?	What to do?	Deadline	Who needs the information?	Where can I find the document or more information?	Done
Selling stuff	Students might want to sell the stuff which they collected during their semester abroad and do not want to take home (bike, clothes, ...)				<input type="checkbox"/>
Credit Recognition	After your semester abroad you get a transcript of records of your host university. With the help of the transcript you are able to recognize the achieved credits of your semester abroad.				<input type="checkbox"/>
Report	Do not forget to let administrations and bank know that you leave the country.				<input type="checkbox"/>
Alumni and Student Feedback	As an Alumni you can engage students to apply for a semester abroad.				<input type="checkbox"/>
Exchange Buddy Service	After your stay abroad you might want to engage at different services at your home university. The Exchange Buddy Service perfect opportunity to do so.				<input type="checkbox"/>
Sharing Experience	After your semester abroad you might want to share your experiences with other students at your university to encourage them for a semester abroad.				<input type="checkbox"/>