

MY



CHECKLIST

Compulsory documents

1

Before leaving

- ☐ I make sure all formalities for entering and staying in the host country (student visa) are done.
- ☐ I subscribe to a supplementary health, travel and repatriation insurance.
- ☐ Luxembourgish students should register their mobility at [MAEE](#) for safety reasons.

2

Upon arrival at the host university

- ☐ **Certificate of arrival*** I make sure that it is dully completed, signed and stamped by host university.
- ☐ I send a copy of my **learning agreement*** dully completed, signed and stamped by the host university (format PDF) to the faculty point of contact. Then I upload the certificate (format PDF) on the [GEP Mobility Portal](#).

3

Within the month of arrival at the host university

- ☐ If courses or ECTS have changed, I must update my **learning agreement**.

I fill the page « **changes** » of the learning agreement in, I sign and have validated first by the host university (min. 30 ECTS), and then send it for final validation to my point of contact (above contacts).

- **Student from the Faculty of Science, Technology and Medicine (FSTM)** : FSTM.studentmobility@uni.lu
- **Student from the Faculty of Law, Economics and Finance (FDEF)** : stephanie.anderson@uni.lu
- **Student from the Faculty of Humanities, Education and Social Sciences (FHSE)** : nathalie.charpentier@uni.lu



In the case of a mobility fund grant, I check that my bank details, as indicated on my mobility contract, are entered on the **[guichet étudiant](#)**.

Global Exchange Programme



I regularly check my unilu mailbox owa.uni.lu

4

Upon leaving the host university

- ☐ **Certificate of departure*** I make sure that it is dully completed, signed and stamped by host university.
- ☐ I upload the certificate (format PDF) on the [GEP Mobility Portal](#).
- ☐ I complete the mobility report on line. An invitation should be received via email.

5

Upon my return

- ☐ **Original transcript of grades*** for the validation of ECTS received during the mobility, the document should be sent to:

FSTM : Fabiana Sorcinelli (MSA 6th floor)
 FDEF: Stephanie Anderson (MSA 6th floor)
 FHSE : Nathalie Charpentier (MSA 6th floor)

*an electronic version is only accepted if it is sent directly from the host university to the faculty contact person mentioned above. If transmitted by the student, the document should be protected and certified.

* Documents downloadable on <https://www.uni.lu/en/mobility/outgoing-student-mobility/global-exchange-programme/global-exchange-practical-information/>

Keep a copy of all my Mobility documents.

Contact : Mobility Outgoing office – bri.outgoing@uni.lu