

# MY CHECKLIST

Compulsory documents

## Free Mover - Swiss-European Mobility Programme (SEMP)



### Before leaving

#### In Europe

- Check your **European health insurance card** (*Sécurité Sociale - CNS*) is valid for the **whole abroad stay**

#### Outside Europe or non-European

- Have all formalities for entering and staying in the host country (student visa)
- Subscribe to a supplementary health, travel and repatriation insurance
- Luxembourger students for safety reason, should register their mobility at [MAEE](#)
- I download the App **International SOS assistance** (this is not an health insurance!) I follow the instructions received via email.



### Within the month of arrival at the host university

- Send a copy of the **learning agreement\*** fully completed, signed and stamped by the host university (format PDF)

Student from the **Faculty of Science,**

- **Technology and Medicine (FSTM) :**  
[FSTM.studentmobility@uni.lu](mailto:FSTM.studentmobility@uni.lu)

Student from the **Faculty of Law, Economics and Finance (FDEF):**

- [stephanie.anderson@uni.lu](mailto:stephanie.anderson@uni.lu)

Student from the **Faculty of Humanities, Education and Social Sciences (FHSE) :**

- [nathalie.charpentier@uni.lu](mailto:nathalie.charpentier@uni.lu)

\*If courses or ECTS have changed, update the learning agreement

- Go to the part « **changes** » in the learning agreement, sign it and host university validate (min. 30 ECTS). Then send it for final validation to the above academic contacts.



Check  
regularly  
[owa.uni.lu](http://owa.uni.lu)



### On leaving the host university

- **Certificate of attendance\*** dully completed, signed and stamped by host university
- Upload the above document (format PDF) via **Mobility Portal**
- Complete the mobility report online (invitation received in the student unilu email inbox) Mobility Grant, check that the bank details on the mobility contrat, sare registered onto the **Student guichet**.



If all the necessary documents have been provided payment of the full amount within a minimum of 4 weeks after submitting.



### Upon returning from mobility

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

FSTM : Fabiana Sorcinelli (MSA 6ème ét.)

FDEF: Stephanie Anderson (MSA 6ème ét.)

FHSE : Nathalie Charpentier (MSA 6ème ét.)

\*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 téléchargeables sur <https://www.uni.lu/en/mobility/outgoing-student-mobility/erasmus>

Keep a copy of all mobility documents