

# MY CHECKLIST




Funded by the  
Erasmus+ Programme  
of the European Union

**uni.lu**  
UNIVERSITÉ DU  
LUXEMBOURG

## Compulsory steps


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### Before leaving

- ☐ Is my European health insurance card valid for the **whole mobility period**? 
- ☐ I download the App **International SOS assistance**. (this is not an health insurance!) I follow the instructions received via email.
- ☐ Luxembourgish students: for safety reason, I report my trip to the [MAEE](#)

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### Arriving at the host university

- ☐ I make sure my **certificate of arrival**<sup>1</sup> is completed, signed and stamped by the host university.
- ☐ I then upload a PDF copy of the above certificate onto the [Erasmus+ mobility portal](#)
-  If I have the Erasmus+ grant, I make sure my bank details indicated on my mobility contract, match the information on my [guichet étudiant](#)

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### Within the month of arrival

- ☐ If there are any changes in courses or the **ECTS**: I must update my learning agreement following the instructions provided on [Tutorial Online Learning Agreement](#)<sup>2</sup> received by email

<sup>2</sup>If my host university doesn't use the online form (OLA), I complete the form « [during the mobility](#) » of the learning agreement (format Word), I sign it, I have it validated by my host university (min. 30 ECTS), then I send it back to for validation:

FSTM: [fstm.studentmobility@uni.lu](mailto:fstm.studentmobility@uni.lu)

FDEF: **Stephanie Anderson** [stephanie.anderson@uni.lu](mailto:stephanie.anderson@uni.lu)

FHSE: **Nathalie Charpentier** [nathalie.charpentier@uni.lu](mailto:nathalie.charpentier@uni.lu)


## ERASMUS +



I regularly check my  
unilu mailbox  
[@student.uni.lu](mailto:@student.uni.lu)

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### On leaving the host university

- ☐ I make sure the **certificate of end of stay**<sup>1</sup> is completed, signed and stamped by the host university.
- ☐ I upload a PDF copy of the above document via the [Erasmus+ mobility portal](#)
- ☐ I upload a PDF copy of my learning agreement and of the modifications (if any) signed by all parties, via [Erasmus+ mobility portal](#)
- ☐ I complete my online mobility report (invitation received in my Unilu student inbox)- no document required
-  If I have the Erasmus+ grant AND if 2 to 4 are ticked, I will receive the 2<sup>nd</sup> payment (the remaining amount will be calculated) within around 4 weeks after submitting the certificate of end of stay

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### Upon returning from mobility

- ☐ I provide my **original transcript of records from the host university**<sup>3</sup> to my academic contact in order to validate my ECTS:

FSTM : FSTM students mobility (MSA 6ème ét.)

FDEF: Stephanie Anderson (MSA 6ème ét.)

FHSE : Nathalie Charpentier (MSA 6ème ét.)

<sup>3</sup>an electronic version will only be accepted if host university sends it directly to the academic contact. If not, it will need to be a certified and protected copy.

<sup>1</sup>Download documents sur <https://www.uni.lu/en/mobility/outgoing-student-mobility/>

Erasmus Keep a copy of all my documents

Mobility Contact : BRI Outgoing – [bri.outgoing@uni.lu](mailto:bri.outgoing@uni.lu)