



ERASMUS+ CHECKLIST

Over the next few months, you will be finalising all the arrangements for your Erasmus study placement. Please use the checklist below to ensure that all the necessary arrangements have been taken care of.

The checklist below refers to the Erasmus forms to be submitted to UL. All Erasmus forms, with the exception of the Erasmus Grant Agreement, are available under the Erasmus section of the IED website (<http://www.ul.ie/international/>).

6-3 months prior to ERASMUS placement	Complete
Ensure that your passport is valid until the end of the mobility period. If not, apply for a new passport at least three months before the host university's application deadline (see host university's fact sheet).	<input type="checkbox"/>
Obtain a European Health Insurance Card (EHIC) for emergency medical cover (www.ehic.ie/). If you already have one, check that it is valid until the end of the mobility period. If not, contact the HSE to renew the EHIC card.	<input type="checkbox"/>
Obtain an official transcript of records from Student Academic Administration (SAA) in case this is required by the host University.	<input type="checkbox"/>
Scan UL transcript of records, passport, EHIC and some ID photos and save all documents on a USB key, personal email or online storage.	<input type="checkbox"/>
Complete and submit all application documents to the host institution within the specified deadline(s). Instructions are usually sent via email or available on the host university's website.	<input type="checkbox"/>
Apply to the host institution for accommodation or make arrangements for private accommodation.	<input type="checkbox"/>
Select provisional modules at the host institution and fill out the Learning Agreement. Get the form approved and signed by the UL ERASMUS Academic Coordinator, submit it to the host institution and send a copy to IED.	<input type="checkbox"/>
3-1 month prior to ERASMUS placement	Complete
Arrange travel insurance and/or private health insurance (recommended). NB: Many providers require that the insured person reside in Ireland for at least three months prior to going abroad.	<input type="checkbox"/>
Finalise accommodation arrangements (pay deposit, confirm arrival date, etc.).	<input type="checkbox"/>

Make necessary travel arrangements, i.e. book flights, train tickets, know your itinerary, inform host university of time of arrival, etc.	<input type="checkbox"/>
Take the OLS language assessment (compulsory if the main language of instruction at the host university is French, German or Spanish; voluntary if the language of instruction at the host university is English). NB: No OLS for students studying in the UK.	<input type="checkbox"/>
If required, bring a copy of your birth certificate, translated into French if you are going to France.	<input type="checkbox"/>
Register with the Department of Foreign Affairs and add <i>In Case of Emergency</i> (ICE) contacts to your phone's Lock screen.	<input type="checkbox"/>
1-2 Weeks into ERASMUS placement	Complete
Register at UL. In Week 1 (as per UL calendar), you will receive a reminder from UL to register for the semester. Although you are on Erasmus, you must complete this task.	<input type="checkbox"/>
Get the Confirmation of Studies (Arrival section) signed and stamped at the host institution and upload it to the IED SharePoint site.	<input type="checkbox"/>
Once the Confirmation of Studies has been submitted, IED will email the Erasmus Grant Agreement to the student. Fill out and sign the Erasmus Grant Agreement and post it back to IED (International Education Division, University of Limerick, Plassey Park Road, Castletroy, Co. Limerick, V94 T9PX, Ireland)	<input type="checkbox"/>
Finalise your module choices at the host university and upload the complete Learning Agreement to the IED SharePoint site.	<input type="checkbox"/>
1-2 Weeks before departure from Host University	Complete
Get the Confirmation of Studies (Departure section) signed and stamped at the host institution and upload it to the IED SharePoint site.	<input type="checkbox"/>
For those who completed the initial OLS language assessment prior to the mobility period, take the OLS language test again.	<input type="checkbox"/>
1-2 months after ERASMUS placement	Complete
Complete and submit the online Erasmus survey to the European Commission (link will be sent by the EU commission via email).	<input type="checkbox"/>
Write a report on your Erasmus experience and upload it to the IED SharePoint site.	<input type="checkbox"/>
Submit an official Academic Transcript of Records (Erasmus results) to IED as soon as you receive it from the host institution so that your Erasmus results may be evaluated.	<input type="checkbox"/>