

BEFORE YOUR STUDY ABROAD (within Europe)		FINAL DEADLINE
<input type="checkbox"/> Registration at host institution		Respect deadlines: follow instructions HEI, normally received by E-mail or contact Ms. Erika Vandersmissen for details
<input type="checkbox"/> Grant application		30 April
<input type="checkbox"/> 'Learning Agreement for Study (LA)' in the 'Exchange Portal' (signed by student, faculty coordinator and partner institution!) <input type="checkbox"/> Online language test (OLS) (Erasmus +) <input type="checkbox"/> Grant Agreement (GA)		At least 1 month before departure
<input type="checkbox"/> Faculty-specific documents		Respect deadlines: follow instructions faculty / programme
<input type="checkbox"/> Practical arrangements: insurance, transportation, student room		
DURING YOUR STUDY (within Europe)		TIMING & DEADLINES
<input type="checkbox"/> If necessary, the LA/study programme can be changed once		Within 1 month after <u>start date</u>
<input type="checkbox"/> End of stay: "statement of home institution" filled out and signed by the partner institution		Last day of the study
Extra: <ul style="list-style-type: none"> <li><input type="checkbox"/> Residence permit?</li> <li><input type="checkbox"/> Faculty administration if applicable</li> <li><input type="checkbox"/> Regularly check your Hasselt University mailbox</li> <li><input type="checkbox"/> Stay in contact with the faculty coordinator or internal supervisor (especially in case of changes or problems)</li> <li><input type="checkbox"/> Send photos, videos, testimonials to Hasselt University</li> <li><input type="checkbox"/> .....</li> </ul>		
AFTER YOUR STUDY (within Europe)		TIMING & DEADLINES
<input type="checkbox"/> Upload the 'statement of home institution' in the 'Exchange Portal' <input type="checkbox"/> <i>Erasmus just over the border</i> : upload your rental contract in the 'Exchange Portal' <input type="checkbox"/> <i>Erasmus+ Study</i> : Upload the 'Transcript of Records' (TOR) in the 'Exchange Portal' or send it to ms. Erika Vandersmissen (sometimes delivered directly to Hasselt University by host institution) <input type="checkbox"/> Fill out the online survey Erasmus+ <input type="checkbox"/> Share your testimony via the 'Exchange Portal' <input type="checkbox"/> Upload the certificate of the language test/language course + proof of payment in the 'Exchange Portal' (if applicable)		As soon as possible after return (max. 3 weeks)
<input type="checkbox"/> Payment final part of the scholarship (30%)		If all documents are arranged
<input type="checkbox"/> Conversion of results/points by Hasselt University		At deliberation of the next examination period
<input type="checkbox"/> Faculty administration if applicable		Respect deadlines: follow instructions faculty / programme