

Erasmus+ long-term exchange studies checklist

	TASK	ADDITIONAL INFORMATION	WHERE / TO WHOM	WHEN
<input type="checkbox"/>	1 Learn about possible exchange destinations and get in touch with your Erasmus+ Departmental Coordinator and Study Counsellor to discuss your possibilities of studying abroad	https://www.tlu.ee/en/where-go Departmental Erasmus+ Coordinators Tallinn University (tlu.ee) Study Counsellors Tallinn University (tlu.ee)		Before applying
<input type="checkbox"/>	2 Submit your application through SoleMove's online application system during the application period Attach the following supporting documents: (1) Proof of Language Proficiency, (2) (Digitally) Signed Preliminary Learning Agreement with the list of TLU courses which will be replaced by the courses taken at the host university, (3) Motivation letter	https://www.tlu.ee/en/application-process#long-term-mobility	Electronically	Main round: February of every ac. year (15.02–01.03) Additional round: September of every ac. year (15.09–25.09)
<input type="checkbox"/>	3 Wait for an approval decision of going abroad	The Senior Specialist for International Studies will inform you about the next steps	You will be notified about the results via SoleMove	No later than 2 weeks after the end of application period
<input type="checkbox"/>	4 Confirm your decision to study abroad in SoleMove and wait for information from the host university	If the host university has not contacted you in several months, please contact TLU Senior Specialist for International Studies (Nele Dobrõš Tallinn University (tlu.ee))		Confirm your decision to study abroad within 3 days after the notification of approval decision
<input type="checkbox"/>	5 Submit documents to the host university	Consult your host university's website. In most cases, the host university will send information to your e-mail address	To host university	After being nominated, to the deadline set by the host university
<input type="checkbox"/>	6 Admission letter from host university and a learning agreement signed by 3 parties	Your host university emails the admission information. The learning agreement is signed in SoleMove https://www.tlu.ee/en/erasmus/learningagreement	Send it to TLU Senior Specialist for International Studies (erasmus@tlu.ee)	
<input type="checkbox"/>	7 In case of interest, you can take the voluntary European Commission's language test	Test link will be sent to your email right before the start of your mobility https://www.tlu.ee/en/online-language-test	Electronically	Before the mobility
<input type="checkbox"/>	8 Get a health insurance, a liability insurance and an accident insurance	Insurances may be purchased from any company that offers these types of insurances https://www.tlu.ee/en/node/111779	Send the proof of valid insurances to the Senior Specialist for International Studies	Before the mobility
<input type="checkbox"/>	9 Grant agreement and receiving the scholarship	Information will be sent to your email. NB! The scholarship is paid only for the time spent in the host country as part of your exchange studies. The first part (80%) of the European Commission scholarship is paid before the exchange and the second part (20%) after the exchange, if all the required documents have been submitted and the duration of exchange studies is not shorter than agreed. Estonian Government Scholarship is paid in full amount before the exchange		August/january

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			https://www.tlu.ee/en/scholarship-and-costs		
<input type="checkbox"/>	10	Long-term mobility information session	You will be informed via email		August/January
<input type="checkbox"/>	11	Changes to Online Learning Agreement (when necessary)	You have to immediately inform via email the departmental Erasmus+ coordinator if there will be changes in Learning Agreement. It is crucial to keep in mind that all changes to the listed courses have to be agreed in writing, i.e. changes to Online Learning Agreement have to be made by filling out the "During the mobility" part of your Online Learning Agreement, and the signatures from your Erasmus departmental coordinator/Study Programme administrator, the hosting university, and yourself have to be collected again. The duly signed agreement has to be sent to the Senior Specialist for International Studies	To Senior Specialist for International Studies	At the beginning of mobility
<input type="checkbox"/>	12	Changes to Study Period (when necessary)	If the duration of your studies changes and is longer than planned, you must inform the Senior Specialist for International Studies at least one month before the end of the mobility	To Senior Specialist for International Studies	At least 1 month before the end of mobility
<input type="checkbox"/>	13	Submit the following mandatory documents: (1) Transcript of Records, (2) European Commission Feedback Report, (3) Confirmation Letter, (4) Credit transfer application In case of interest: you can also take the voluntary European Commission's language test	https://www.tlu.ee/en/reporting-end-exchange-studies	To Senior Specialist for International Studies / To your TLU Academic Unit	Within 1 month from the end of mobility