



Timeline of your exchange

Erasmus+ for long-term study



Before you leave

- fill out the Learning Agreement online on Esse3, remember that it must be signed;
- fill out the online form for the **communication of your banking data, so that you can receive the scholarship**;
- sign the Financial Agreement through the online procedure;
- enrol in the University of Trento for the academic year in which the mobility will take place by the established deadlines;
- take the Online Linguistic Survey- OLS in the language of application through the [EU Academy platform](#).



During the study period

- you can make changes to the Learning Agreement in Esse3, if you need to, within 30 days of the start of the lessons at the partner university. Once your supervisor at UniTrento has approved the changes, have the document approved and signed by the partner university too and send it by email (including the During the Mobility section).
- make sure that all the activities you are going to carry out are included in the Learning Agreement in Esse3, otherwise they will not be recognised;
- if you want to request an extension of your Erasmus+ stay, fill in the appropriate form at least one month before the end of the study period you have been granted.



Before your return

- download the Certificate of Attendance, fill it out, have it signed by the Erasmus+ coordinator at the host university and send a pdf copy to mobility-ssh@unitn.it within 10 days of the end date of the exchange;
- fill out the [Erasmus+ Green Travel Support form](#) to obtain an additional contribution if you have used a sustainable means of transport for your trip;
- fill out the EU Participant Report that you will receive by email – it is mandatory in order to receive the second instalment of the scholarship;
- get information on how and when to obtain the Transcript of Records/Language courses certificate.



Back in Trento

- **apply for the recognition of exams taken abroad:** the certificate listing the exams you have taken abroad (Transcript of Records) and the application for the recognition of study must be completed and submitted to the International Mobility Office completed (if necessary, contact the department delegate);
- **closure of the procedure:** you will receive by email the Amendment to the Erasmus Financial Agreement, a summary of your exchange and of the scholarship you received approximately in November.