



# CHECKLIST

Academic year 2018/2019

## UPON YOUR ARRIVAL

### 1. Student ID Card

- 1.1. Make the bank transfer (10 PLN) to bank account OR pay for it at the post office

Recipient: **UKSW in WARSAW**

Account number: **58 1090 1014 0000 0001 2344 5842**

In the title you write **your**: Name, Surname, Index number

- 1.2. **NOTE: You have to print the payment confirmation or save it on hard drive OR keep the receipt which you will get at the post office**
- 1.3. Bring the payment confirmation or the receipt to International Relations Office (IRO) or send its scan via e-mail ([erasmus.incoming@uksw.edu.pl](mailto:erasmus.incoming@uksw.edu.pl))

### 2. Confirmation of Arrival

- 2.1. Confirmation of Arrival is a part of Letter of Confirmation (confirmation of the study period).
- 2.2. The exact date of your arrival at the UKSW will be put on the Confirmation of Arrival part.
- 2.3. IRO Coordinator will send you scan via e-mail.
- 2.4. UKSW will keep the original document until your departure time.

### 3. Changes to Learning Agreement (Section During Mobility)

- 3.1. Cooperate with your **Departmental Coordinator at UKSW** (academic teacher) to properly complete this document (if applicable).
- 3.2. Choose courses - ask your Departmental Coordinator at UKSW about the subjects in English available at UKSW in 2018/2019 academic year. If you need extra help with choosing the proper subjects, please, ask your ESN Mentor.
- 3.3. Contact your Departmental Coordinator at UKSW for approval your new LA and the signature of the document.
- 3.4. Bring/send copy via e-mail of completed LA Changes form with signatures to IRO.
- 3.5. **REMEMBER: You have 2 weeks to change your Learning Agreement (deadline: October 5<sup>th</sup>)**

### 4. Register for the courses in the Dean's Office

- 4.1. You have to be registered for all your courses in the university management system called USOS. Registration takes place in the dean's office of your faculty → *Check the Office Hours and addresses of the offices on the third page. Make sure to bring your LA with you for courses registration.*

#### IMPORTANT:

You need to provide IRO UKSW asap with the following documents:

- ✓ Learning Agreement (both "before" and "during" the mobility parts) signed by you and approved (signed) by Departmental Coordinator of receiving and host institution.
- ✓ Confirmation of payment for your Student ID Card.



## **BEFORE YOUR DEPARTURE**

### **5. Letter of Confirmation**

- 5.1. UKSW will give you the original document on its form in the end of your stay.
- 5.2. IRO Coordinator will sign it and handle you the original document confirming the arrival and departure dates.
- 5.3. If it's required, we will sign the document on the form of your University.

### **6. Transcript of Records (or Section After Mobility)**

- 6.1. Your Transcript will be prepared after all your marks are put into the USOSweb system, according to the course list indicated in your LA Before Mobility and LA During Mobility.
- 6.2. The marks are registered by academic teachers.
- 6.3. Contact IRO Coordinator after all your marks are in the USOSweb system.
- 6.4. The detailed procedure will be sent at a later date.

## **FACULTY / DEPARTMENTAL ERASMUS COORDINATORS**