

OUTGOING ERASMUS STUDENTS' CHECKLIST

Before the mobility

- Submit all the required documents to the receiving university. Note that these are NOT the documents submitted during the application process at Ventspils University College (VUC);
- Make sure you have a place to live in the host country (ask the receiving university about accommodation options);
- Have a confirmation from the receiving university (Acceptance letter). Make sure the International Office (IO) receives it;
- Fill out the Learning Agreement (LA) Before the Mobility part. Make sure it is signed by all parties (you, the programme director and the receiving institution) and sent to the VUC IO before the beginning of studies;
- Fill out the Language Test (OLS)*. The link to the test will be sent to your venta email;
- Inform the VUC IO if you wish to take a free online language course**;
- Buy insurance and send its copy to the VUC IO before your departure;
- Write an application to your faculty that you will be spending a semester abroad. The form is available on Moodle;
- If you live at the dormitory, inform dormitory administration about your departure (at least 1 month before leaving);
- For international students - make sure you start immigration matters at least 3 months before the beginning of your studies. Your Latvian RP card is only valid for a total of 3 months stay in any of the Schengen countries.

During the mobility

- Inform via email the VUC IO about a safe arrival at the receiving university;
- Ask the International Coordinator at the receiving institution to confirm the date of arrival by signing the certificate of the Erasmus+ period abroad. The form is available on Moodle***. Keep the original;
- Within the first month after the arrival, fill out (if necessary) the LA During the Mobility part (changes in courses, coordinators, etc.) and send to your faculty and the VUC IO. If there are no changes, inform the VUC IO as well;
- One month before the end of the mobility** inform the IO if you need to extend your stay (due to studies and/or in order to pass exams****);
- Overall, the amendments to the agreement, including the start and the end dates, must be requested and agreed by both the student and the VUC IO through a formal notification - a letter or email;

After the Mobility

- Fill out an English online form on Mobility Tool (the link will be sent to your venta email) and send to the VUC IO an essay with photos. The guidelines can be found on Moodle. Photos need to be sent as an attachment to the email;
- Transcript of Grades (the original needs to be given to the VUC IO);
- Submit the certificate on the Erasmus+ period abroad (with confirmed arrival and departure dates and original signatures from the receiving institution);
- Write an application to your faculty about the equalization of courses. The form is available on Moodle;
- Fill out the Language Test (OLS). The link will be sent to your venta email.

NB! Make sure in the end you have at least 30 ECTS, no fails and submitted all the reports and passed the mandatory language test. Should you fail in doing so, you will be subject to returning a part of the Erasmus+ grant.

In case of questions, please contact the VUC International Office:

Līga Koloda: līga.koloda@venta.lv

Rasa Zalīte: rasa.zalite@venta.lv

Or call +371 63629651

* the language of the test corresponds with the language of instruction at the receiving university

**it can be different from the working language (available languages, i.e. English, German, Spanish, Portuguese, French, Italian, Greek...)

*** if you have arrived sooner at the receiving institution than the official start of your mobility and there is no need to be there sooner, make sure they confirm the originally approved arrival date.

**** taking into account the other student experience, there is a possibility that you as an Erasmus+ student might be required to have an earlier exam session. Because of that your Erasmus period in the end could be considerably shorter and therefore consequently, taking into the account the new period the scholarship is recalculated.