CHECKLIST FOR OUTGOING STUDENTS

Before leaving:

• I checked with the host Higher Education Institution, the documents I should present on arrival (ex .: photographs, rules on residence permit, student visas, etc.).
• I got informed about the deadlines for submission of documents and communicated them to GERI.
• I got on procedures upon on arrival (ex.: welcome session, description, etc.).
• I got informed on which documents GERI should send to validate nomination.
• I handed the study plan (Learning Agreement) in, signed by me, to the GERI
• I handed in all the documents requested by the host Higher Education Institution to the GERI, to be validated.
• GERI issued the registration statement and the transcript of records and sent them to the host higher education institution.
• Have I got the declaration of the exchange student status in GERI?
• I registered at FDUL and have all tuitions paid.
• I have in my possession the acceptance letter from the host HEI.
• I've made accommodation arrangements for my arrival and stay.
• I have my visa (applicable only for EU countries)
• I have the plane ticket.
• I've done my International Student Card.
• I have a valid Identity Card / Passport.
• I have the European Health Insurance Card. (applicable only for EU countries).
• I have pocket money for the first few days.

During the stay:

• I sent GERI, by email, the declaration of arrival already signed by the host higher education institution (within 15 days after my arrival).
• I requested changes to my learning agreement, following the procedures set by FDUL to recognize the courses I take abroad.
• GERI approved the amendments to the original study plan.
• I filled out and sent the request for extension to GERI4, already signed by the host HEI.

Upon return:
• I handed in the Declaration of stay and the declaration of arrival dully signed and filled out to the GERI
• I submitted the Student Report in the European platform (Mobility Tool), within 15 days after receiving the report.
• GERI received the transcript of records from the host HEI.

Have a nice stay abroad!