

Checklist and Steps to follow within the Erasmus+ programme – 2nd semester, 2026

Checklist



Before Mobility

- Checked personal details in Osiris and they are up to date.
- Learning Agreement** fully completed, signed and uploaded in Osiris Student.
- Concept Grant Agreement** is received, read, signed and uploaded in Osiris Student.
- Received my **Definitive Grant Agreement**, with the necessary documents for during and after the mobility.
- Completed the optional **Online Language Assessment (OLS)**
- Registered my stay in **Osiris – Stay abroad**
- Attended a **Travel Safety Session**

During Mobility

- Completed in Osiris Student the **Changes to the learning Agreement (CttLA)** questions and uploaded the changes to course and/or date changes, if applicable.

Before My Return to TU Delft

- Requested my **transcript of records** from the Host
- Statement of the Host** signed by the host

After Mobility

- Uploaded the **Statement of the Host**, optional **Green Travel form** in Osiris Student.
- Completed and submitted the **EU Survey** and uploaded it in Osiris Student.
- Uploaded my **Travel report** in Osiris Student.
- Uploaded my **Transcript of records from the Host** in Osiris Student.
- Uploaded my **TU Delft Transcript of records** in Osiris Student, completing my exchange programme



Steps - Erasmus+ Study Grant

Before Mobility

Step 1.1. After you have been selected, the Faculty Exchange Coordinator will provide you with the Erasmus [Student Charter](#) and the Learning Agreement (LA).

6 weeks before departure

Learning Agreement

Step 1.2. Upload the Learning Agreement in Osiris Student. Make sure it is complete and signed by all three parties involved. If you wish to apply for a **top up grant** due to economical and/or health barriers upload the required documentation.

Note: Without the 3 signatures, ESA cannot proceed with any grant payment.

Are you having problems with the approaching deadline? Still missing a signature?

Please contact erasmusgrant@tudelft.nl.

2 weeks before departure

Grant Agreement

Step 1.3. If you have completed step 1.1 and 1.2 and your document has been processed by ESA Mobility team, you will receive your 'Concept Grant Agreement for Erasmus+ Studies'

Step 1.4. Read the grant agreement thoroughly, sign the agreement and upload it in Osiris Student within 5 working days.

Online Linguistic Support (OLS)

Step 1.5. You may complete a language assessment in the language you have provided in your LA after we have received your Grant Agreement. Complete and submit the optional online language assessment* (OLS) before your departure, if you wish to assess your language level. You may get the opportunity to learn a new language or improve your chosen language with an online language course.

*if the language of instruction is Bulgarian, Croatian, Czech, Danish, English, French, German, Dutch, Italian, Hungarian, Spanish, Polish, Greek, Portuguese, Romanian, Slovak, Finnish and Swedish at the receiving institution.

<http://erasmusplusols.eu/>

Step 1.6. The Education Service Centre Mobility Team will check your 'Grant Agreement' and pay you the first part (70%) of your grant within four weeks as long as you also have a completed and fully signed LA in Osiris Student. You will receive a definitive grant agreement with documents that you will need to complete the after mobility requirements.



During Mobility

Within 5 weeks after arrival

Changes in courses

If there are **any changes** to your course programme (you're following different courses than stated in your 'Learning Agreement') you have to upload the document '**Changes to the original Learning Agreement**' (**CttLA**) **signed by the three parties** after the start date of your study exchange period abroad in Osiris Student.

Changes in duration

In case the duration change concerns an extension of the mobility programme abroad, the change request has to be made at the latest one month before the original end date. If the deadline for the extension request has not been met, an extension will be granted in the form of zero-grant days, meaning no additional funds will be paid for the extra days spent abroad.

If you have travelled to the host and have plans to travel back at the end of your exchange sustainably and these are the only changes to your CttLA, you only need to answer the questions in Osiris Student.

No Changes

If there are no changes, you still have to answer the questions in the during mobility section of Osiris Student.

Before returning to the Netherlands

Step 2.1. Ask the host institution to fill in the '**Statement of the Host Institution**' form.

Step 2.2. Ask the host institution to provide you with the **Host Transcript of Records**.

After Mobility

Within 4 weeks of ending your mobility

- **Statement of Host Institution**
- **Declaration of travelling sustainably (if applicable)**
 - **EU Survey**

Step 3.1. Complete and submit the online **EU survey within 30 days**. You will receive an invite from the European Commission to fill in the EU survey at the end of your mobility period. Upload the **EU survey pdf** and **Statement of Host Institution** in Osiris Student.

Within 5 weeks of ending your mobility

- **TUD travel report**
- **Host Transcript of Records**



Step 3.2. Upload a copy of the **Host Transcript of Records** and the **TUD travel report** in Osiris Student. Start the application procedure for the recognition and registration of your study results obtained abroad according to your faculty procedure immediately after you have received the **Transcript of Records of the Host Institution**.

Within 10 weeks of ending your mobility

- **TU Delft Transcript of Records**

Step 3.3. Upload your **TU Delft certified Transcript of Records** (i.e. with TU stamp, signature of responsible TU person and date) with recognized results. You can acquire your TU Delft transcript of records from the service desk at your faculty or via MyTUDelft app. We do not accept a copy of your study progress overview from Osiris.

Conclusion of Erasmus + Study Mobility Programme

ESA will pay you the last part (30%) of your grant after you have completed and submitted:

Erasmus Survey Statement of Host Institution

- **Declaration of travelling sustainably (if applicable)**

If your exchange programme ends unexpectedly, contact erasmusgrant@tudelft.nl immediately.

