

# Checklist and steps to follow within the Erasmus+ programme



## Checklist

### Before Mobility

- Learning Agreement** fully completed, signed and sent to [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)
- Grant Agreement** is received, read, signed and sent to [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)
- Received my **Definitive Grant Agreement**, with the necessary documents for during and after mobility
- Completed the optional **Online Language Assessment (OLS)**
- Registered my stay in **Osiris – Stay abroad**
- Have attended a **Travel Safety Session**

### During Mobility

- Sent the **Changes to the learning Agreement (CtLA)** due to course or date changes to [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)

### Before My Return to TU Delft

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

### After Mobility

- Sent **Statement of the Host**, optional **Green Travel form** to [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)
- Completed and submitted the **EU Survey**
- Sent my **Travel report** to [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)
- Have sent my **TU Delft Transcript of records**, completing my exchange programme

If your exchange programme ends unexpectedly, contact [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl) immediately.



## Steps to follow for the 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.** Provide the Education Student Affairs (ESA) Mobility Team with the Learning Agreement by email ([erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)). 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 reasons email the required documentation.

Note: Without the 3 signatures ESA cannot process your application.

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

Please contact [erasmusgrant@tudelft.nl](mailto: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 'Grant Agreement for Erasmus+ Studies'

**Step 1.4.** Read the grant agreement thoroughly and fill in your bank account details. Sign the agreement and send it to [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl) **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. You will receive a definitive grant agreement with documents that you will need to complete the after mobility requirements. Do not delete this email as it contains important documents.



## During Mobility

### Within 5 weeks after arrival

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

### Changes in duration

In case the duration change concerns an extension of the mobility programme abroad, the 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.

### 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. Email the **Statement of Host Institution** to [erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl).

### Within 5 weeks of ending your mobility

- TUD travel report
- Host Transcript of Records

**Step 3.2.** Provide a copy of the **Host Transcript of Records** and the **TUD travel report** by e-mail. 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.** Provide your **TU Delft certified Transcript of Records** (i.e. with TU stamp, signature of responsible TU person and date) with recognized results to the ESA ([erasmusgrant@tudelft.nl](mailto:erasmusgrant@tudelft.nl)). You can acquire your TU Delft transcript of records from the service desk at your faculty or via the Contact Centre ESA ([contactcentre-esa@tudelft.nl](mailto:contactcentre-esa@tudelft.nl)) 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**

