

Erasmus+ step-by-step for outgoing students

1. **Nomination** of student is sent out per email by the Erasmus+ Coordinator to the partner institutions.
2. **Online registration** on the website of partner institution. Your Erasmus+ application becomes valid only if you complete the online registration procedure before the deadline specified by your receiving institution. Deadlines can be found on the website of the receiving institution; students need to make sure to meet this deadline!
3. Completing the **Learning Agreement**
 - Submit a preliminary credit monitoring request – Erasmus mobility in Neptun
 - Fill and sign the Learning Agreement online at <https://learning-agreement.eu/> (OLA) based on the successfully completed Preliminary Credit Transfer Request.
 - To collect the Receiving Institution's signature, you might need to download the pdf version after the METU Responsible Person has signed, as not all partner institutions are using OLA yet. In this case you can simply send the LA by email to the partner university, and they will send you back signed.
 - If the partner uses OLA you'll get notification, once it has been signed by all parties.

IMPORTANT! You should fill the OLA based on your Preliminary credit monitoring request results, using CTRL + C and CTRL + V key combinations to avoid mistakes. It is your own responsibility to complete the form correctly. In case of any mistakes, the original Preliminary credit monitoring request results will be considered.

4. European **Health Insurance** Card / valid health insurance: Accident and liability insurance is not required. You might want to contact the host university's coordinator for specific requirements.
5. **Certificate of bank account** stating your name and bank account number in IBAN form (printed version from e-banking site is OK) and SWIFT code
6. **Letter of Acceptance** from the receiving institution stating the exact starting and ending dates of your planned studies (signed and stamped) **OR** Learning Agreement 'Before the Mobility' part with exact dates can replace this.
7. **Valid documents** (e.g. Visa, Residence Permit): Check requirements of the host country.
8. Signed copy of **this Step-by-step guide**: This proves that you have received every necessary information for your Erasmus mobility.

9. Fill the [Erasmus Contracting Form](#) and upload the following documents:

- Learning Agreement signed by all parties.
- European Health Insurance Card/valid health insurance
- Certificate of bank account
- Letter of Acceptance **OR** Learning Agreement 'Before the Mobility' with exact dates
- Valid documents (e.g. Visa, Residence Permit)
- This Step-by-step guide, signed
- Emergency contact phone number

10. Signing the **Grant Agreement**

Once you successfully uploaded the documents mentioned in point 9, we can prepare your Grant Agreement. Your Grant Agreement will contain the location and the exact dates of your mobility, as well as the amount of financial support you will get. The Grant Agreement **should be signed at least 2 weeks prior to the departure**

- You will receive your Grant Agreement via email.
- **Check all data** and read carefully.
- If everything is fine, **send 3 copies by post** to:
Budapesti Metropolitan Egyetem, 1149, Egressy út 178g, for Mr. Kovács István Vilmos
- Once the Grant Agreement is signed by all parties METU has 30 days to transfer your grant, but usually it's much faster.

11. Complete your **enrolment** at METU. For your semester abroad be sure to **take at least 1 subject at METU, so you will have an active student status.**

12. Upon arrival to your host institution please fill the **Erasmus Arrival Form** and upload:

- filled and signed **Confirmation of Arrival part of Certificate of Study Period**, declaring that you have arrived at your institution.
- address of your accommodation
- your phone number

If there are any changes to the original Learning Agreement, within 5 weeks upon arrival, you should submit again a Preliminary Credit Transfer Request in Neptun, then fill and sign the **During the Mobility** part of the Learning Agreement in OLA.

13. Erasmus Completion Form.When **completing your Erasmus semester**, the following documents need to be uploaded **within 30 days upon your arrival**:

- Transcript of records,
- Filled Certificate of Study Period
(Confirmation of Arrival part & Confirmation of Departure part)
Make sure the dates are synchronised with the ones in your Grant Agreement!
- A two pages long summary of your experience
- Filled EU Survey (link will be automatically provided)
- Screenshot of the successful credit transfer at METU.
Remember: The courses taken and completed at the receiving institution need to be transferred (minimum 20 ECTS, language courses are not calculated) to METU at the end of the semester by using the Learning agreement and the Transcript of records with a Neptun request.

PLEASE REMEMBER THAT WE ARE UNABLE TO ESTABLISH THE GRANT AGREEMENT AFTER YOUR DEPARTURE. IN CASE YOU DEPART WITHOUT THE ESTABLISHMENT OF THE GRANT AGREEMENT METU KEEPS THE RIGHT TO WITHDRAW YOUR SCHOLARSHIP.

Please be informed that your data will be treated confidentially and shall not be given to third party during the application process and Erasmus+ contracting period. Our privacy policy is available here:

<https://www.metropolitan.hu/upload/148731c920ec4b27380bcf9f719c1f91c6a5c7aa.pdf>

Signed (student's Neptun code:),

as the student of METU hereby I declare and undersign under full substantive and criminal liability, that I have understood all the steps leading to the realisation of the Erasmus+ Scholarship. I take full and sole responsibility for the consequences in case I fail to complete any of the above specified steps. I give my consent that METU can use my report after my Erasmus mobility.

Budapest,/dd.mm.yy/

.....
student signature

Documents

Before Mobility /use [Erasmus Contracting Form](#)/:

- Letter of Acceptance
- Step-by-step guide
- Learning Agreement
- Health Insurance
- Visa (if needed)
- Certificate of Bank Account
- Grant Agreement

During Mobility /use Erasmus Arrival Form/:

- Certificate of Study Period (Confirmation of Arrival part)
- Learning Agreement During the Mobility part (in case of changes)

After Mobility /use Erasmus Completion Form/:

- Certificate of Study Period (Confirmation of Arrival part & Confirmation of Departure part)
- Transcript of Records
- Online EU Survey
- Written Summary (2 pages)
- Credit Transfer Approval