

ERASMUS+ DOCUMENT CHECKLIST 2020-2021

FORM NAME	OBTAIN FROM	RETURN TO	DEADLINE
<input checked="" type="checkbox"/> Application for exchange studies abroad	TalTech OIS	TalTech OIS (submit electronically)	Follow updates on TalTech website
<input type="checkbox"/> Host university application documents	Host university	Host university	Check with host university
<input type="checkbox"/> Learning Agreement (LA)	taltech.ee/en/erasmus-studies	Fully signed, stamped original or pdf copy to Mobility Centre	Before the exchange or ASAP upon arrival
<input type="checkbox"/> Exchange Studies Plan (Välisõpingute plaan)	taltech.ee/en/erasmus-studies	Fully signed original or pdf copy to Dean's Office	Before you leave for the exchange
<input type="checkbox"/> Financial Agreement (1. EU; 2. EST)	Mobility Centre	Mobility Centre	Before you leave for the exchange
<input type="checkbox"/> 1st OLS Language Assessment	Link sent by email	Submitted electronically	Check the OLS email
<input type="checkbox"/> Application ' Transfer to a visiting student place ' (Külalisüliõpilaseks mineku avaldus)	TalTech OIS	TalTech OIS (submitted electronically)	Before you leave for the exchange, by the beginning of TalTech semester
<input type="checkbox"/> Confirmation of Arrival	taltech.ee/en/erasmus-studies	mobility@taltech.ee	ASAP upon arrival
<input type="checkbox"/> Changes to Original Learning Agreement (During the Mobility page of the LA) if necessary	taltech.ee/en/erasmus-studies	Fully signed, stamped original or pdf copy to Mobility Centre	Within one month of arrival
<input type="checkbox"/> Changes to Exchange Studies Plan if necessary	taltech.ee/en/erasmus-studies	Fully signed original or pdf copy to Dean's Office	Within one month of arrival
<input type="checkbox"/> Certificate of Attendance Dates should match with financial agreement	Coordinator at the host university	Mobility Centre	Within 30 days of the end of your exchange
<input type="checkbox"/> EU Survey Feedback form to be filled in and submitted electronically	Link sent by email	Submitted electronically	At the end of your exchange, within 30 days of being notified
<input type="checkbox"/> 2nd OLS Language Assessment	Link sent by email	Submitted electronically	Check the OLS email
<input type="checkbox"/> Transcript of Records	Host university	Copy to Mobility Centre, original to Dean's Office	At the end of your exchange or ASAP
<input type="checkbox"/> Transfer form (Ülekannete leht)	TalTech OIS	Mobility Centre	ASAP after the credit transfer

My Departmental Erasmus Coordinator in TalTech:

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Programme Director in TalTech:

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Mobility Centre:

Email: mobility@taltech.ee

Room: U02-201

Phone: +372 620 3549

Address: Ehitajate tee 5, 19086 Tallinn, Estonia

Erasmus+ code: EE TALLINN 04