

Checklist for a study semester abroad with PROMOS

Before the mobility

Documents to be submitted	Submission to the International Office by
<input type="checkbox"/> Notice of approval via application portal	1 week after receipt
<input type="checkbox"/> „Grant Agreement“	2 weeks after receipt
<input type="checkbox"/> Application at the partner university	according to the requirements of the partner university
<input type="checkbox"/> Letter of Acceptance from the partner university <input type="checkbox"/> Inform the Office of Student Affairs about a stay abroad: "Recognition of exams" <input type="checkbox"/> Signature of the person responsible for the course	Before the beginning of the mobility
<input type="checkbox"/> „Confirmation of Arrival“	1 week after the beginning of the mobility
Attention!!! <i>The presentation of the above-mentioned documents is a prerequisite for the payment of the entire mobility grant.</i>	

During the mobility

Documents to be submitted	Submission to the International Office by
<input type="checkbox"/> Changes in the form "Recognition of exams" <input type="checkbox"/> Signature of the person responsible for the course	5 weeks after semester start at the partner university

After the mobility

Documents to be submitted	Submission to the International Office by
<input type="checkbox"/> „Confirmation of Departure“ <input type="checkbox"/> Personal Report for HOST	1 week after the end of the mobility
<input type="checkbox"/> „Transcript of Records“	1 week after receipt

Attention!!! *The mobility grant may have to be reclaimed if the obligatory documents have not been submitted to the International Office on time and the prescribed number of ECTS per semester has not been completed!*