

Erasmus+ Exchange Studies Checklist (Tallinn University)

	Action	Additional information	To whom / Where	When
<input type="checkbox"/>	Contact your academic unit's Erasmus+ Coordinator and/or Academic Advisor at TLU to discuss exchange study options.	Academic unit's Erasmus+ Coordinators list is available here		Before applying
<input type="checkbox"/>	Submit application with Motivation Letter, language certificate, and Study Plan	Study plan needs to be signed by the academic units Erasmus+ coordinator	SoleMOVE	Main call: February; Additional call: August/September
<input type="checkbox"/>	Wait for decision	Decision is sent by e-mail.	E-mail / SoleMOVE	Up to 2 weeks after application deadline
<input type="checkbox"/>	Confirm mobility	Confirm your decision to go on exchange so TLU can nominate you to the host university.	SoleMOVE	Within 3 days after acceptance
<input type="checkbox"/>	Nomination sent	International Mobility Specialist sends nomination to host university.	International Studies Specialist	After confirmation
<input type="checkbox"/>	Receive host universities instructions	Wait for application instructions from host university. Check website if needed. If the host university has not contacted you within 2 months after applying to exchange studies, please contact International Studies Specialist.	Host university	Within 2 months after nomination
<input type="checkbox"/>	Apply to host university	Submit required documents to host university. Receive Letter of Acceptance.	Host university	By host university deadline
<input type="checkbox"/>	Scholarship agreement	Send by email: <ul style="list-style-type: none"> - Letter of Acceptance, - Signed Learning Agreement (in the case of programme countries, in the Solemove system / in the case of partner countries, in paper form (the form can be obtained from the international studies specialist)) - Insurance policy 	International Studies Specialist	<p>Preferably 4 weeks before the start of the mobility period. The scholarship is paid out within two weeks after the scholarship agreements have been signed.</p> <p><i>The scholarship is paid in two installments: 80% of the European Commission scholarship after the scholarship agreements have been signed, and the remaining 20% at the end of the study mobility period after the required reporting documents have been submitted, provided that the study period has not been shortened. The scholarship from the Republic of Estonia is paid out in full.</i></p>
<input type="checkbox"/>	Learning Agreement changes (if needed)	Submit Exceptional Changes via SoleMOVE or paper form (partner countries)	SoleMOVE / International Mobility Specialist	Within 1 month after mobility start
<input type="checkbox"/>	Mobility period changes	Notify International Mobility Specialist of any changes to mobility duration.	International Mobility Specialist	At least 1 month before planned end

<input type="checkbox"/>	Final reporting	Submit RPL (credit transfer) application with Transcript of Records and Confirmation Letter in ÖIS and fill out EU Survey.	ÖIS / EU system	Within 1 month after mobility ends
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