

# CHECKLIST - ERASMUS

- Apply in the online application for max. 3 universities
- Submit obligatory documents for selection procedure to Department of International Relations LFP UK
- After nomination, fill in the rest of the application and study plan (only equivalent subjects appear in the study plan) – minimum 15 credits per semester (number of credits at LFP UK counts)
- Get the application and study plan (printed out from the online application) approved by the Vice-Dean for studies (prof. Ferda or Assoc. Prof. Hauer) and by guarantors of exam subjects – signatures on study plan
- Fill in application/learning agreement of the foreign university; submit all their required documents before their deadline (foreign coordinator gives information about it)
- After receiving of Acceptation letter and Application signed by foreign university, submit both documents to the Department of International Relations LFP UK
- Fill in the bank account number (Euro account– Czech bank institution) to the online application (if you're not going to your home country, in this case, you will not receive financial support)
- Receive Dean's decision about Erasmus financial grant (if you're not going to your home country, in this case, you will not receive financial support)
- File a request for Individual study plan for the period of your Erasmus at the Study department in English
- Take the online language test – rectorate will send information, voluntary
- Go to rectorate to sign the contract (rectorate will invite you in case you are eligible for scholarship)
- Go abroad 😊
- After arrival back to Pilsen, submit Confirmation of study period and Transcript of records to Department of International Relations LFP UK - ORIGINALS
- Go to Study department in English with Transcript of records and approved study plan and get recognized passed subjects
- Fill in the final report (rectorate will inform you)