

## CHECKLIST 1: Application Forms and Academic Requirements

Before moving on to the next stage of *Tick Off to Take Off*, use this checklist to tick off your progress and ensure that you have met all the requirements for Part 1.

### APPLICATION FORMS

Have you:

- ☐ Filled out your Partner University application form neatly and correctly?
- ☐ Handed in your completed application form by the deadline?
- ☐ Done some research into EILCs (Erasmus Intensive Language Courses) and decided whether you wish to apply?

### ACCOMMODATION ARRANGEMENTS

Have you:

- ☐ Filled out and returned the Accommodation Application Form from your Partner University?
- ☐ Paid any necessary housing deposits or fees?
- ☐ Returned a Housing Contract if necessary?

### FINANCES

Have you:

- ☐ Paid any Fees to your Partner University (if applicable)?
- ☐ Ordered a Banker's Draft (if applicable)?
- ☐ Applied for a Credit Card (if you don't already have one)?
- ☐ Read the information on Erasmus grants and paperwork and made a note of the forms that need to be returned at a later date?

## **SUPPORTING EVIDENCE**

Have you:

- ☐ Written a Personal Statement (if applicable)?
- ☐ Written a C.V. (if applicable)?
- ☐ Written a Study Plan (if applicable)?
- ☐ Asked an appropriate person to write you an academic reference (if applicable) in plenty of time?

## **COURSE SELECTION**

Have you:

- ☐ Checked whether you will be taking courses abroad for credit or grade transfer, and enquired about the requirements for course selection with your Study Abroad Adviser?
- ☐ Checked your home university's Undergraduate Module Catalogue to find out which, if any, courses you need to find replacements for?
- ☐ Checked your Partner University's "Course Listings in English" to find out what courses are available?
- ☐ Talked to returnee students about the academic system at your Partner University (if possible)?
- ☐ Consulted the Timetable (if available) to determine that all the courses you have chosen are available and don't clash? Remember to pay special attention to the Period/Quarter System if you are going to Sweden.
- ☐ Asked your Academic Adviser to approve your courses BEFORE filling out your Learning Agreement. Your Adviser will need to sign your Learning Agreement before you hand it in to the Study Abroad Office.

## **WHILST YOU'RE AWAY**

Make Sure That You:

- ☐ Order a Transcript before you leave your Partner University.
- ☐ Keep all of your assessed work and copies of each course syllabus, in case you are required to submit them to your home university upon your return.