

## CHECKLIST BEFORE YOUR EXCHANGE

### ■ Forms

- Obtain the host university's application forms** & submit them on time or register online.
- Request ECTS Transcript of Records** available in KUSSS
- Complete "Scholarship application for exchange programs" in the [JKU online portal](#) until June 1st (or November 1st for the SS).
- Erasmus+ students:** complete the online Learning Agreement by June 1st (or November 1st for the SS) **and** sign the Erasmus+ Grant Agreement (will be sent by the International Office 1 month before the start)

### ■ Credit transfer

- [Apply for credit transfer before your exchange](#) by June 1<sup>st</sup> latest (or November 1st for the SS).

### ■ When changing from Bachelor's to Master's program

- Please note that you are required to enroll in a Master's program immediately after completing the Bachelor's degree. You will also need to reapply for credit transfer.

### ■ Requirements

- Please note that the study exchange may only be commenced if all [requirements](#) are fulfilled!

### ■ Cultural Sensitivity Training

- Registration for the cultural sensitivity training is highly recommended for everyone!

### ■ Student Union Fee

- Pay Student Union Fee (**ÖH-Beitrag**) at the JKU!!

### ■ Auslandsbeihilfe (only for recipients of Studienbeihilfe)

- Submit the form with the notification of recognition at the [Stipendienstelle](#)

### ■ Family allowance

- Hand in the confirmation of study abroad (you will receive it from the International Office) at the Ministry of Finance.

### ■ Optional

- Apply for visa.**
- Purchase medical, accident and liability insurance, **e-card** (EU area)
- Form for confirmation of the supervisor for the [master's thesis](#)
- Bring passport photos!**