

## CHECKLIST DURING YOUR EXCHANGE

### ■ Credit transfer

- In case of any changes it is mandatory to reapply for credit transfer.

### ■ Erasmus+ students

- Additionally to the credit transfer complete the changes in your online **Learning Agreement**.

### ■ Student Union Fee

- Please remember that the student union fee has to be paid every semester during a full year exchange.

### ■ Transcript of records

- Request the transcript of records!  
If possible, collect the transcript of records **before leaving the host university**. If not, ask them to **send it as soon as possible to your Austrian address or to the JKU International Office**, Altenberger Str. 69, 4040 Linz.

### ■ Confirmation of stay

- Get a [confirmation](#) of stay before leaving the host university. The confirmation of stay must be issued at **the end of your stay** in order to be valid.

### ■ Shortening or breaking off your exchange

- If you intend to shorten or break off your exchange, you must immediately contact **your coordinator at the JKU and the International Office** to clarify the further course of action.

### ■ Further important points

- Inform the JKU International Office asap of any **changes** to your e-mail address (or contact details).
- Inform the International Office immediately if **services** of any kind (eg accommodation, meals, etc.) are provided by the host university free of charge.
- Remember to apply for accommodation in Austria if necessary!
- Think about our [Study Abroad Photo Contest](#) when taking pictures! Submission deadline always on October 1st after the end of the stay abroad.

**As an exchange student you are "ambassador" at our partner universities! We expect the active participation and representation of the JKU at study abroad fairs or promotional events during the stay! If you need promotional material, please contact the JKU International Office!**