

# OUTGOING EXCHANGE STUDENT PROCESS

## PERSONAL COUNSELING

Join **KEA Globals exchange information meetings** in your study programme or seek personal counseling with your international coordinator in the beginning of the semester. Please also check out the list of partners on [KEA Globals website](#)

## FINAL DECISION

Your **International Coordinator** will evaluate your application and inform you whether you have been selected to go on exchange to your **1st, 2nd or 3rd priority destination**.

## APPLICATION TO HOST SCHOOL

2-4 weeks later you will receive instructions about how to apply (often an online platform). Gather documents: Passport copy, blue EU health insurance card copy, updated transcript from KEA etc.

## LEARNING AGREEMENT

Enter your choice of courses in Mobility Online to generate a **Learning Agreement (LA)**. The LA will be signed by you, KEA and the host university, before leaving for exchange.

## ERASMUS+ OLS

Before the start of your exchange you will be asked to do a **mandatory online language assessment**. In the end of your exchange you will do a follow-up language assessment. The invitation to join the language assessment will be sent to your KEA email.

## NARRATIVE REPORT

**The narrative report** explains about your experience of being an exchange student, both academically and culturally. Your report will be uploaded as testimonials on KEA Globals website for future KEA exchange students to be inspired by your study experience abroad. **The report is a mandatory part of your exchange.**

## APPLICATION

**"I want to go":**

Fill in a exchange application using our **Online application and exchange administration platform Mobility Online**. Upload the required documents (Transcript of Records, Motivational Letter, Scan of Passport and your health insurance card). Deadlines a due medio March and medio September.

## NOMINATION

Your international coordinator will **nominate** you to the partner school you have been selected to. The Partner School responds if places are available and will provide information about the **external application** procedures.

## ACCEPTANCE

**2-3 months prior** to your exchange you will receive a **acceptance letter** from your host school and further information about the upcoming semester (dates, courses, residence permit, accommodation etc.)

## GRANT AGREEMENT

**The Erasmus Grant Agreement (GA)** is generated in **Mobility Online** once your Learning Agreement is in place. The GA shows the financial support you will receive from the Erasmus program. The GA will be signed by you and KEA. The Erasmus Grant will be transferred to your NemAccount.

## ERASMUS+ REPORT

In the end of your exchange you will be asked to make a **Erasmus participant report**. The report is a Multiple choice - style evaluation. The invitation to do the report will be sent to your KEA email. **The report is a mandatory part of your exchange** (Only for Erasmus-students)

