

# DURING THE MOBILITY

A three-step guide to help you navigate the documentation process after your arrival to the host university.

## STEP 1

### CERTIFICATE OF ATTENDANCE

The student must present themselves to the hosting university, submit the Certificate of Attendance template to the coordinator of the hosting university to be confirmed and signed, and then send the Certificate of Attendance to [outgoing@mruni.eu](mailto:outgoing@mruni.eu)

Pre-financing payment (90 percent of Grant shall be made to Student after Grant agreement is signed by Authorities and no later than upon receipt of confirmation of arrival by the Hosting University)



## STEP 2

### OLA/LA CHANGES OF LEARNING AGREEMENT

Within one month of studies at the host university the student selects new courses, intercommunicates pertinence of changed courses with academic Erasmus+ coordinator at MRU, fills OLA/LA "During the Mobility" part, and sends PDF with 3 signatures to [outgoing@mruni.eu](mailto:outgoing@mruni.eu)

The Learning Agreement can be changed only during the FIRST month from the beginning of studies abroad. If due to reasonable situations changes cannot be made WITHIN ONE MONTH, the student must inform an advance his VICE DEAN and International Office [outgoing@mruni.eu](mailto:outgoing@mruni.eu)



## STEP 3

### BOARDING PASSES (ONLY FOR KA107)

All you need for this step are photos of the boarding passes, so take them, and send them to [outgoing@mruni.eu](mailto:outgoing@mruni.eu) as soon as possible after your arrival to the host university.



## AND... THAT'S IT!

In only 3 steps you have submitted all the required documentation for your ongoing mobility!

Enjoy your exchange studies!