

Bilateral Exchange Programme CHECKLIST



Faculty of Political Science
and International Studies
University of Warsaw



Recruitment

- Selection of host university (checking language requirements and available course offers)*
- Bilateral Exchange Application Form 26/27*
- Motivation Letter*
- Language Certificate (as required by the host university)*
- Supervisor's consent for mobility (required only for summer semester mobility of 3rd-year Bachelor's students and 2nd-year Master's students)*



Learning Agreement

- Submit "Application of a Candidate for Mobility" in USOS*
- Preliminary Learning Agreement (in USOS)*
- Courses approved by the Head of Studies*
- Learning Agreement approved by the Faculty Coordinator*



Procedures at the Host University

- Registration at the host university (within the deadline set by the host institution)*
- Confirmation of acceptance for studies (issued by the host university)*



Before Departure

- Health insurance*
- Visa*
- Airline ticket*



During the Mobility

- Registration of stay (at the local foreigners' office; details provided by the host university)*
- Confirmation of Arrival*
- Final version of the Learning Agreement*



Post-mobility Formalities

Transcript of Records (WNPISM)

Final version of the Learning Agreement