

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

-  *Transcirpt of Records (WNPISM)*
-  *Final version of the Learning Agreement*