CHECKLIST BEFORE YOUR EXCHANGE

- **Forms**
  - Obtain the host university’s application forms & submit them on time or register online.
  - Request ECTS Transcript of Records available in KUSSS
  - Complete “Scholarship application for exchange programs” in the [JKU online portal](http://www.jku.at/insausland/austausch) until June 1st (or November 1st for the SS).
  - Erasmus+ students: upload the online Learning Agreement by June 1st (or November 1st for the SS) and sign the Erasmus+ Grant Agreement (1 month before the start)

- **Credit transfer**
  - Apply for credit transfer before your exchange by June 1st latest (or November 1st for the SS).

- **When changing from Bachelor’s to Master’s program**
  - Please note that you are required to enroll in a Master’s program immediately after completing the Bachelor’s degree. You will also need to reapply for credit transfer.

- **Requirements**
  - Please note that the study exchange may only be commenced if all requirements are fulfilled!

- **Cultural Sensitivity Training**
  - Registration for the cultural sensitivity training is compulsory for nominated students from the Business School. However, highly recommended for everyone!

- **Student Union Fee**
  - Pay Student Union Fee (ÖH-Beitrag) at the JKU!!

- **Auslandsbeihilfe (only for recipients of Studienbeihilfe)**
  - Submit the form with the notification of recognition at the Stipendienstelle

- **Family allowance**
  - Hand in the confirmation of study abroad (copy) at the Ministry of Finance.

- **Optional**
  - Register for the intensive language course (separate scholarship application).
  - Apply for visa.
  - Purchase medical, accident and liability insurance, e-card (EU area)
  - Bring passport photos!