

ERASMUS+ STUDY MOBILITY STEP BY STEP

You applied for the Erasmus+ Study Call, you were assigned a host university, and you confirmed it by choosing your mobility period.

So, what happens next? Follow these steps!

STEP 1 – Before Departure

While the International Relations Office (Relint) is taking care of the nominations, check your host university's website to see which documents are required for the application process and, most importantly, pay close attention to their deadlines!

Your host university may ask for (wait for their email to know exactly what is needed):

- your Learning Agreement (LA) – you must have it ready before departure anyway
 - your Transcript of Records (ToR) – if needed, request it through Infostudenti portal
 - a language certificate – if you do not already have an official certificate (such as FIRST, DELF, etc.), you can request a language statement from the University Language Centre at cla@uninsubria.it
 - the Erasmus assignment letter (only for Double Degree students), which can be requested at erasmus@uninsubria.it
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STEP 2 – One Month Before Departure

Getting ready to leave?

About one and a half months before your departure, you must communicate the **exact dates** of your mobility through the [Online Student Portal](#) (choose Academic Year 2025/2026 to find the correct section) so that the mobility agreement can be prepared.

Students interested in the university's free language courses (Spanish, French, German) must also complete an online form:

- by 18 May 2026 (for students leaving in the 1st semester or for the full academic year), or
- by 16 September 2026 (for students leaving in the 2nd semester)

At least one month before departure, remember to send the following to erasmus@uninsubria.it:

- the Mobility Agreement (provided by the International Mobility Office after you enter your mobility dates on the [Online Student Portal](#) – Academic Year 2025/2026)
- the Learning Agreement with all three signatures (yours, the Erasmus academic coordinator's, and the host university's).

You can complete the Online Learning Agreement (OLA) through the platform:

<https://www.learning-agreement.eu/> using your university credentials.

Please note: even students leaving with zero grant status (without financial contribution) must sign the Mobility Agreement in order to be covered by insurance.

You must also register on the EU Academy portal and complete the initial OLS language test (mandatory), following the instructions received by email.

STEP 3 – Arrival at Your Destination

You've finally arrived!

As soon as you arrive, ask your host university to complete the first part of the Statement Period form and send it as soon as possible to erasmus@uninsubria.it. This allows the Relint Office to pay you the first 70% of your Erasmus grant, calculated according to your mobility agreement.

Until then, all expenses must be covered by you personally.

STEP 4 – During Your Mobility

You are now enjoying your Erasmus experience!

Remember that you can continue using the online OLS language course through the EU Academy Portal. The course is optional, but it is a great opportunity to improve your language skills.

About one month before the end of your mobility, remember that this is the latest deadline to:

- modify your Learning Agreement
- request an extension of your mobility period (at your own expense)

If during your stay abroad you need proof of insurance coverage provided by the university, you can find the relevant document [HERE](#).

STEP 5 – Almost Time to Go Home

Your mobility period is almost over.

Before leaving your host university, remember to ask for:

- the completion and signature of the second part of the Statement Period form
 - your Transcript of Records (ToR) (although this is often sent by email some time after the mobility ends)
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STEP 6 – Back in Italy

Your Erasmus experience is over and you are back in Italy.

As soon as possible, send the following to erasmus@uninsubria.it:

- the Statement Period form (after sending it by email, you must also deliver the original document to the Relint Office)
- the Transcript of Records (ToR) sent by your host university
- the request for recognition of completed activities (only after receiving the ToR)

Also remember to complete the final report (you will receive an email with the link). If you do not receive it, make sure to check your spam/junk folder as well.

Within 90 days of completing the final report, you will receive the remaining balance of your Erasmus+ grant.