

Check list for the end of your Erasmus+ study period abroad

Document	Document info	Submitted (by email to Mr Sachs (International Office) or Erasmus+ database)
<p>Letter of Confirmation (scanned copy to be sent by email)</p>	<p>⇒ confirmation of the precise length of your stay from host institution</p> <p>⇒ must not exceed the period specified in the grant agreement (point 2.2) (Start and finish dates)!</p>	<input type="checkbox"/>
<p>Transcript of Records (scanned copy to be sent by email, can be submitted at a later date)</p>	<p>⇒ ask host institution to issue and sign</p> <p>⇒ Either form from host institution or International Office Form LA Part III "Transcript of Records"</p>	<input type="checkbox"/>
<p>Progress Report (Word.docx to be sent by email)</p>	<p>⇒ short personal progress report (1-2 pages)</p> <p>⇒ Form as a Word document to Mr Sachs (International Office) by</p>	<input type="checkbox"/>
<p>Online Questionnaire (electronic version in Erasmus+ database)</p>	<p>⇒ automatic request to complete will be sent by email</p> <p>⇒ must be completed at the latest 30 days after return date</p> <p>⇒ second questionnaire after 45 days if recognition procedure not completed!</p>	<input type="checkbox"/>
<p>Online language test (electronic version in Erasmus+ language course database)</p>	<p>⇒ automatic request to submit will be sent by email</p> <p>⇒ please submit immediately upon receipt of email request</p>	<input type="checkbox"/>

If you have any questions, please contact: oliver.sachs@iuz.tu-chemnitz.de