

ERASMUS Checklist

Congratulations! You confirmed your ERASMUS seat and we nominated you at your host university.

Please use this Checklist as an orientation for your paperwork and write down at which date you completed the listed steps.

For German Year Students: The listed steps are additional to the German Year procedures!

Before Mobility

Task	Date
Make yourself familiar with the Learning Agreement template You find it in our Download Center for ERASMUS Outgoings	
Read the Guidelines how to fill out the ERASMUS Learning Agreement Make sure you take courses for at least 18 ECTS!	
Positive answer from host university received?	
Send your application to the host university	
Send your Learning Agreement to the Exchange Coordinator of your School and let it sign	
Send your Learning Agreement to the Scholarship Coordinator of the GJU International Office and let it sign	
Send the Learning Agreement to the International Office of your host university and let it sign	
Send the Learning Agreement with all signatures to the Scholarship Coordinator of GJU International Office	
Sign the Grant Agreement sent by the host university	
Admission letter and confirmation of the scholarship received?	
For German Year Students: Make sure that your Fintiba blocked account covers sufficient months. We recommend to put one more month on the account, than covered by the ERASMUS Scholarship	
Participate in the Intercultural Training offered by GJU International Office	
Make a visa appointment (for German Year students: follow the instruction given by your GJU IO Outgoing Coordinator)	
Make sure your GJU status will be "postponed" during your mobility semester	
Search for accommodation options on the website of your host university	
Apply for a language course at the host university (optional)	
Participate in the online language test offered by the OLS (Online Language Support). You will receive a link by your host university	
Make sure that you arrive at your host university before the Orientation Week, check out the Academic Calendar	

During Mobility

Task	Date
Inform the host university about your arrival and receive the Certificate of Arrival, send it to scholarship.coordinator@gju.edu.jo	
If applicable: Complete the Learning Agreement part "During the mobility". Let all parties sign again (Scholarship Coordinator GJU, Exchange Coordinator GJU, IO host university)	
Open a national bank account so that you have access to the ERASMUS Scholarship	
Send the GJU Scholarship Coordinator a testimonial about your stay including photos and a short report via email to scholarship.coordinator@gju.edu.jo	
Have the host university sign your Certificate of Stay, make sure that you stay the whole period of your ERASMUS Scholarship	

After Mobility

Task	Date
Again: Take part in the OLS! You will automatically receive a link.	
Send the Transcript of Records to scholarship.coordinator@gju.edu.jo	
Make sure that your courses are recognised by the Registration Department at GJU	
Participate in the EU survey: You will automatically receive a link (Check your Spam folder).	