

ERASMUS+ MOBILITY CHECKLIST

BEFORE YOUR ARRIVAL

- ☐ Make sure you have received the Formal Letter of Acceptance.
- ☐ Make sure you have a passport that will be valid for your entire stay.
- ☐ Obtain an EHIC card or a private health insurance policy.
- ☐ Obtain your visa (if applicable).
- ☐ Secure accommodation (either get a confirmation letter from the dormitory or arrange your own).
- ☐ Familiarize yourself with the transport route to Koszalin.
- ☐ Exchange your currency into PLN for emergencies.
- ☐ Optionally, explore international banking options, such as Revolut.
- ☐ Contact the Erasmus+ Departmental Coordinator to receive your schedule.
- ☐ After receiving instructions, register in the IRK and USOS systems and follow the procedure to apply for your student ID.
- ☐ After receiving an invitation, join the Facebook group for updates on university events.

AFTER YOUR ARRIVAL

- ☐ Notify the International Mobility Office of your arrival date.
- ☐ Check in at your dormitory or private accommodation.
- ☐ Inform the International Mobility Office if you need a document confirming your arrival on a specific template and send it to them.

- ☐ Register your stay with the Voivodeship Office within the first 90 days. (If you have a Type D Visa, you do not need to do this.)

BEFORE YOUR DEPARTURE

- ☐ Notify the International Mobility Office of your planned departure date.
- ☐ Check out of your accommodation (please remember to leave everything exactly as you found it).
- ☐ Inform the International Mobility Office if you need a document confirming your study period on a specific template and send it to them.
- ☐ Await the Transcript of Records by email (the departmental coordinator has 5 weeks to issue it after your departure).

You can find more detailed information here:



If you have any questions please contact: International Mobility Office
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