

CHECKLIST

PREPARING YOUR ERASMUS STAY AT PHT

- Your **university officially nominates** you for a study visit at PHT
- Submit your **application and letter of motivation** latest by **April 1th** (for winter term) resp. **Nov. 1 th** (for spring term). Download the application forms
- The Incomings coordinator at PHT will check your application and invite you for an interview
- Interview via zoom** (student + coordinator of hostinstitution)
- If you are accepted, students receive a "**Letter of Acceptance**"
- Arrange **accommodation and travel**
See also: → Date of arrival → Accommodation → How to get to Innsbruck
- Choose your courses and finalize your learning agreement.**
- The Incomings coordinator will support with a recommendation of courses at PHT, the learning agreement has to be signed by the sending and the receiving institution.
- Transfer the student **union membership fee**, please follow the instructions you receive via email from our administration

UPON ARRIVAL

- Check in at your **accommodation**
- Register at the town hall** within 3 days after your arrival
- Take part at the Welcome Day**, meet your new colleagues
- Start with your courses**
- If necessary: changes to your Learning Agreement have to be finished within first 4 weeks of the semester
- Take your courses, meet new friends, get to know Austria, travel more, learn German, improve your English and other languages — learn & have fun!

AT THE END OF THE SEMESTER

- Preparing the → **Transcript of Records**
- Arrange your departure, Get documents signed**
See also → Checklist „End of ERASMUS“
- Say goodbye to Innsbruck and Austria

Remember ERASMUS in Innsbruck for the rest of your life, stay in touch with friends and colleagues; come back to Austria and Innsbruck any time!