

## 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 May 30th (for winter term) resp. Nov. 15th (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 host institution)
- 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!