

Exchange / Short-Term Scholarship Checklist

For semester abroad, summer schools, and 3–12 month exchanges. Plan 8–12 months ahead.

Step-by-Step Timeline

12–9 months out

- Confirm home university has bilateral agreement or nominate yourself for open-call programs (YALI, MWF, Erasmus+ ICM, Fulbright FLTA).
- Check GPA + language requirements; request advisor sign-off.
- Take IELTS/TOEFL or DELF/Goethe if non-English destination.

8–5 months out

- Submit nomination form to home university by internal deadline.
- Prepare motivation letter + learning agreement (Erasmus).
- Get host university acceptance letter.

4–2 months out

- Apply for visa with acceptance + funding proof.
- Arrange travel insurance covering full stay.
- Book flights and short-stay housing for first 2 weeks.

1 month – departure

- Pre-register for host courses; confirm credit transfer.
- Attend pre-departure briefing; activate roaming or buy local SIM plan.

On return

- Submit final report + receipts within 30 days.
- Request transcript from host; file credit transfer with home registrar.

Document Checklist

- Current university transcript
- Letter of nomination from home university
- Motivation letter (1–2 pages)
- Learning agreement / course list
- Language proficiency certificate
- Passport (valid 6+ months past return)
- Travel insurance certificate
- Proof of funds / scholarship award letter
- CV
- Two academic referees

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