

Timeline for Outgoing exchange students

APPLY	When	Your contact at UAL	Links
Get informed. <ul style="list-style-type: none"> - UAL website, Moveon, Moveonnet - Partner universities' websites - Information sessions 	As soon as possible	UAL Mobility Manager: internationalmobility@arts.ac.uk College International Office	World map of partners Table of exchange opportunities Moveonnet UAL Website
Discuss with the designated academic for your course (e.g. Course leader) or College Coordinator.		College Coordinator Course leader/Programme director	
Complete the UAL online Exchange Application . The application includes: <ul style="list-style-type: none"> - Personal statement - Curriculum vitae - Transcript of Records - Portfolio if required - Language test results if required - ID photo 	See Table of exchange opportunities	College Coordinator for help to fill in the file.	Online Application for Outgoing UAL Students Table of exchange opportunities
UAL Selection results	Within 4 weeks		
Send letter of acceptance to internationalmobility@arts.ac.uk	Within a week	UAL Mobility Manager: internationalmobility@arts.ac.uk	
Formal Application to host university: Check procedures on host university's website	Check deadline on university's website		Host university's website
Host University selection results			
<u>For Erasmus exchanges</u> Complete the online Erasmus Grant Application (the link will be sent to the selected students only) , including: <ul style="list-style-type: none"> - Learning Agreement for Erasmus Studies(signed by 3 parties) 	At least 2 weeks prior to departure	UAL Mobility Manager: internationalmobility@arts.ac.uk	Online Erasmus Grant Application Learning Agreement for Erasmus Studies

<u>For non-Erasmus exchanges</u> Send your signed “Non-Erasmus Learning Agreement” to internationalmobility@arts.ac.uk	At least 2 weeks prior to departure	UAL Mobility Manager: internationalmobility@arts.ac.uk	Non-Erasmus Learning Agreement
BEFORE DEPARTURE	When	Your contact at UAL	Links
Apply for accommodation in the host country: Contact the host university's International/Erasmus Coordinator	Check deadline on university's website		Host university's website
Improve your language skills		Language Centre	UAL Language Centre (evening courses)
Find out about the country you'll stay in			ArrivalGuides.com www.gov.uk http://www.gov.uk/foreign-travel-advice https://www.gov.uk/how-to-deal-with-a-crisis-overseas
Check your passport and visa	As soon as possible	UAL Mobility Manager: internationalmobility@arts.ac.uk	
Check your insurance and health	As soon as possible	UAL Mobility Manager: internationalmobility@arts.ac.uk	http://www.umal.co.uk/umal/travel/
Check your finances	As soon as possible		
Enrol at UAL	Before you depart	Course administrator	
DURING YOUR STAY	When	Your contact at UAL	Links
Ask your host institution to sign your Certificate of Arrival (UAL's template)	Within 2 weeks of arrival	Send the signed certificate to internationalmobility@arts.ac.uk	Certificate of Arrival
Ask your host institution to sign your changes to the original Learning Agreement and send a copy to UAL	Within 5 weeks of arrival	Send the signed LA to internationalmobility@arts.ac.uk	Learning Agreement for Erasmus Studies Non-Erasmus Learning Agreement

For Erasmus exchanges: Check that you have received your first grant instalment	Within 30 days after you sign the Erasmus+ Grant Agreement	Erasmus Grants Administrator: erasmusfinance@arts.ac.uk	
Ask your host institution to sign your Certificate of Attendance at the end	Within 2 weeks of departure	Send the signed certificate to internationalmobility@arts.ac.uk	Certificate of Attendance
AFTER YOU COME BACK	When	Your contact at UAL (see contact details above)	Links
Fill in the Erasmus feedback survey	Within two weeks of departure	UAL Mobility Manager: internationalmobility@arts.ac.uk	The link will be sent to the students by email at the end of their mobility
For Erasmus exchanges: Check that you have received your final grant instalment	Within 45 days after we receive all required documents	Erasmus Finance Administrator: erasmusfinance@arts.ac.uk	