



# Erasmus+ CHECKLIST part 2

## CHECKLIST Part 2: Steps to be completed AFTER your exchange

CHECKLIST	
<input type="checkbox"/>	<b>Certificate of Attendance</b>
<input type="checkbox"/>	<b>UU Report</b> (only for Studies)
<input type="checkbox"/>	<b>Language course certificate</b> (if applicable)
<input type="checkbox"/>	<b>Transcript of Records</b> (only for Studies)
<input type="checkbox"/>	<b>Participant Report</b>

*Please note:* If you fail to complete all the necessary steps for your Erasmus+ Grant process, you could retroactively lose your right to the grant and you would have to repay the entire grant amount to the university.

<b>Deadlines</b>	
Certificate of Attendance UU Report Language course certificate	Upload together in Osiris within 4 weeks after your return
Transcript of Records	Upload with the above documents. Otherwise: final deadlines below.  - For exchange in semester 1: upload before <b>1 March</b> - For exchange in semester 2: upload before <b>1 July</b>  If your exchange ends after 1 July: e-mail the Erasmus Office
Participant Report	Personal deadline in the invitation e-mail



## INSTRUCTIONS

### Certificate of Attendance/Traineeship Certificate

You have received the (empty) Certificate of Attendance (or Traineeship Certificate) through e-mail from the Erasmus Office. It was attached to the same e-mail as this checklist.

- **Fill out your own part** of the Certificate of Attendance. Tick the boxes under your name. Don't forget to sign!
- Have the document signed by the **receiving institution** (i.e. by someone at the International Office of your host university).
- Have your International Office/Exchange Coordinator at Utrecht University complete the **sending institution** part of the document.
- In case of the Traineeship Certificate: have your **supervisor** complete the evaluation.
- **Upload** the document in Osiris in the section 'Uploads Report File AFTER'.

*Please note:* The **end date** on your CoA should be the last day on which you had to be present for a mandatory activity at the partner university (such as your last exam)!

### UU Report (not applicable for Trainees)

You have received the (empty) UU Report through e-mail from the Erasmus Office. It was attached to the same e-mail as this checklist.

- **Complete the UU Report:** make sure to write at least two lines per question.
- **Upload** the document in Osiris in the section 'Uploads Report File AFTER'.

### Transcript of Records (not applicable for Trainees)

Your host university should provide you and/or UU with an official Transcript of Records, listing all of the courses, grades, and ECTS which you obtained during your exchange.

- **Upload** your official Transcript of Records in your Erasmus+ Grant application in Osiris once you have received it.

You can upload your Transcript at the same time as your Certificate of Attendance and UU Report, but you can also upload the other documents first. However, in that case **the Erasmus Office first needs to check your other uploads** before your Uploads-section opens again in Osiris, at which point you can upload the Transcript.



## Language course certificate

This only applies if you participated in a language course (i.e. physical/in-person language classes) **and** one of the two options below applies to you:

1. You took a language course at the receiving university but its start date is not included in your Certificate of Attendance, and/or the course does not appear on your Transcript of Records;
2. You took a language course before the start of the semester which was organized by another institution than the Receiving University; and you received permission from the Erasmus Office before the start of your exchange to include this course in the Grant Period.

If one or both is the case, you need to upload a scanned copy of your language course certificate in Osiris in the section 'Uploads Report file AFTER', together with your Certificate of Attendance and UU Report.

## Participant Report

Around the (registered) end date of your Erasmus+ Grant period you will automatically receive an invitation e-mail with a link to complete the Participant Report in the European Commission's report system.

- **Complete the Participant Report** in the online system.
- Do this **before the deadline**, as stated in the invitation.
- The UU Erasmus Office will check the system to see if you completed the report, there is no need to send proof of submitting the report.



### When will the Erasmus+ Grant be definitively awarded?

- After the final deadline(s), and only once your file is complete and approved by the Erasmus Office after your exchange, the Erasmus+ grant will be definitively awarded to you. You will receive notification of this by e-mail.
- Based on the Certificate of Attendance (and any additional information the Erasmus Office may have about the start and end dates of your exchange), the definitive grant period will be re-calculated and the remaining payment will be determined.
- If applicable, a final payment will be processed in due course. Depending on when your file was complete, this may take some time, as payments are processed by the Erasmus Office once a month (barring holidays).
- If the advance payment you received exceeds the definitive grant award (e.g. due to a shorter Stay Abroad than initially stated on your Learning Agreement) you will receive an invoice to pay back the surplus amount.
- If your graduation date is coming up but for some reason the final decision on your Erasmus+ file has not yet come in, don't worry: the status of your Erasmus+ file does not influence your graduation date. Also, you will still receive the final payment (if applicable) even if you have already graduated.

#### **NOTE on registration of credits & grades:**

You need to hand in your (original) Transcript of Records to the Board of Examiners/Studiepunt of your faculty/department in order to have the results of your exchange registered in Osiris and on your Diploma Supplement. This process is entirely separate from the Erasmus+ Grant procedure in Osiris.