

CHECKLIST...

Check that all the documentation is in order and make sure that you don't forget anything!

Before your departure:

- Please **accept the grant using the ENTREU** online platform.
- You must respect the administrative procedure and deadlines for students applying to Modality A: Curricular Traineeship.
- Make sure that you have brought to the International Relations Office the **Grant Agreement – *Conveni de Subvenció*** (original copy)
- Ask for the European Health Insurance Card.
- Take the OLS language assessment before the mobility, once received the mail with the appropriate link.

During your Traineeship at the receiving organization/enterprise:

- You must submit your ***Confirmation of Arrival***, signed by the responsible person at the receiving organization/enterprise, via ENTREU.
- If there are exceptional changes in the Learning Agreement for Traineeship, you must fill the ***Amendments to the mobility programme*** and send it to practiques@uv.es, with the agreement and signature of your coordinator and the responsible person in the receiving organization and also with your signature.
- If you want to extend your Erasmus internship period, you must send the Amendments before the end of your initial Traineeship.
- When you finish your internship, the responsible person in the receiving organization must fill in and sign the Certificate of Attendance. S/he must give you the original copy taking into consideration the warnings about the dates and corrections that are at the end of the form.

Upon your return:

- Certificate of Attendance***. You must submit it to the International Relations Office via ENTREU.
- Fill in and send the ***EU Survey***, following the link that will be sent to your mail.
- Take the final **OLS language assessment** before the mobility, following the instructions that you will receive in your mail.

Remember that the EU Survey and the OLS language assessment are different tests.

The International Relations Office wishes you a great Erasmus Traineeship experience.

More information about the Call, grants, and requirements at:

<http://www.uv.es/uweb/college/en/international-relations/international-relations/erasmus-placement-programme/useful-documents/next-year-1285869124074.html>