

# OUTGOING ERASMUS TRAINEE'S CHECKLIST

## Before the mobility

- Have a confirmation letter from the receiving company\*. Make sure the Ventspils University of Applied Sciences (VUAS) International Office (IO) receives it. Sample letter is available on Moodle;
- Fill out the Learning Agreement for Traineeship (LAT) Before the Mobility part. Make sure it is signed by all parties (you, the program director and the receiving company), no information is missing about the company and it is sent to the VUAS IO before the beginning of your traineeship;
- Fill out the Language Test (OLS)\*\*\*. The link to the test is sent to your venta e-mail or to your personal e-mail in case of a recent graduate traineeship before the beginning of traineeship;
- Inform the VUAS IO if you wish to take a free online language course\*\*\*;
- Buy insurance and send its copy to the VUAS IO before your departure (EU citizens must provide a copy of EHIC (EVAK));
- Write an application to your faculty that you will be spending a semester abroad. The form is available on Moodle;
- If you live in the dormitory, inform dormitory administration about your departure (at least 1 month before leaving);
- For international students - make sure you start immigration matters at least 3 months before the beginning of your traineeship. Your Latvian RP card is only valid for a total of 3 months stay in any of the Schengen countries.
- Make sure you have a place to live in the host country (ask the receiving company about accommodation options);
- In case your traineeship is a mandatory part of the curriculum, contact your faculty secretary about the next steps.

## During the mobility

- Inform via email the VUAS IO about a safe arrival at the host country;
- Within the first month after the arrival fill out (if necessary) the LAT During the Mobility part (changes in job description, coordinators, etc.) and send via e-mail to your faculty and the VUAS IO. If there are no changes, inform the VUAS IO as well;
- One month before the end of the traineeship** inform the VUAS IO if you need to change the traineeship period (due to justifiable reasons);
- Overall, the amendments to the agreement, including the start and the end dates, must be requested and agreed by both the student and the VUAS IO through a formal notification - a letter or email).

## After the Mobility

- Fill out an English online form on Mobility Tool (the link will be sent to your venta e-mail or your personal e-mail in case of a recent graduate traineeship);
- Send to the VUAS IO an essay with photos. The guidelines can be found on Moodle. Photos need to be sent as an attachment to the email\*\*\*\*;
- Have the company fill in the **LAT After the Mobility** part and/or the Traineeship Certificate with confirmed arrival and departure dates\*\*\*\*, evaluation of your work and original signatures (the original needs to be sent/given to the IO);
- Unless you reached C2 level the first time, fill out the Language Test (OLS) the second time. The link will be sent to your venta e-mail or to your personal e-mail in case of a recent graduate traineeship.

**NB!** Make sure in the end you have completed at least two months of traineeship, submitted all the reports and passed the mandatory language test. Should you fail in doing so, you will be subject to returning a part of the Erasmus+ grant.

*In case of questions, please contact the VUAS International Office:*

*Rasa Zalite: [erasmus@venta.lv](mailto:erasmus@venta.lv) or Liga Koloda: [international@venta.lv](mailto:international@venta.lv)*

*Or call during office hours +371 63629651. Off working hours (in case of a justifiable emergency) call/text: +37128626493 (Rasa) or +37126288592 (Liga).*

\* the original of the confirmation letter ought to be submitted to the VUAS IO within 30 days before the start of the traineeship period

\*\* the language of the test corresponds with the working language of the receiving company

\*\*\* it can be different from the working language (available languages, i.e. English, German, Spanish, Portuguese, French, Italian, Greek ...)

\*\*\*\*We will publish them only with your written consent.

\*\*\*\*\* if you have arrived sooner at the receiving institution than the official start of your mobility and there is no need to be there sooner, make sure they confirm the originally approved arrival date.

