



## ERASMUS+ FUNDING – TO DO LIST

The Erasmus+ funding is generous however there are strict rules about what you must provide to the Study Abroad Office in order to obtain the funding.

There are various documents and processes you need to complete or supply to the Study Abroad Office throughout the year in a timely manner. If deadlines aren't met this will have an impact on your entitlement to the Erasmus+ funding.

### **What documents do I need to return to receive the first instalment of my grant?**

#### **a) BEFORE the start date of your study placement you must:**

- Return your Pre-Departure Checklist (if you haven't already submitted it).
- Return a copy of the signed and dated Grant Agreement to the Study Abroad Office. Keep a copy for your personal records.
- Return the signed copy of your Widening Participation declaration (if applicable).
- Complete the initial Online Language Assessment (if applicable).
- Enter your bank account details via Minerva.
- Register with the University of Leeds for 2020/21 via Minerva.

#### **b) Upon arrival in country at your host university:**

- Return the Certificate of Arrival, completed by your host institution.
- Return the Erasmus+ Learning Agreement which has been signed by yourself, your Leeds School Study Abroad Coordinator and your host institution.

It is your responsibility to ensure that the Leeds Study Abroad Office receives signed copies of your documents by the above deadlines. Further details about the Erasmus+ grant, documents and deadlines can be found on the [Study Abroad website](#).

### **How do I return my documents?**

Please return copies of your signed documents by email to [ErasmusDocumentation@leeds.ac.uk](mailto:ErasmusDocumentation@leeds.ac.uk)

For audit reasons, emailed documents can only be accepted if they are:

- signed by all required parties – **typed signatures cannot be accepted**
- saved as a PDF scan – photographs cannot be accepted
- sent from your Leeds email account – emails sent from personal email accounts won't be accepted.