

PLEASE READ CAREFULLY THE BELOW PRE-ARRIVAL FORMALITIES FOR ERASMUS+ KA107 STUDENT MOBILITIES TO SGH WARSAW SCHOOL OF ECONOMICS

International Centre at SGH Warsaw School of Economics informs about the following:

- **Grant Agreement** - please fill in the Grant Agreement in all blank spaces on the first page of the document until **31st May 2016** and email it to mferenc@sgh.waw.pl in a **WORD file**; the ISCED search tool can be found here: http://ec.europa.eu/education/tools/isced-f_en.htm
- **Learning Agreement** - fill in two (2) original copies of Learning Agreement – you will receive the samples of Learning Agreement from the Incoming Students Officer by 20th May; [MAKE SURE LA's are signed and stamped by your home university, bring 2 copies of LA to SGH]
- **Insurance** –
 - a) remember to take out compulsory health and accident insurance¹ (ensure that potential medical costs are covered by your insurance), please remember to obtain an English copy of your insurance in your country of origin before departure, it shall be recognized in Poland; send scan of the insurance by email to home and host university at the latest 2 weeks before going to SGH;
 - b) upon arrival make sure you also enroll in the National Health Fund (NFZ);
- **Visa** - make sure your passport is valid and arrange the relevant visa in the Polish embassy in your home country before coming to Poland;
- **Certificate of Residence** - apply for the certificate of residence in the respective District Office of your home town, email scan to SGH and also bring the original;
- **Tickets** - remember to keep the boarding pass of your flight , which you will need to hand in to the coordinator at SGH;
- **Bank account** – due to our internal regulations we recommend opening a bank account in EUR in Poland after arrival in a Polish bank – in order to avoid additional conversion costs (the grant will be transferred in EUR);
- **Mobility duration** - remember that to be eligible for the Erasmus+ grant you should stay at SGH a minimum period of 3 full calendar months (i.e. a minimum of 90 days) ; participants of Erasmus+ mobilities receive the grant for the exact number of months they spend at host university; **be aware that early departures may imply a reduction of the scholarship**;

IMPORTANT:

- ❖ SCHOLARSHIP is transferred in EUR in 2 installments (70% of financial support and 100% of the lump sum for contribution for travel in the beginning of the mobility – after completing all check-in formalities and 30% at the end of mobility)
- ❖ Grant is calculated on the basis of the exact dates from the Acceptance Letter;
- ❖ Each participant of the student mobility to SGH Warsaw School of Economics shall choose **at least 21 ECTS**;
- ❖ Each student shall keep all tickets and boarding passes and deliver them to SGH;

¹ Grant Agreement, Article 5: „Compulsory health insurance as well as accident insurance is the responsibility of the participant. The insurance policy should provide the following coverage during the overall mobility period: Illness and pregnancy, Accident, Death and permanent disability, Repatriation, Third-party liability, Theft and loss of documents, Supplementary assistance services.”