

CHECKLIST AFTER YOUR EXCHANGE

■ Erasmus+ students

- Within 45 days after the official end of your exchange: **Submit report** in the [JKU online portal](#) under "Exchange Programs: Study Abroad Report".
- Upload your Transcript of records, [Confirmation of attendance](#) and supporting documents on the [JKU online portal](#) in the "End of mobility-form".
- Submit your [application for recognition](#) AFTER your exchange.

■ Joint Study & ISEP students

- Within 45 days after the official end of your exchange: **Submit report** in the [JKU online portal](#) under "Exchange Programs: Study Abroad Report".
- Upload your Transcript of records on the [JKU online portal](#) in the "End of mobility-form".
- Submit your [application for credit transfer](#) AFTER your exchange.

■ Additional for Federal Aid recipients:

- Hand in the transcript from KUSSS for the recognized courses and [confirmation of stay](#) at the Austrian Study Grant Authority. This is due within the application period of the semester following the end of the study exchange. Therefore request the transcript of records of the host university in due time!

■ Additional for IPS scholarship holders (only Upper Austrian students):

- Within 1 month after your exchange: Send report (PDF from the JKU online portal) and [confirmation of stay](#) either by email to wi.post@ooe.gv.at or by regular mail to Amt der Oö. Landesregierung, Abt. Wirtschaft, Bahnhofplatz 1, 4021 Linz.
- IMPORTANT! Remember to keep all receipts** (invoices including proof of payments) for all costs and expenses related to the exchange period as the Upper Austrian government might want to check them!

■ Optional

- Form for confirmation of the supervisor for the [master's thesis](#)

If the international office receives your transcript you will get an email!