

DOCUMENTS

Before Mobility	
<i>Document</i>	<i>Description</i>
Application Form	Fully fulfilled by the student
Photo/Scan of Passport	Passport copy in pdf/jpg
Learning Agreement (LA) – Before Mobility form/ Online Learning Agreement (OLA) – Before Mobility part	After the submission of the documents, the International Relations Office will evaluate them and check if all IBU courses that you have chosen are available. If the student submits a paper LA, they need to send it in word format so that we can check and confirm that all chosen courses are correct. If so, the LA will be signed by the student, the home institution and the host institution. If the student is submitting an OLA, if all courses are fine, it will be signed by the responsible person at IBU through the Erasmus Without Paper (EWP) Dashboard. In case some of the selected courses are not available, you will be asked to do modifications to your OLA.
During Mobility	
<i>Document</i>	<i>Description</i>
LA – During Mobility form/ OLA – During Mobility part	If the student, due to any reason, needs to change a course upon arrival, all modifications need to be confirmed by the student’s academic coordinator at the host institution. If this is the case, the student needs to submit an LA – During Mobility form signed by the student and the responsible person at the home institution. When this document is signed, the courses can be changed at IBU based on that.