

## During the Stay-Checklist for PhD Erasmus Mundus Students at BOKU

Please be aware that you regularly have to inform your local supervisor at BOKU about following issues:

**Insurance**

- Your insurance card is only valid for one year, please remember the expiration date and contact the local coordinator at least one month before.

**Each Semester, please remember:**

• ***Transcript of Records (ToR)***

If you attended some courses, you will have to give me a copy of your transcript of records every semester. Please send it to me before the start of the new semester. If you are still waiting for grades, please give me a list of the courses you are waiting for.

• **Supervisor's letter**

Please ask your supervisor at BOKU to give you a feedback of your stay here (Official Letter with Institute paper, stamp and signature.) after the first semester at BOKU and then every year. Please send this letters to me per e-mail or bring it to me in my office

• ***Confirmation of registration***

You will have to give me a copy of your confirmation of registration. (Login in BOKU-online, you will see your business card. Under this card - on the left - click on Registration documents. Then you can print or save the confirmation of registration, and bring / or send it to me per E-mail:  
[erasmus.mundus2@boku.ac.at](mailto:erasmus.mundus2@boku.ac.at))

**Travelling abroad:**

- In case you travel abroad, please first inform me about the date of travel.

**Accommodation:**

- Please inform the local coordinator if you move: send me your new address and do not forget to register in the the municipality hall of your new district (Bezirksamt).

**Personal data:**

- Please inform me also if you change your phone number, e-mail address...

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