

## Erasmus+ IM - Checklist for Departure

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- **Cancel your registration** at the municipal office of your district – contacts and opening hours: <http://www.wien.gv.at/mba/mba.html>
- **Housing:** Please check with your **dormitory/landlord** how to return your room/apartment and how to receive your deposit. **If you are looking for someone to rent your room/apartment:** please post the information on the wall in our Facebook group "[Accommodation Exchange BOKU](#)".
- **Close your Austrian bank account (if applicable):** in person at your bank. Get in touch with your bank. Often it is also possible to close your bank account via online banking or via phone call.
- **Return all books** to the library.
- **EU-Survey:** We need your feedback to be able to improve our service for future incoming students. Please fill the relevant evaluation form at the link you will receive per e-mail before departure. **This must be done before** you ask for the signature on your Erasmus+ International Mobility confirmation of stay and it is compulsory (**failure to complete the survey within 30 days after the end of the mobility period may lead to the scholarship being withdrawn!**).
- **Changes to Learning Agreement for studies/traineeship:** If you have changed your courses/traineeship plan during your stay at BOKU, please make sure that the Learning Agreement (section "During the Mobility") has been signed by you, by your home university and by your BOKU Coordinator. If you have not submitted a document with your updated courses/traineeship plan containing all the required signatures **you cannot receive the confirmation of stay**.
- **ERASMUS+ IM Confirmation of Stay (Learning Agreement AFTER the Mobility):**  
**Make an appointment with the Erasmus+ International Mobility Coordinator at BOKU before you leave in order to get your confirmation of stay.** The confirmation of stay must be handed over in person - it cannot be delivered digitally! Without the confirmation of stay your mobility will not be validated. Please note that after your stay you will have to submit the "After the Stay" section of the Learning Agreement together with a Transcript of Records of your home university (reporting the BOKU courses) to certificate the accreditation of the ECTS completed at BOKU.
- **ONLY FOR STUDENTS UNDERTAKING A MOBILITY FOR STUDIES:**  
**Download your transcript of records in BOKUonline (legally valid with electronic signature)**  
Unfortunately it takes quite a while before the results are available on BOKUonline – if necessary, please tell your teachers that you need the certificates urgently! It is normal that on the day of your departure some of your exam data is still being processed. Check your BOKUonline account for missing exam results. If there are still exam results missing after 4 weeks please contact the courses' teachers.

**Once all the results show up on BOKUonline, you can download a valid transcript of records (with electronic signature).**

1. Login to your BOKUonline account
2. Click on "**Transcripts**"
3. Choose the language (English or German)
4. Click on "Print" on the right (different layouts available)
5. The transcript is created in pdf version with an official digital signature on the last page. It does not require further signatures from BOKU side.
6. Forward the document as pdf to your coordinator. With the electronic signature it is a legally valid document.