



Erasmus+

Factsheet 3 – Pre-arrival Checklist

Action	Complete
<p>When you have been accepted by your home University to come on exchange, complete & send to the University of Suffolk the following forms:</p> <ul style="list-style-type: none">• Incoming Erasmus Application Form• Transcript of Records of your study so far• Copy of your Passport or ID Card• Proof of English language ability <p>For Radiography students only we also require these additional forms:</p> <ul style="list-style-type: none">• Health Questionnaire (completed online)• Police Check Document – to prove you do not have a criminal record	
<p>When you have been accepted to Suffolk, complete & send a signed copy of the Learning Agreement.</p>	
<p>Then book your flights, don't forget to send us details of your arrival time. Check dates of exchange prior to booking flights.</p>	
<p>On-campus accommodation is available at Athena Hall. To view options for off-Campus, you can select your choice of accommodation via the Studentpad (Password: FindARoom) or contact the Study Abroad Team who will advise how to book your accommodation. One Semester tenancies are now available through Athena Hall. Shorter stays will need to be booked through external agencies, please contact the Study Abroad Adviser for information.</p>	
<p>Payments for accommodation will need to be made before you arrive, these can be done by credit card or by bank transfer.</p>	
<p>Health – Bring with you a letter from your doctor listing any medication that you regularly take.</p>	
<p>Bring your European Health Insurance Card.</p>	
<p>Bring bank cards with you and some British money for travel to Ipswich, or exchange some money at the airport.</p>	
<p>Leave a copy of your passport with family in case the original gets lost.</p>	
<p>Organise appropriate travel insurance to cover your belongings during your stay and to cover costs should you need to repatriated.</p>	

Try to keep all Erasmus+ emails in a separate folder in your inbox. Keep, and organise, all you Erasmus+ paperwork in a document wallet or folder and bring with you!