

BEFORE RETURN PROCEDURES

Two weeks before your mobility period ends, visit the Erasmus+ office to prepare for the final administration procedures:

→ **Obtain Transcript of Records**

Visit the Student Affairs Office to get it; you will need to return your X-card.

→ **Finalize Learning Agreement**

Ensure the table after the mobility is filled by the host's ECTS coordinator.

→ **Receive Statement of the Host Institution for your Mobility Period Confirmation**

This document must be verified by the host HEI.

These final documents will be issued on your last day at VEVU.

Do not forget to bring your X-card with you.

Last Week of Your Mobility Stay:

1. **Complete the Final Report on MT+ System**

You will receive an invitation link from the European Commission system to complete the Participant's Report for your mobility.

After filling it out, send the PDF copy to the host HEI Erasmus coordinator's email.

Check your Junk folder – sometimes the email may be marked as SPAM, as it comes automatically from the system.

If you do not receive the email at least two weeks before your mobility ends, inform the host HEI Erasmus coordinator by email.

♣ **Contact the Departmental ECTS Coordinator** to obtain the filled **Exchange Student's Record Sheet** and bring it to the Erasmus coordinator **one week before your departure**.

2. **Send Your Mobility Experience to the Host HEI Erasmus Coordinator**

Send your experiences to erasmus@vevu.hr.

You can choose the format for sharing your Erasmus experience (presentation, video, or text). Share your experiences, impressions, impacts, and anything else you'd like to share with other students about your mobility!

3. **Fill out the VEVU Internal Anonymous Mobility Evaluation.**

Checklist Recommendations:

- **Obtain your Transcript of Records/LA after mobility**
- Get your "**Certificate of Stay**"/"**Duration Sheet**"
- Return your X-card to the **Student Affairs Office**
- Return all borrowed media and the library card
- **Adjust your bank account**
- Return keys to the landlord
- Cancel any other contracts (e.g., mobile service plan, club/society memberships)
- Ensure that you check out your stay at the **police station** if necessary.
- Send your mobility experiences to the host HEI Erasmus coordinator's email.