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# Before Arrival Checklist

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- I made myself familiar with the information about the Erasmus+ programme at the **Charles University** [website](#) .
- I have **discussed the planned study stay** with my home university and checked whether there is an appropriate international agreement between my home university and the Charles University (CU).
- The Erasmus+ coordinator at my home university [nominated me](#) for an Erasmus stay at the CU.
- I have received an **e-mail from the Charles University** containing necessary information regarding further administrative steps.
- I have completed the Charles University **online application form**, carefully following the instructions from coordinators at the Charles University.
- I signed the **Learning Agreement (LA)**.
- I have the LA **signed by** my home university Erasmus coordinator(s).
- I sent a scan of the signed LA **directly to the Erasmus** [coordinator](#) at my host faculty at the Charles University.
- I received my **Erasmus+ admission documents** from the Charles University: letter of admission, LA signed by the Charles University institutional coordinator and (if applied for CU accommodation) accommodation voucher. These documents are sent in pdf format via **e-mail**.  
Non EU/EFTA citizens who have to apply for visa or resident permit will receive several extra documents via **DHL**. More information about these documents can be found [here](#) .  
If you do not receive the documents by the **end of August** for winter semester and by the **mid of January** when applying for summer semester, please contact us at: [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz). Priority will be given to non EU/EFTA citizens.
- If I do not have EU/EFTA citizenship, I applied for relevant [visa/resident permit](#) .
- I received **information e-mail from my host faculty** with the instructions related to the registration on my host faculty, orientation program etc.
- If I applied for an **accommodation** at the university hall of residence, I **paid the** [deposit](#) on time. If I am not able to arrive on time, I **contacted** the coordinator at my host faculty as well as the accommodation office at my dormitory with information about the proposed date and time of my arrival.