

BEFORE DEPARTURE

- 1. Fill in your Learning Agreement, with the list of courses you are planning to take abroad and have it signed by both Nova SBE and the Receiving Institution. There is a Learning Agreement for exchange in [Europe](#) and [Outside Europe](#), make sure you use the right one
- 2. Only Erasmus+ students: you will receive an automatic email with the credentials to log into the Erasmus+ platform. Fill in your personal info and upload the mandatory documents (ID, Bank account and Portuguese fiscal nr. - NIF). By doing so you will be making your application for the Erasmus+ scholarship official.
- 3. Non EU country: take care of personal insurance coverage  
EU country: be sure to take the European Health Insurance Card (EHIC)
- 4. Apply for a Visa (non EU/ non Schengen space countries)

UPON ARRIVAL

- 5. Ask for the Receiving Institution to sign the [Declaration of Stay](#) on your first day (arrival section)
- 6. If applicable, make the necessary changes to your Learning Agreement using the section for Changes on page 2. Ask for the Receiving Institution to sign it and send it to [outgoing.masters@novasbe.pt](mailto:outgoing.masters@novasbe.pt) for approval  
Erasmus+: upload the changed document onto the platform

BEFORE DEPARTURE

- 7. On the last day you spend on your exchange school ask the Receiving Institution to, again, sign the [Declaration of Stay](#) (departure section)

AFTER DEPARTURE

- 8. Accreditation Process: the conversion of grades is done after the reception of a Transcript of Records issued by the Receiving Institution. Upon your return you must ask for the [Transfer of Exchange credits](#). The assessment of the accreditation request is conducted by the ACEP- Prof. John Huffstot.).