

## STAY ABROAD CHECK LISTS

Department of English, University of Bern

Find out what you want to do. The Stay Abroad reports and podcasts on Ilias (link on homepage) are probably the best place to start.

Note that organising a Stay Abroad takes time and there are diverse deadlines to be met. Start planning early!

Now, go to the relevant checklist below →

### Checklist SEMP (Erasmus)

Have a look at the options, requirements, and deadlines on the Stay Abroad webpage, including the links to SEMP and to mobility-online on the Uni's international office webpage.

Plan duration and timing of your stay abroad and pick two universities, a first and second choice, for your stay.

Apply by writing a formal motivational letter to the International Coordinator of the Department of English (electronic submission) by 1 December each year for studies in the following autumn or spring terms (e.g., 1 December 2023 application for studies in AS 2024 or FS 2025). A template letter is available on the Stay Abroad webpage.

You will get an email informing you of the outcome, if successful →

Follow the steps outlined in the email: register on mobility online and confirm that you want the place with the IC by replying to the email.

See the IC with your filled-out Stay Abroad Agreement Sheet **and** the SEMP agreement sheet

Apply for a visa; the IC cannot support you with that. A good source for information may be the reports, on Ilias, of students who have recently been at the same University.

Arrange for your travels (plane tickets, housing, etc.).

Check your insurances. "ETI Schutzbrief" highly recommended.

Keep documents like plane tickets or any other proof of stay.

Enjoy your stay abroad.

Come to the online consultation hours on Zoom anytime

### **Checklist Exchanges Worldwide**

- Take a look at the website of the international office concerning Exchanges Worldwide and choose the three universities that you like most.
- There, find general and specific information so you can apply at UniBE international and hopefully be accepted for one of your three picks.
- Note that this programme is managed by the University's international office; follow their instructions.
- See the IC with your filled-out Stay Abroad Agreement Sheet **and** the international office's agreement sheet.
- Apply for a visa; the IC cannot support you with that. A good source for information may be the reports, on Ilias, of students who have recently been at the same University.
- Arrange for your travels (plane tickets, housing, etc.).
- Check your insurances. "ETI Schutzbrief" highly recommended.
- Keep documents like plane tickets or any other proof of stay.
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### **Checklist ISEP**

- Have a look at the international office's information about and links to ISEP.
- Organize your application dossier according to the webpage of the international office about ISEP.
- Make a list of your desired universities sorted by priority that should contain at least five universities (for the USA seven) and only one that is most competitive and at least two with excellent placement chances.
- Note that this programme is managed by the University's international office; follow their instructions.
- See the IC with your filled-out Stay Abroad Agreement Sheet **and** the ISEP agreement sheet.
- Apply for a visa; the IC cannot support you with that. A good source for information may be the reports, on Ilias, of students who have recently been at the same University.
- Arrange for your travels (plane tickets, housing, etc.).
- Check your insurances. "ETI Schutzbrief" highly recommended.
- Keep documents like plane tickets or any other proof of stay.
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### **Checklist Self-Organised Studies abroad**

- Take a look at the Stay Abroad webpage for helpful information
- See the IC with your filled-out Stay Abroad Agreement Sheet and any forms by the host uni that will need to get signed.
- Apply for a visa; the IC cannot support you with that. A good source for information may be the reports, on Ilias, of students who have recently been at the same University.
- Arrange for your travels (plane tickets, housing, etc.).
- Check your insurances. "ETI Schutzbrief" highly recommended.
- Keep documents like plane tickets or any other proof of stay.
- Enjoy your stay abroad.
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### **Work Abroad Checklist**

- Have a look at the links on the Stay Abroad website.
- Get information about necessary visas and other conditions at the official websites, embassies, and the EDA's website.
- Get in touch with potential future employers, arrange your stay with them, and inform them of the minimum requirements for you so that the stay abroad can be accredited.
- You will need a confirmation from your employer, with a verifiable address, concerning percentage and duration. A template can be found on the Stay Abroad webpage.
- See the IC with your filled-out Stay Abroad Agreement Sheet.
- Apply for a visa; the IC cannot support you with that. A good source for information may be the reports, on Ilias, of students who have recently been at the same University.
- Arrange for your travels (plane tickets, housing, etc.).
- Check your health insurance. "ETI Schutzbrief" highly recommended.
- Keep documents like plane tickets or any other proof of stay.
- Enjoy your stay abroad.
- Come to the online consultation hours on Zoom anytime