

Dear Erasmus partners,

This is just a reminder about our standard application procedure for those of you who would like to send us students for the 2nd semester:

Standard deadlines

Semester 1 (or the whole academic year):

Nominations: May 15

Documents: May 31

Semester 2:

Nominations: November 15

Documents: November 30

All incoming students must be nominated by their sending institution via e-mail till the nomination deadline (see table).

Nominated student sends us the following application documents:

- o Application Form for Exchange Programme (attached form)
- o Learning Agreement for Studies (or Learning Agreement for Traineeship)
- o Transcript of Records (list of courses passed at home institution so far)
- o Document testifying minimum B1 level of language competence (either language certificate or confirmation from the home institution about B1 level of student).

Documents should be sent to kbutorova@ukf.sk (scans are fully sufficient) till the documents deadline (see table). If not possible to meet the deadline, please, inform us in advance and we will accept later sending of your students' documents.

Should you have any questions or need more information, please, do not hesitate to contact us anytime via e-mail or phone. We will be very much looking forward to continue in our Erasmus cooperation and make mobilities with your institution feasible as soon as the circumstances allow.

With Best Regards,

Katarína Butorová

Ing. Katarína Butorová, PhD.

Incoming Erasmus students coordinator

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