

2026/2027 ERASMUS+ DOCUMENT CHECKLIST

FORM NAME	OBTAIN FROM	RETURN TO	DEADLINE
<input checked="" type="checkbox"/> Application for exchange studies abroad	SoleMove	SoleMove	Follow updates on TalTech website
<input type="checkbox"/> Host university application documents	Host university	Host university	Check with host university
<input type="checkbox"/> Online Learning Agreement (OLA)	SoleMove	SoleMove	Before you leave for the exchange
<input type="checkbox"/> Exchange Studies Plan (Välisõpingute plaan)	TalTech OIS	TalTech OIS	Before you leave for the exchange
<input type="checkbox"/> Financial Agreement (1. EU; 2. EST)	Mobility Centre	Mobility Centre	Before you leave for the exchange
<input type="checkbox"/> OLS Language Assessment	Link sent by email	Submitted electronically	Check the OLS email
<input type="checkbox"/> Confirmation of Arrival	taltech.ee/en/erasmus-studies	SoleMove	ASAP upon arrival
<input type="checkbox"/> Changes to Online Learning Agreement if necessary	SoleMove	SoleMove	Within one month of arrival
<input type="checkbox"/> Changes to Exchange Studies Plan if necessary	TalTech OIS	TalTech OIS	Within one month of arrival
<input type="checkbox"/> Certificate of Attendance If possible, dates should match with Financial Agreement	Coordinator at the host university	SoleMove	Within 30 days of the end of your exchange
<input type="checkbox"/> EU Survey Feedback form to be filled in and submitted electronically	Link sent by email	Submitted electronically	At the end of your exchange, within 30 days of being notified
<input type="checkbox"/> Transcript of Records	Host university	SoleMove, Dean's Office	At the end of your exchange or ASAP
<input type="checkbox"/> APEL application, transfer form (Ülekannete leht)	TalTech OIS	SoleMove	ASAP after the credit transfer

Departmental Erasmus Coordinator in TalTech:

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Programme Director in TalTech:

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Mobility Centre:

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Erasmus+ code: **EE TALLINN 04**