

CHECKLIST

Keep checking your BSB e-mail address including your spam. All information concerning your mobility will be sent to this address only.

BEFORE YOUR DEPARTURE:

- As soon as you are assigned, check that your [identity documents \(passport, identity card, residence permit\)](#) are up to date and find out about the conditions for issuing a visa (if necessary).
- Find out about travel arrangements and book exchangeable and refundable tickets.
- Make sure you have adequate [insurance](#).
- Respect the deadlines of the registration process and the academic calendar of the partner institution.
- Choose your [courses](#) according to the rules defined by the BSB International Relations Officer (RRI) (preparation of the learning agreement).
- Ask the bank about the means of payment abroad and the exchange rate.
- Look for [accommodation](#) options on site according to the information provided by the partner
- Apply for [scholarships](#) according to the procedures defined by the International Relations Assistants
- Find out about [vaccinations](#) and hygiene measures to be respected.
- Keep yourself informed of the [safety](#) advice to be respected on site.
- Join the [Facebook group "Outgoing Students"](#).
- Use the Learning Center [resources](#) (GoinGlobal platform and mobility preparation guides) for more information.

DURING YOUR STAY:

- Once your learning agreement has been validated by the RRI, make sure to have it signed by the host university and send it back with the 3 signatures.
- Find out how the modules are validated in the partner institution.
- Respect the rules of the partner university and the laws of the country during your exchange.
- Respect the deadlines for sending the documents related to the [scholarships](#) (Erasmus+ or AQUISIS)
- Download your transcript according to the partner's instructions and send it to the BSB International Relations Department or make sure that the partner institution will send your transcript to the International Relations Department. For some destinations, you may be asked to pay additional fees to obtain your transcript. If this is the case, you will be responsible for these fees.
- Inform the RRI if you have not completed all courses.

AFTER YOUR SEMESTER:

- Fill out your feedback under ERP in the "my questionnaires" section.
- Make sure that the DRI has received your transcript.

- For ERASMUS students: complete the second OLS test.
- Send back the last documents related to the payment of your [scholarship](#) balance.

IDENTITY DOCUMENTS

Passport or National Identity Card: Check the validity of your passport or national identity card. Be aware that some governments may require that your passport be valid for six months or more after your return from an exchange. Applying for your first passport or for a renewal takes time! Be sure to check the documents you need to present, and the time required to obtain them.

Residence permit: your stay abroad may end after the expiration date of your residence permit in France. Remember to apply for a renewal early enough so that you can return to France after your exchange.

Visa: Several countries require that students obtain a study visa before entering the country. It is your responsibility to apply for a visa at the consulate of the country concerned. You should find out as soon as possible after you have been assigned to your study country about the procedures to follow, the documents to be provided, the time required to obtain the visa and the conditions for its withdrawal. Please note that one of the documents that make up your file is the letter of acceptance (which you will receive from the partner institution once your application has been processed). You must wait until you have this document to finalize your visa application. Please note that any changes in visa regulations (even if they involve additional fees) are not the responsibility of BSB at any time.

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INSURANCE

In all cases, make sure you are covered for illness, accident, hospitalization, repatriation and civil liability for the entire semester or double degree. The terms and conditions vary depending on the destination:

For a departure in Europe (excluding the United Kingdom and Turkey), applying for [a European Health Insurance Card is compulsory](#) (allow one month to receive this card by mail). Please note that it covers medical and hospitalization expenses only. For the costs to be covered, the medical reason must be urgent and unforeseen. As each health system is different from one country to another, reimbursement terms may vary. Therefore, you should find out how the health care system works in your exchange country before you leave. Some universities may ask you to subscribe to their health insurance in addition to the EHIC.

For a departure outside of Europe, some universities require you to subscribe to their own medical insurance (information included in the registration process or on the partner files available on the intranet). Be sure to check which services will be covered by this insurance.

For a departure to Quebec, an agreement exists between France and Quebec. To benefit from the Quebec RAMQ medical coverage during your stay, you will have to present the original form SE-401Q-106 (for a semester departure) or SE-401Q-102 (for a double-degree departure) filled out and validated by both BSB and your mutual insurance company/the CPAM upon arrival. If you do not

present this form, you will have to pay an amount of approximately 330\$CAN per semester to be registered with the Quebec health insurance. You cannot present another medical insurance to benefit from the exemption.

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ACADEMIC COURSES

Your choice of courses must be validated by the International Relations Officer in charge of the university where you will be doing your exchange. You must choose the courses considering the number of ECTS credits to be validated at BSB. For one semester:

- 30 ECTS credits if you leave in S5 Bachelor, S3 MGE or S4 MGE without having done a professional year.
- 26 ECTS credits if you are leaving in S4 MGE and have completed a professional year.
- 28 ECTS credits if you are leaving in S5 MGE.
- 18 ECTS credits if you leave in S6 MGE.

For double degrees:

- 60 ECTS credits for a departure in Bachelor or MGE or the entirety of the courses required to obtain the degree in the partner university.

Please note: For destinations outside of Europe and in the United Kingdom, the credit counting systems vary. The equivalence of credits will be specified on the letter of commitment.

Once your choice of course has been validated, you will have to fill in the learning agreement, which you and the International Relations Manager will have to sign and send to the partner university.

When the learning agreement is finalized, you must send it by e-mail to the RRI.

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ACCOMODATION

Finding and booking housing is a personal process. Some universities offer housing on their campus. This information is communicated to you directly by the host university either at the time of your appointment or at registration.

A "housing" section is available on each university's intranet.

You can also visit the [Facebook group "Outgoing Students"](#) and talk with students who have already left for your destination.

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HEALTH / VACCINES

Some vaccines are recommended or even required in some countries. For more information, please consult the [Institute Pasteur](#) website.

Remember to take your prescriptions and specific treatments with you. Be careful: some medicines that are available in France may not be available abroad.

Remember to get information on the local health system and if you need it, do not hesitate to contact the French Embassy. They can give you a list of French-speaking doctors.

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SCHOLARSHIPS

The [AQUISIS](#) scholarship, from the Conseil Regional de Bourgogne-Franche-Comté :

AQUISIS is awarded according to social criteria and can be combined with the Erasmus+ scholarship. Students registered in a higher education institution in Burgundy-Franche-Comté and spending a minimum of 88 days in Europe or outside Europe as part of an exchange program are eligible.

If you benefit from the AQUISIS scholarship, do not forget to send:

- The certificate of attendance (within one month of arrival in the host institution) to receive the first payment.
- The assessment and the end of training certificate (within 2 months after the end of your mobility).

Your contact at BSB: outgoing@bsb-education.com - 03.80.19.12.14

The information about the scholarships will be sent to you in April for a departure in autumn and at the end of December for a departure in spring.

The [BRMIE](#) scholarship, from the Conseil Regional d’Auvergne Rhône-Alpes :

The BRMIE is awarded according to social criteria and cannot be combined with the Erasmus+ grant. Are eligible, students enrolled in a higher education establishment in Auvergne Rhône-Alpes and carrying out a stay of at least 4 weeks in Europe or outside Europe as part of exchange programs.

If you benefit from the BRMIE scholarship, do not forget to send:

- An up-to-date CV.
- A cover letter for the regional scholarship addressed to the Auvergne Rhône Alpes Regional Council.
- by motivating the request for financial aid.
- The certificate of attendance in accordance with the model of the Region downloadable from the extranet (guide of the student)
- The final certificate in accordance with the Region's model specifying the required dates of mobility.
- The individual end-of-stay report.

Your contact at BSB: outgoing@bsb-education.com - 03.80.19.12.14

The information about the scholarships will be sent to you in April for a departure in autumn and at the end of December for a departure in spring.

The **ERASMUS+** scholarship, from the European Commission:

Depending on the budgets allocated each year to higher education institutions by the Erasmus + France Agency, students can obtain a grant to study in another European institution.

To benefit from this scholarship, you must not have already received an Erasmus+ scholarship during your current study cycle. If you are in a Master program and have already received a scholarship during your undergraduate program, you can apply again.

Also, if you have received an Erasmus+ scholarship for an internship, you can apply for the Erasmus+ scholarship for a study mobility.

If you benefit from an Erasmus+ grant, do not forget to send your attendance certificate and to complete the Erasmus report sent by e-mail.

Your contact at BSB: erasmus@bsb-education.com - 03.80.72.59.85

The information about the scholarships will be sent to you in April for a departure in autumn and in October for a departure in spring.

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SECURITY

You are advised to regularly consult the [France Diplomatie](#) website of the Ministry of Europe and Foreign Affairs.

To be registered with the French Embassy, you must declare your address and phone number on the [Ariane portal](#) if you are going abroad for a semester and register with the French Consulate in your host country if you are doing a double degree.

For the duration of your exchange, you must follow all the safety instructions that will be given to you by the partner university.

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