

## **HOW TO COMPLETE THE SEMESTER?**

1. First check your individual UsosWeb account containing the list of your courses and then check their links to your Changes of Learning Agreement.
2. After completing a course, print the Transcript of Records form (2 copies) and bring it to the dean's office to validate (room 12).
3. If you can't obtain all the USOS credit points before returning to your home university, submit the Transcript of Records Request to the Institute ERASMUS Coordinator (fill in the online form and sign ).
4. In case of any differences between courses on your Changes of Learning Agreement and in the USOS system, report it to the Institute ERASMUS Coordinator as soon as possible to have all your issues resolved.