



FREQUENTLY ASKED QUESTIONS

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About the end of your mobility

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x Where can I get a letter of confirmation of my stay at the University of Aveiro?

→ If your home university requires a specific form or format for your confirmation of your dates of arrival and departure, you should get that form from them in advance and come to our International Office, (a few days before to leave), to get it properly filled-in, signed and sealed while still in Aveiro.

x How do I get my Transcript of Records?

→ Your Transcript of Records will be sent via email to you and to your University just as soon as all results of your exams are available in the online platform PACO in the final evaluation column duly confirmed by the academic services. You can help us getting it done quickly if you notify us when all your final grades are visible in PACO: just send us an e-mail to gri@ua.pt with your name and student number at the UA and we'll deal with this as a priority.

x Can I extend my exchange programme for one more semester?

→ Students who had planned to stay for just one semester but decide they would like to stay an extra semester, may request to do so. This is only valid for students in the 1st semester who would like to stay for the 2nd semester. The procedure is as follows: First, contact both your home institution coordinator and your Departmental coordinator here in Aveiro about the possibility extending your exchange period for an extra semester. If they agree in principle, then you need to confirm the extension by filling in in the “changes form” provided by the International office to indicate the course units you wish to add to your original learning agreement. This procedure must be completed before 15 November.



Note also that it is the responsibility of the student to inform the *Immigrations and Borders Services (SEF)* in Aveiro about this change to the original period of stay.



x Can I leave the University early (before the end of semester)?

→ If you have planned to study for a full semester but need to leave early, you can discuss this problem with your Departmental Coordinator. Make sure that all of your assignments and assessments are finished before the new date of your departure. And make sure that your home University knows about this change of plans (it could affect your grant for example).

→ If your early departure means that you will not complete all your work, you may need to change your Learning Agreement by filling in in the “changes form”, provided by the International Office, to indicate the course units you wish to remove from your original Learning Agreement.



Note also that it is the responsibility of the student to inform the *Immigrations and Borders Services (SEF)* in Aveiro about this change to the original period of stay.