

Before your mobility

- Send us your **Acceptance form Erasmus+**
- Visit **the Information meeting** (Invitation arrives by E-Mail).
- If possible, apply for „Auslandsbafög“: studentenwerke.de/en or take care of financing your stay abroad: bit.ly/EUVfinance.
- Arrange the **recognition of study achievements abroad**: bit.ly/Euvrecognition.
- Prepare the **application at the partner university** (Info via E-Mail by the partner university, also check the website of the partner university).
- Get the **Learning Agreement** signed until **1st July, 2020 for winter term / 15th December, 2020 for summer term** (often part of the application and therefore due earlier) KuWi BA–Nicole Klück | KuWi MA–coordinators of programs except for MASS Claudia Casiano | Jura – Katja Herzell | WiWi – Torsten Glase.
- Fill out the **Grant Agreement** and hand in at the Department Viadrina Int. Affairs until **1st July, 2020 for winter term / 15th December, 2020 for summer term**. We can help you to fill out the GA while handing it in. The Grant Agreement cannot be signed before the Learning Agreement.
- If requested in application at partner university, get a **Transcript of records**, for WiWi students please take it from ViaCampus (HIS-Portal) in English (change language by clicking on the British flag). All KuWi/Jura students get a certified transcript of records from us, if not all grades are stated in ViaCampus in English (transcript form to fill: bit.ly/EUVDownloadEng).
- If wanted, apply for a **leave of absence**. For WiWi students only if they do not want a recognition of the courses from abroad: bit.ly/EUVleaveofabsence.
- Re-register** at Viadrina (even when leave of absence is planned!)
- If necessary, apply for a **Visa**: bit.ly/EUVVisaEng.
- If necessary, get a additional **insurance for study abroad**: bit.ly/EUVinsurance.
- Quit your rental agreement or sublet your flat and start looking for **accommodation** abroad: bit.ly/EUVlivingabroad, if necessary take care of your place of residence registration.
- If necessary, open a **bank account** which allows to withdraw money abroad for free.
- Organize the **arrival** – book ticket for plane, bus, train early enough.
- Do the **OLS-language test**, login comes via E-Mail (check Spam folder) and if you like, use the OLS language course, info: erasmusplusols.eu/.
- Pack your suitcase!** Little help what to pack: studyabroad.com/student-guide-study-abroad-packing.

During your mobility

- After you arrived abroad, take care that the international office of the partner university signs the **Arrival** section of your **Letter of Confirmation** and send it as a scan via E-Mail (Photo/Scan): KuWi/Jura - outgoing@europa-uni.de WiWi – outgoing-wiwi@europa-uni.de. The Erasmus+ support will be transferred to your account within two to four weeks.
- If you change your courses (which is often the case), please check the **recognition** again and update the Learning Agreement, using the “During the mobility” section, details: bit.ly/Euvrecognition.
- Use your **OLS- language course** if interested – 2 hours a week are recommended.
- Shortly before your departure, let the international office of the partner university fill out the **departure** section of your **Letter of Confirmation**.
- We are happy if you share some **Pictures/Videos/short reports** on our Facebook/ Instagram page: facebook.com/ViadrinaInternational/ instagram.com/viadrina_international. Send us an e-mail, if you like!
- You would like to **extend** your stay abroad? Info: bit.ly/EUVextension.

After your mobility

Within 4 weeks after your return, the following needs to be done: (more info: bit.ly/afterreturn):

- Letter of Confirmation of the Host Institution** sent as scan to us
- Learning Agreement** (if you have not send it already) sent as scan to us
- Written experience report**: bit.ly/EUVDownloadEng as word (.doc) document sent to us
- As a valid **Transcript of Records** we only accept an email send to us directly from the partner university or the original sent by post. As soon as we receive the transcript we will inform you by e-mail.
- EU-Online-student report** – Link arrives via E-Mail, please also check your spam folder.
- Do the second **OLS language test**, a reminder is sent via email
- Apply for the **recognition of all your achieved grades** from abroad, (only done after all the things listed above have been completed): bit.ly/Euvrecognition