

Checklist studying abroad Erasmus+



Before the mobility

- Send us **commitment to nomination**
- Visit the **Information meeting** (Invitation arrives by E-Mail)
- Apply for „**Auslandsbafög**“: <http://www.studentenwerke.de/en> or take care of financing your stay abroad: <http://bit.ly/EUVfinance>.
- Arrange the **recognition**: <http://bit.ly/Euvrecognition>.
- Prepare the **application at the partner university** (Info comes by E-Mail by the partner university, also check the website of the partner university, Factsheets: <https://europauni.moveon4.com/publisher/1/deu>).
- Get the **Learning Agreement** signed until 6th July 2017 for winter term / 14th December 2017 for summer term (often part of the application and therefore due earlier) KuWi BA–Nicole Klück | KuWi MA–coordinators of programs & Nicole Klück | ReWi–Carmen Thiele | WiWi–Torsten Glase
- Fill out **Grant Agreement** and hand in at the international department until 6th July 2017 for winter term / 14th December 2017 for summer term. The information regarding the duration of your stay and the financial support can be filled out with our help. The Grant Agreement cannot be signed before the Learning Agreement
- Get an **Overview of all grades** from ViaCampus (HIS) in English (change language below right) or certification by us of a Transcript of records if not all grades are stated in ViaCampus (draft: <http://bit.ly/EUVDownloadEng>).
- Apply for a **leave of absence**. For IBA students only if they do not want a recognition of the courses from their stay abroad): <http://bit.ly/EUVleaveofabsence>.
- Do not forget to **re-register** (even when leave of absence is planned!)
- If necessary, apply for a **VISA**: <http://bit.ly/EUVVisaEng>.
- If necessary, take out **insurance**: <http://bit.ly/EUVinsurance>.
- Quit rental agreement or sublet your flat and start looking for **accommodation** abroad: <http://bit.ly/EUVlivingabroad>.
- If necessary, open a **bank account** which lets you to withdraw money abroad
- Organize the **arrival** – book ticket for plane, bus, train soon enough
- Do the **OLS-language test**, Login comes via E-Mail (check Spam folder) and if necessary, use the OLS language course, Info: <http://erasmusplusols.eu/>.
- Pack!** Little help how to pack: <http://www.auslandsblog.de/hilfe/packliste/> (only in German)

During the mobility

- After you arrived abroad, take care that the international Office of the partner university signs the section Arrival of your **Letter of Confirmation** and send it as a scan via E-Mail (Photo/Scan): KuWi/ReWi - outgoing@europa-uni.de WiWi – outgoing-wiwi@europa-uni.de. The Erasmus+ support will be transferred to your account within two weeks.
- If you change your courses (which is often the case), please check the **recognition** again and update the Learning Agreement, details: <http://bit.ly/Euvrecognition>.
- Use your **OLS- language course** – 2 hours a week are recommended
- Shortly before your departure, let the international office of your partner university fill out your section **departure** of your **Letter of Confirmation**
- If it is possible take your **Transcript of Records** with all your grades from your partner university with you. Normally the Transcripts will be sent to us after your mobility and you will be informed via E-Mail.
- We are happy if you share some **Pictures/Videos/short reports** on our Facebook page: <https://www.facebook.com/ViadrinaInternational>.
- You would like to **extend** your stay abroad? Info: <http://bit.ly/EUVextension>.

After the mobility the

Within 4 weeks after your return you have to send to us via E-Mail the following documents as a scan. (Download: <http://bit.ly/afterreturn>):

- Letter of Confirmation of the Host Institution**
- Learning Agreement**
- Written report of your stay**
- Original Transcript of Records** with all the grades you achieved abroad (normally sent to us by partner university and we will inform you as soon as it has arrived by E-Mail)
- Apply for the **recognition** of all your achieved grades from abroad, (can only be made with the TRanscript of Records) <http://bit.ly/Euvrecognition>.
- OLS language test** – request arrives automatically by E-Mail after your return since you entered the date yourself when you first logged in.
- EU-Online-student report** – Link arrived via E-Mail, please also check your spam folder. Possibly, the link arrives after the 4 weeks deadline