Checklist studying abroad Erasmus+ 2020/21

**Before your mobility**

- Send us your [Acceptance form Erasmus+](bit.ly/EUVfinance).
- Visit the [information meeting](europeauni.moveon4.de/publisher/1/eng) (Invitation arrives by E-Mail).
- Arrange the [recognition of study achievements abroad](bit.ly/Euvrecognition).
- Prepare the [application at the partner university](europauni.moveon4.de/publisher/1/eng) (Info comes by E-Mail by the partner university, also check the website of the partner university, Factsheets: [europauni.moveon4.de/publisher/1/eng](http://europauni.moveon4.de/publisher/1/eng)).
- Get the [Learning Agreement](bit.ly/EUVDownloadEng) 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 MASS – Claudia Casiano | Jura – Katja Herzell| WiWi – Torsten Glase.
- Fill out [Grant Agreement](bit.ly/EUVDownlo) and hand in at the Department of Int. Affairs until 1st July 2020 for winter term / 15th December 2020. We can help you to fill the GA while handing it in. The Grant Agreement cannot be signed before the Learning Agreement.
- Get an [exam extract](https://www.via-campus.de/de) from ViaCampus (His-Portal) in English (change language clicking in the British flag) for all WiWi students. 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/EUVlivingabroad](http://bit.ly/EUVlivingabroad)).
- Do not forget to [re-register](bit.ly/EUVregistration) (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](http://bit.ly/EUVlivingabroad), if necessary take care of your place of residence registration.
- If necessary, open a [bank account](bit.ly/EUFinance) which allows to withdraw money abroad for free.
- Organize the [arrival](bit.ly/EUVlivingabroad) – book ticket for plane, bus, train soon enough.
- Do the [OLS-language test](bit.ly/EUVleaveofabsence). login comes via E-Mail (check Spam folder) and if you like, use the OLS language course, info: [erasmusplusols.eu](http://erasmusplusols.eu/).

**During your mobility**

- After you arrived abroad, take care that the international office of the partner university signs the section Arrival of your [Letter of Confirmation](bit.ly/Euvrecognition) and send it as a scan via E-Mail (Photo/Scan): KuWi/Jura - [outgoing@europa-uni.de](mailto:outgoing@europa-uni.de) WiWi – [outgoing-wiwi@europa-uni.de](mailto: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](bit.ly/Euvrecognition) again and update the Learning Agreement, details: [bit.ly/Euvrecognition](http://bit.ly/Euvrecognition).
- Use your [OLS-language course](bit.ly/EUVDownloadEng) if you interested – 2 hours a week are recommended.
- Shortly before your departure, let the international office of the partner university fill out [departure](bit.ly/Euvrecognition) section of your [Letter of Confirmation](bit.ly/Euvrecognition).
- We are happy if you share some [Pictures/short reports](http://facebook.com/viadrinainternationales/) on our Facebook/ Instagram page: [facebook.com/viadrinainternational](https://facebook.com/viadrinainternational) [instagram.com/viadrina_international](https://instagram.com/viadrina_international). Send us an e-mail, if you like!
- If possible, take your [Transcript of Records](bit.ly/EUVleaveofabsence) with all grades from the partner university with you. However, usually the transcripts will be sent to you and /or us after your mobility. If it reaches us, you will get and e-mail.

**After your mobility**

Within 4 weeks after your return you have to send to us via E-Mail the following documents as a scan. (All forms can be downloaded: [bit.ly/afterreturn](https://bit.ly/afterreturn)):

- [Letter of Confirmation of the Host Institution](bit.ly/EUVDownloadEng)
- [Learning Agreement](bit.ly/EUVDownloadEng) (if you have not send it already)
- [Written report of your stay](bit.ly/EUVDownloadEng)
- [Transcript of Records](bit.ly/EUVDownloadEng) we only accept it send to us by e-mail directly from the partner university or the original send by post. As soon as we receive the transcript you will be informed by e-mail.
- [EU-Online-student report](bit.ly/EUVDownloadEng) – Link arrived via E-Mail, please also check your spam folder. Possibly, the link arrives after the 4 weeks deadline.
- [OLS language test](bit.ly/EUVDownloadEng) – request arrives automatically by E-Mail after your return and after the date you indicated yourself logging into the OLS-System for the first time. Not necessary, if you past the first test with a C2 level.