Checklist studying abroad Erasmus+ 2021/22

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 courses from 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 Online Learning Agreement (OLA) signed until 1st July, 2021 for winter term / 15th December, 2021 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 Herzel| WiWi – Torsten Glase.
- Fill out the Grant Agreement (GA) and hand in at the Department Viadrina Int. Affairs until 1st July, 2021 for winter term / 15th December, 2021 for summer term. We can help you to fill out the GA. The GA cannot be signed before the OLA.
- If requested in application at partner university, download 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, 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 a ticket for plane, bus, train.
- 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/ - waiting for info on relaunch.

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 Stay 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 2-4 weeks.
- If you change your courses (which is often the case), please check the recognition again and update the Online 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 - waiting for info on relaunch.
- Shortly before your departure, let the international office of the partner university fill out the departure section of your Letter of Stay.
- 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!

After your mobility

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

- Letter of Stay 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 - waiting for info on relaunch.
- Apply for the recognition of all your passed courses from abroad, (only possible after all the things listed above have been completed): bit.ly/Euvrecognition