**Checklist studying abroad Erasmus+ 2023/24**

**Before your mobility**

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|  | Visit **the Information meeting** (Invitation arrives by E-Mail - if available video recording in Moodle). |
|  | If possible, apply for **„Auslandsbafög“**: [bit.ly/bafogEN](https://www.auslandsbafoeg.de/) or take care of financing your stay abroad: [bit.ly/EUVfinance](http://bit.ly/EUVfinance). |
|  | Arrange the **recognition of courses from abroad**: [bit.ly/Euvrecognition](http://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)** or if applicable the old LA signed until **30/07/23 for winter term or 22/12/23 for summer term:** KuWi BA – Nicole Klück | KuWi MA – coordinators of programs | MES – Ruth Geiger | MoDE - Johanna Janotta | Jura – Katja Herzel | WiWi – Torsten Glase. |
|  | Fill in the **Grant Agreement (GA)** and hand in the original paper version at the Department Viadrina Int. Affairs until **30/07/23 for winter term or 22/12/23 for summer term**. We can help you to fill in the GA. The GA cannot be signed before the OLA. Template: [bit.ly/EUVDownloadEng](http://bit.ly/EUVDownloadEng). |
|  | If applicable, complete and sign the **declaration of honor on the green travel** and **social top up** by **30/07/23 for winter term or 22/12/23 for summer term** 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.deT) Template: [bit.ly/EUVDownloadEng](http://bit.ly/EUVDownloadEng). |
|  | If requested in application at partner university, download a **Transcript of records,** for WiWi students: Transcript of Records from ViaCampus in English; KuWi/Law students whose courses are not in English in ViaCampus will have their Transcript confirmed by us. (transcript form to fill: [bit.ly/EUVDownloadEng](http://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](http://bit.ly/EUVleaveofabsence). |
|  | **Re-register** at Viadrina (even when leave of absence is planned!) If applicable, apply for the exemption from **semester ticket** and **student union fees**. |
|  | If necessary, apply for a **Visa** and extend your **residence permit** for Germany (only Non-EU students): [bit.ly/EUVVisaEng](http://bit.ly/EUVVisaEng). |
|  | If necessary, get an additional **insurance for study abroad**: [bit.ly/EUVinsurance](http://bit.ly/EUVinsurance). |
|  | Quit your rental agreement or sublet your flat and start looking for **accommodation** abroad: [bit.ly/EUVlivingabroad](https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Wohnen-im-Ausland/index.html), if necessary take care of your place of residence registration. |
|  | If necessary, open a **bank account** that allows to withdraw money abroad for free. |
|  | Organize the **arrival –** if possible travel environmentally friendly “green”. |
|  | Use **Online Language Support (OLS)** language tests and courses (voluntary): [bit.ly/OLS-EUV](https://bit.ly/OLS-EUV). |
|  | **Pack your suitcase**! Little help what to pack: [studyabroad.com/student-guide-study-abroad-packing](https://www.studyabroad.com/student-guide-study-abroad-packing). |

**During your mobility**

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|  | 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) to: KuWi/Jura - [outgoing@europa-uni.de](mailto:outgoing@europa-uni.de) WiWi -[outgoing-wiwi@europa-uni.de](mailto:outgoing-wiwi@europa-uni.de). The first installment (approx. 70%) of the Erasmus+ grant is then usually paid within 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](http://bit.ly/Euvrecognition). |
|  | Use **Online Language Support (OLS)** language tests and courses (voluntarily): [bit.ly/OLS-EUV](https://bit.ly/OLS-EUV). |
|  | Shortly before your departure, let the international office of the partner university fill in the **Departure** section of your **Letter of Stay**. |
|  | We are happy about **pictures/videos/short reports/takeover** for our Facebook/ Instagram [facebook.com/ViadrinaInternational](https://www.facebook.com/ViadrinaInternational)/ [instagram.com/viadrina\_international](https://www.instagram.com/viadrina_international/). Send us an e-mail on that, if you like! |
|  | You would like to **extend** your study abroad? Info: [bit.ly/EUVextension](http://bit.ly/EUVextension). |

**After your mobility**Within 4 weeks after your return, the following needs to be done: (more info: [bit.ly/afterreturn](http://bit.ly/afterreturn)):

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|  | **Letter of Stay** sent as scan to us. |
|  | **Written experience report:** [bit.ly/EUVDownloadEng](http://bit.ly/EUVDownloadEng) as word (.doc) document sent to us by e-mail. |
|  | As a valid **Transcript of Records,** we only accept an E-mail send to us directly from the partner university or the original sent by mail. 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. |
|  | Use **Online Language Support (OLS)** language tests and courses (voluntary): [bit.ly/OLS-EUV](https://bit.ly/OLS-EUV). |
|  | 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](http://bit.ly/Euvrecognition) |