

# Checklist studying abroad NON-EU 2021/22

## Before your mobility

- Send us your **Acceptance form**.
- Visit the **Information meeting** (Invitation arrives by E-Mail).
- If possible, apply for „**Auslandsbafög**“: [studentenwerke.de/en](https://studentenwerke.de/en) or take care of financing your stay abroad:  
[bit.ly/EUVfinance](https://bit.ly/EUVfinance).
- Arrange the **recognition of of courses from abroad**: [bit.ly/Euvrecognition](https://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: KuWi BA – Nicole Klück | KuWi MA – coordinators of programs except for MASS Claudia Casiano & Nicole Klück | ReWi – Carmen Thiele | WiWi – Torsten Glase.
- Apply for a **leave of absence**. For students of economics **only** if you do not wish to have courses from abroad recognised. <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Urlaubssemester.html>.
- Do not forget to **reenrol (Rückmeldung)** at the Viadrina (even if you are on leave of absence)!
- Apply for **visa if necessary**: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Visum.html>.
- If necessary, purchase **medical insurance for foreign countries**: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Versicherung.html>.
- Cancel/sublease your flat** in advance and find a new one abroad: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Wohnen-im-Ausland.html>.
- If necessary, open a **new bank account** from which you can withdraw money abroad free of charge.
- Arrange the arrival** abroad at your new place of study - book your flight, bus or train ticket in advance.
- Pack!** A helpful packing guide: <https://www.packlisten.org/auslandssemester-erasmus-packliste/>.

## During your mobility

- Have the **Arrival section** confirmed in the **Letter of Confirmation** at the International Office of the partner university immediately after your arrival and send it by e-mail: KuWi/ReWi – [outgoing@europa-uni.de](mailto:outgoing@europa-uni.de) WiWi – [outgoing-wiwi@europa-uni.de](mailto:outgoing-wiwi@europa-uni.de).
- If you change your course preference (this is usually the case), discuss the **recognition** again by email and update the Learning Agreement accordingly, details: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/anerkennung/index.html>.
- Before your departure, have the **Confirmation of Departure** section of the **Letter of Confirmation** signed by the International Office of the partner university.
- Receive the **Transcript of Records** with all your achievements abroad, if possible. In most cases, however, this will be sent directly to us by the partner university at a later date and you will be notified of its arrival by email.
- We are very happy if you share photos/videos/short reports on our Facebook page: <https://www.facebook.com/ViadrinalInternational>
- Would you like to extend your stay abroad? Info: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Verlaengerung/index.html>.

## After your mobility

Within 4 weeks of your return, you must have the following four documents on hand at the International Office (all documents for downloading: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Rueckkehr/index.html>):

- Learning Agreement**
- Written experience report** (as word (.doc) document sent to us by e-mail)
- Letter of Confirmation of the Host Institution** (the original)
- Transcript of Records** with all foreign academic achievements (usually sent directly to us by the partner university. You will be informed by e-mail about the arrival of the transcript of records).

Furthermore, the following tasks still need to be completed:

- Apply for **recognition of foreign academic achievements** (can only be done together with the Transcript or Records): <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/anerkennung/index.html>