

Checklist studying abroad Erasmus+ 2020/21



Before your mobility

- Send us your **Acceptance form Erasmus+**
- Visit the **Information meeting** (Invitation arrives by E-Mail).
- Apply for „**Auslandsbafög**“: studentenwerke.de/en or take care of financing your stay abroad: bit.ly/EUVfinance.
- Arrange the **recognition of study achievements abroad**: 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: europauni.moveon4.de/publisher/1/eng).
- Get the **Learning Agreement** 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 Herzel| WiWi – Torsten Glase.
- Fill out **Grant Agreement** 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** 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/EUVDownloadEng).
- 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.
- Do not forget to **re-register** (even when leave of absence is planned!)
- If necessary, apply for a **Visa**: bit.ly/EUVVisaEng.
- If necessary, get an 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 ticket for plane, bus, train soon enough.
- 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/.
- Pack your suitcase!** Little help what to pack: studyabroad.com/student-guide-study-abroad-packing.

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** 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 two to four weeks.
- If you change your courses (which is often the case), please check the **recognition** again and update the Learning Agreement, details: bit.ly/Euvrecognition.
- Use your **OLS- language course** if you interested – 2 hours a week are recommended.
- Shortly before your departure, let the international office of the partner university fill out **departure** section of your **Letter of Confirmation**.
- 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!
- If possible, take your **Transcript of Records** 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 an e-mail.
- You would like to **extend** your stay abroad? Info: bit.ly/EUVextension.

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):

- Letter of Confirmation of the Host Institution**
- Learning Agreement** (if you have not send it already)
- Written report of your stay**
- Transcript of Records** 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 we will informed by e-mail.
- EU-Online-student report** – Link arrived via E-Mail, please also check your spam folder. Possibly, the link arrives after the 4 weeks deadline.
- OLS language test** – 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.
- Apply for the **recognition** of all your achieved grades from abroad, (can only be made with the Transcript of Records): bit.ly/afterreturn.