

**Step 1:** Collect the documents relating to your stay abroad – learning agreements (study or work) as well as, depending on the *type* of stay abroad, your transcripts, learning agreements, letters of reference, proof of completed internships, language certificates or similar.

- Convert any paper documents to a digital format as best you can.
- Combine your paperwork into as few files as possible, saving as PDFs rather than image files.

**Step 2:** Bring your documents – ideally in digital form<sup>1</sup> – to the next “Blocktermin” for stay abroad credit and queries.

- Sign up for the Stud.IP course [3.02.082: Organisation and Supervision of Compulsory Stay Abroad](#) (if you have not already done so) to find the “Blocktermine” schedule and to make an [appointment](#).<sup>2</sup>
- We will be asking you to upload your confirmation documents to individual Stud.IP folders in **3.02.082** during the session, so please make sure you have an appropriate digital device with you.
- If you already have a digital folder in your name (for example from when you set up a learning agreement), then you may also upload your documents in advance of the session.

**Step 3:** Register for the online examination in Stud.IP for the stay abroad if you haven’t already - you will need a TAN for this. The examination is listed as **Auslandsaufenthalt (58801)**.

- It is enough to register after you return – please do not sign up for the examination many semesters in advance!

**FINAL NOTE:**

The information above only applies to the process of getting credit for the compulsory stay abroad itself. If you wish to get credit for individual courses taken at another university in addition to this, then – assuming you have (a) discussed your course choice with a departmental advisor in advance; and (b) have a signed non-binding learning agreement – you should consult the requirements for credit transfer (“Anerkennung”) laid out by the [Prüfungsamt](#).

- If you return from your time abroad and do *not* have a non-binding learning agreement, then please make an appointment with the Fachstudienberatung<sup>3</sup> to discuss your options *before* you submit your paperwork to the Prüfungsamt.
  - This appointment can also take place within one of the regular stay abroad “Blocktermine”. See the Stud.IP course **3.02.082** for the schedule.<sup>3</sup>

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<sup>1</sup> If the scan quality of your digital documents is low, or if the scan is heavily watermarked (as is sometimes the case for American university transcripts), please bring the hard copy with you to the session as a backup.

<sup>2</sup> If you are truly unable to attend one of the Blockveranstaltung or need credit very urgently, then you can attend one of Dr Auguscik’s or Ms Freede’s regular office hours or contact one of them via email.

<sup>3</sup> For questions about course credit in literary and cultural studies, please contact **Dr Auguscik**. For questions about credit in linguistics, please contact **Dr Flöck**. For credit in Didactics, please contact **Dr Kramer**. For Sprachpraxis credit, contact **Ms Freede**.