

# Checklist ✓

## for the Erasmus+ Study Abroad

### Before departure

- Obtain information about the Erasmus+ programme and the application procedure:**  
[www.uol.de/en/erasmus-studies](http://www.uol.de/en/erasmus-studies) sowie [www.uol.de/en/europe-studies/application-procedure](http://www.uol.de/en/europe-studies/application-procedure)
- Apply directly through the departmental coordinator for the Erasmus student mobility.**  
The appropriate departmental coordinator can be found under: [www.uol.de/en/io/going-abroad/erasmus-europe/erasmus-partnerships](http://www.uol.de/en/io/going-abroad/erasmus-europe/erasmus-partnerships)  
→ Be aware of the deadlines set by the departmental coordinators!  
*Be sure to also inform yourself about the language requirements of your chosen host university.*
- Print your online application and submit it to the International Office (IO) no later than February 15th (for participation in the following academic year). Make sure it is signed by the departmental coordinator. You can also ask them to email your application to the IO.**  
For the summer semester, there is the possibility of submitting applications until 1 June for remaining exchange places. Please note that the summer semester starts in January or February for many universities in other countries. Once your application has been received, the IO or the departmental coordinator will nominate you at the host institution. This is in March/April for students who wish to study abroad in the winter semester, and April or later for students who wish to apply for a remaining exchange place in the summer semester. Some partner universities only accept nominations at a later date, but rest assured the IO and the departmental coordinator are taking this into account.
- What to do after your application has been accepted?**  
Once you have been nominated by the IO or your departmental coordinator, you should receive information from the host institution about further steps in the application process. This information can also be found online for most partner universities. Just to be sure, run a search on the host institution's homepage for "Erasmus" or "application for exchange students" for information about the application process or language requirements for incoming Erasmus students. Then send or submit the requested application. The time between the submitted application and a decision from the host university may take a few weeks. For further questions regarding your application, please contact the IO of your host institution.
- If applicable, apply for additional funding for students with fewer opportunities or green mobility**  
You can find more information and the application at [www.uol.de/en/special-funds](http://www.uol.de/en/special-funds). For information on Green Mobility, see [www.uol.de/en/erasmus/special-funding](http://www.uol.de/en/erasmus/special-funding).
- Upload the Online Learning Agreement (3 signatures are required)**  
You must obtain the signatures of the departmental coordinator or subject representative of the University of Oldenburg and the coordinator of the host university in addition to your own before submitting the grant agreement.
- Submit the original, signed copy of the Grant Agreement to the IO**  
The IO will email the Grant Agreement in June/July to students departing for the winter term or in November/December for students departing for the summer term. Please sign the agreement and return it to the IO in the original (in person or by post).

## Miscellaneous

- If applicable: apply for a language course at the host institution  
Oder kostenfrei Sprachen lernen mit dem [Online Language Support](#) (OLS) ([Anleitung](#))
- Sort out accommodation abroad (wherever possible)
- If applicable: Apply for Auslands-BAföG
- If applicable: make insurance arrangements according to the grant agreement
- Apply for academic leave of absence (Beurlaubung) at the Admissions Office. Please note that you still need to register with the University of Oldenburg. If you do not want to apply for a leave of absence, please remember to re-register again.
- If necessary, apply for a semester ticket refund at the AStA.

## During your Erasmus Semester

- If applicable: Online Learning Agreement changes**  
Any changes to the originally agreed study programme (see "Before the mobility") should be recorded in Tables A2 and B2 of the Online Learning Agreement, while Tables A and B remain unchanged. See the instructions you received by email. All three parties must agree to the changes. **Changes are possible up to 7 weeks after the start of the semester at the latest.**
- Have the host institution sign the Confirmation of Stay no earlier than five days before the end of your study abroad programme.**

## After your Erasmus Semester

### Required for 2nd payment:

- Submit your Confirmation of Stay to the IO within 4 weeks the end of your study abroad programme (you can send a scanned version by email).**
- Submit the EU survey (participant report) using the Beneficiary Module.**  
You must submit this report within 30 days of receiving the email with the link to the report form.
- Write a Student Experience Report and send it to the IO along with the [Student Experience Report Form](#).**  
This has to be done in maximum of four weeks after the end of your studying abroad.
- Submit the transcript of records from the host institution immediately upon receipt or a copy/scan within 45 days of the end of your stay at the host university.**

### Also important:

- Submit a request for recognition of the credit points from your host university.**  
For more information see: [www.uol.de/en/students/recognition](http://www.uol.de/en/students/recognition).
- Complete the climate protection management mobility survey**  
[www.uol.de/en/emissions-semester-abroad\\_intranet](http://www.uol.de/en/emissions-semester-abroad_intranet)

**All forms and instructions are available at [www.uol.de/en/io/forms-and-publications](http://www.uol.de/en/io/forms-and-publications)**

**You can also access the online version and forms using the following QR code**

