

# CHECKLIST ✓

## for the Erasmus+ Study Abroad

### Before Departure

- Get informed about the Erasmus+ programme and the application procedure:**  
[www.uol.de/en/erasmus-auslandsstudium](http://www.uol.de/en/erasmus-auslandsstudium) and [www.uol.de/en/erasmus-bewerbung](http://www.uol.de/en/erasmus-bewerbung)
- Apply directly through the Department Coordinator for the Erasmus student mobility.**  
The appropriate departmental coordinator can be found under: [www.uol.de/en/erasmus-partner](http://www.uol.de/en/erasmus-partner)  
→ Be aware of the deadlines set by the departmental coordinators!  
*Be sure to also inform yourself about the language requirements of your chosen partner school.*
- Submit the printed version of your online application form “application for an exchange place (Europe)”, including the signature of the departmental coordinator to the International Office (IO), no later than February 15<sup>th</sup> (for participation in the following academic year).**  
For the summer semester, there is the possibility of submitting applications until June 1<sup>st</sup> for remaining exchange places. Please note that the summer semester abroad often begins in January/February, depending on the country and the partner university. After receipt of the application the IO/ 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. The IO and/or Departmental Coordinator are aware of the fact, that at some partner universities the nomination is only possible at a later date.
- Application to host institution successful and a positive answer from the host institution received?**  
After nomination through IO or the departmental coordinator, you should receive information from the host institution about further steps in the application process. For most partner universities this information can also be found online. 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 Erasmus incoming students. Then send or submit the requested application. The time between the submitted application and a decision from the partner school may take a few weeks. For further questions regarding your application, please contact the IO of your host institution.
- Complete the Learning Agreement, part “Before the mobility” with all three signatures (Student, Departmental Coordinator or representative of the University of Oldenburg, and the coordinator of the host institution) and send a copy or scanned version to the IO (at the latest together with the signed grant agreement).**
- Submit the original, signed copy of the Grant Agreement to the IO**  
The IO will send the Grant Agreement by email in June/July (for students that wish to depart in the summer term, November/December). This must be signed by the student and returned to the IO (the original document).
- Mandatory participation in the online language test in main language of instruction (except native speakers).**  
The IO will register the student in the OLS-Portal (OLS= Online Language Support) and you will obtain automatic access to the test. Some students will have the option to participate at an online language course. These students will be informed automatically.

Contact: Andreas Männle, Erasmus+ Student Mobility, E-Mail: [goingabroad@uol.de](mailto:goingabroad@uol.de)

### Miscellaneous

- If applicable: apply for a language course at the host institution
- Sort out accommodation abroad (wherever possible)
- If applicable: Apply for Auslands-BAföG
- If applicable: Purchase insurance according to the grant agreement
- Apply for academic leave of absence (“Beurlaubung”) at the “Immatrikulationsamt”. Please note that the registration at the University of Oldenburg is still required. If you do not want to apply for the “Beurlaubung” please remember to re-register again.
- If necessary, apply for a semester ticket refund at the AStA.

### DURING YOUR ERASMUS SEMESTER

- If applicable: Complete Learning Agreement, part „During the mobility“**  
All changes should be indicated in Tables A2 and B2, while Tables A and B should not be modified. These changes should be agreed by all parties as soon as possible (also possible via e-mail). For further information please have a look at the Guidelines on how to use the Learning Agreement. Please send a **copy/scan** of the changed Learning Agreement or the e-mail referring to this **to the IO 7 weeks after the beginning of your studying** abroad at the latest.
- Have the host institution sign the Confirmation of Stay in the last 5 days of your studying abroad.**

### AFTER YOUR ERASMUS SEMESTER

- Hand in the Confirmation of Stay at the IO until 4 weeks after the end of your studying abroad** at the latest. Copy or scanned version is sufficient.
- Again: Mandatory participation in the online language test in language of instruction (except native speakers).**  
Again, you will automatically receive access to the test via the OLS-Portal.
- Submit the Online-EU-Survey (participant report) online through the EU Mobility Tool.**  
This has to be done in maximum of four weeks time after you receive the e-mail with the link to the report form.
- Write a Student Experience Report and send it along with the Student Experience Report Form to the IO.**  
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** or a copy/scan of the Learning Agreement, part „After the mobility“, table C, **to the IO as soon as you receive it** (8 weeks after the end of your studying abroad at the latest).
- Submit a request for recognition of the credit points from abroad.**  
More information on this subject under: [www.uol.de/en/students/recognition](http://www.uol.de/en/students/recognition)

**All forms (Application, Learning Agreement, Confirmation of Stay, Student Experience Report Form) can be found under: [www.uol.de/en/io/formulare](http://www.uol.de/en/io/formulare)**

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