

Checklist Erasmus+ study abroad

PLANNING AND APPLICATION

Get informed

- ☐ [homepage](#) | [consultation](#) | [study reports in the exchange database](#)

Application (Application period: 01.10-01.02; for the following winter AND summer semester)

- ☐ Online application via the [MoveOn-portal](#)

BEFORE THE MOBILITY

After receiving a place at the partner university:

- ☐ upload [sworn declaration](#), if top-up for fewer opportunities and/or Green Travel via MoveOn.

Contact with the partner university:

Nomination at the partner university by the International Office, afterwards:

- ☐ wait for an e-mail from the partner university. Follow their instructions and respect their deadlines.

Outgoer-Seminar (probably in May)

- ☐ participation

Learning Agreement (LA)

- ☐ Make your LA (workload requirement: 30 ECTS per semester) via the MoveOn-portal. Possible recognition of courses done abroad should be discussed with the study coordinator or with the examination office.

FHW-students: [form sheet „Anerkennung von Auslandsleistungen“](#) needs to be filled in, signed by the study coordinator and handed in via MoveOn.

Acceptance Letter and Grant Agreement

- ☐ Upload acceptance letter/E-Mail from partner university to MoveOn.
- ☐ after having received the Grant Agreement please sign it and return it to erasmus-out@ovgu.de.

Organisational matters

- ☐ re-registration at OVGU → upload your certificate of enrolment via MoveOn.
- ☐ take care of all issues related to health insurance abroad and/or other insurances abroad.
- ☐ apply in due time and at own responsibility for a visa (applicable for all non-EU-outgoings, and for travellers to Turkey).

DURING THE MOBILITY

- ☐ get the Arrival Sheet (first part of the [Stay Confirmation](#)) signed and upload it to MoveOn (latest **2 weeks** after the beginning of the semester).

- ☐ if changes in courses: edit the LA in the MoveOn-portal and get it signed digitally.

Attention: FHW-students need to hand in a [Changes Agreement](#), signed by the study coordinator.

Deadline for changes to the LA: **5 weeks** after the start of the semester abroad.

- ☐ Wish to extend the stay abroad (possible in justified particular cases): fill in and hand in the form [Request for Extension of Stay](#) by 15.10 (for SoSe) at latest.
- ☐ before departure: get the Departure Sheet (second part of the [Stay Confirmation](#)) signed.

AFTER THE MOBILITY (within 8 weeks)

- ☐ upload completely signed [Stay Confirmation](#) to MoveOn.
- ☐ complete and submit the Erasmus Participant Report after having received the request by e-mail.
- ☐ write the [study report](#) for the OVGU exchange database and upload it to MoveOn.
- ☐ after having received the Transcript of Records (ToR), upload it to MoveOn.
The ToR must be submitted to the Examination Office for the recognition of courses attended abroad.
- ☐ upload proof of recognition of the ECTS done abroad to MoveOn.