

Before the Mobility

Required documents	To be Submitted to the International Office until
<input type="checkbox"/> Online Acceptance your Erasmus+	In 1 week after receiving
<input type="checkbox"/> Application at partner university	According to requirements of partner university
<input type="checkbox"/> „Grant Agreement“ <input type="checkbox"/> Signature from student <input type="checkbox"/> Signature from Erasmus Coordinator	In 2 weeks after receiving
<input type="checkbox"/> Letter of Acceptance from partner university <input type="checkbox"/> „Learning Agreement“ <input type="checkbox"/> Signature from student <input type="checkbox"/> Signature from “ECTS Beauftragten” of the faculty <input type="checkbox"/> Signature from representative of partner university <i>Important: Stamps should not cover the date!</i> <input type="checkbox"/> „Recognition of examination achievements“ <input type="checkbox"/> Inform “Studienbüro” about stay abroad <input type="checkbox"/> OLS- Language Assessment	Before the Mobility
<input type="checkbox"/> „Confirmation of Arrival“	1 week after the Mobility started
Attention!!! The existence of these documents is a prerequisite for the payment of the 1.rate (80 percent of total funding).	

During the Mobility

Required documents	To be submitted to the International Office until
<input type="checkbox"/> Changes in the Learning Agreement “During the Mobility” <input type="checkbox"/> Signature from student <input type="checkbox"/> Signature from “ECTS Beauftragten” of the faculty <input type="checkbox"/> Signature from representative of partner university <i>Important: Stamps should not cover the date!</i>	5 weeks after semester start at partner university
<input type="checkbox"/> Changes in the recognition of examination achievements <input type="checkbox"/> Signature from the respective course-responsible person	5 weeks after semester start at partner university

After the Mobility

Required documents	To be submitted to the International Office until
<input type="checkbox"/> „Confirmation of Departure“ <input type="checkbox"/> Experience Report for HOST	1 week after Mobility end
<input type="checkbox"/> EU-Survey	30 days after receiving
<input type="checkbox"/> „Transcript of Records“	1 week after receiving
<input type="checkbox"/> Attention!!! The existence of these documents is a prerequisite for the payment of the 2. rate (20 percent of total funding).	

Attention!!! The mobility grant may be eventually reclaimed if the mandatory documents have not been submitted on time to the International Office of the HOST and the required amount of ECTS points per semester has not been reached!