

# To-do-List for Erasmus+ Study



## Before your time abroad

✓ To be done	Date
Individual applying at host university after local nomination done by the International Office (IO) and possible research/ organisation for an intensive language course abroad (1-4 weeks).	Note application deadline at host university
Submitting the (1) <b>Grant Agreement (Original)</b> to the IO Send the completed but not signed Grant Agreement for verification purposes via e-mail to the Erasmus-Office. As soon as you receive the expanded document, you will send the signed original to us (personal/ by Post/ Mailbox)!	Not later than 1 month before departure
Submitting the (2) <b>Learning Agreement („Before the Mobility“ via e-mail)</b> to the IO. (If applicable, the digital Learning Agreement is available through MoveON).	
Participation on (3) <b>Online-Language test ahead of your time abroad.</b> (The language tested refers to the language of instruction. Native speakers are excluded from this test). You will receive an invitation <b>by e-mail.</b>	Invitation via e-mail after submitting the Learning Agreement
Possible scan of the signed Declaration of Honour on Green Travel and/or Social Top Ups.	Together with the Grant Agreement
Possible DAAD-language test at the language center. Information and dates at <a href="https://sprachenzentrum.uni-greifswald.de/en/courses-enrolment/certificates/daad-tests/">https://sprachenzentrum.uni-greifswald.de/en/courses-enrolment/certificates/daad-tests/</a>	Note application deadline of host institution
Possible apply for <a href="#">Auslands-BAföG</a> at the competent Studierendenswerk.	6 months before going abroad
Possible application for leave of absence at the Student Secretariat (no must have) Information at <a href="https://www.uni-greifswald.de/studium/waehrend-des-studiums/beurlaubung/">https://www.uni-greifswald.de/studium/waehrend-des-studiums/beurlaubung/</a>	
Possible clarification about insurance while being abroad (health-, accident-, liability insurance) and possible additional insurance to be concluded.	
Check if a Visa is necessary (If yes: apply for one).	
<b>Attention!!!</b> The on-hand documents (1), (2), (3) are requirements for the first rate pay out (80% of total funding). Should information about your mobility change, you immediately have to create a new Grant Agreement (see above) and send to the Erasmus-office via e-mail.	

## After arriving at the host institution

✓ To be done	Date
Possible (2a) <b>Change in Learning Agreement</b> (Learning Agreement “During the Mobility“ via e-mail).	Within the first 5 weeks
Possible request of extension (via e-mail: confirmation of host university and home university's departmental coordinator, a <b>new Learning Agreement</b> (for extended semester) and a <b>new Grant Agreement</b> submitted to the IO). → <b>An extension from summer to winter semester is not possible. In this case, please reapply to your departmental coordinator!</b>	Not later than 1 month before your planned mobility ends (note possible deadlines at host university)

## Before returning from your time abroad

✓ To be done	Date
Submitting the (4) <b>Confirmation of Stay (via e-mail)</b> filled out and signed by host university to IO.	Immediately after semester completion (date of signature mustn't be after end of stay)

## After returning from your time abroad

✓ To be done	Date
Submitting the detailed (5) <b>Experience report (via e-mail)</b> at IO.	4 weeks after return
Taking part in (6) <b>Online survey</b> of EU. Link will be sent to you after completion of your mobility.	
Submitting the (7) <b>Transcript of Records (at least 15 ECTS per semester) (via e-mail)</b> to IO.	Immediately after receiving
Acceptance of the academic achievements based on the Learning Agreement (2 and/or 2a) and Transcript of Records (7).	Immediately after completion the time abroad (via examination office)
Transmission of the successful recognition at the IO via Learning Agreement „After the Mobility“ via e-mail.	Immediately after successful recognition.
<b>Attention!!!</b> The on-hand documents (4)-(7) are requirements for pay out of the second rate. (20% of total funding)	

All forms will be found on the internet:

<https://www.uni-greifswald.de/en/international/outgoing/study-abroad/erasmus-plus-keeping-europe-mobile/forms-for-periods-of-study-with-erasmus/>

**Attention!!!** The mobility contribution must possibly be reclaimed if the required documents (4)-(7) are not at the International Office at the required time and you have not provided at least **15 ECTS per semester!**

*The International Office wishes you an experience-rich stay abroad!*

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