

To-do-List for the Erasmus+ Internship



Before your time abroad

✓ To be done	Date
Individual research/ organisation of the internship and a possible intensive language course at a foreign country (1-4 weeks).	Possible note deadline at internship organisation
Submitting the (1) Certificate of enrollment from the University of Greifswald and Confirmation from the Internship-institution (via e-mail) at International Office (IO).	Not later than 2 months before internship start
Submission of (2) Grant Agreement (original) 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 (3) Learning Agreement (via e-mail) to the IO.	
Participation on (4) Online-Language test ahead of your time abroad. (The language tested refers to the language of instruction. Native speakers are excluded from this test). You will receive an invitation by e-mail .	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 https://sprachenzentrum.uni-greifswald.de/en/courses-enrolment/certificates/daad-tests/	Note application deadline of host institution
Possible apply for Auslands-BAföG at the competent Studierendenwerk.	6 months before going abroad
Possible application for leave of absence at the Student Secretariat (no must have) Information at https://www.uni-greifswald.de/studium/waehrend-des-studiums/beurlaubung/	
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).	
Attention!!! The on-hand documents (1)-(4) 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 internship organisation

✓ To be done	Date
Possible (3a) Change in Learning Agreement (Learning Agreement "During the Mobility" via e-mail).	Within the first 5 weeks
Possible request of extension (confirmation of host organisation and subject coordinator at home university via e-mail) and submit a new Grant Agreement to IO.	Not later than 1 month before your planed mobility ends

Before returning from your time abroad

✓ To be done	Date
Submitting the (5) Traineeship Certificates filled out and signed by host internship organisation (Learning Agreement „After the Mobility" via e-mail) to IO.	Immediately after completion of internship

After return from your time abroad

✓ To be done	Date
Submitting the filled out (6) Experience report (via e-mail) to IO.	4 weeks after return
Taking part in the (7) Online survey of EU. Link will be sent to you after completion of your mobility.	
Possible recognition of the internship based on the Learning Agreement (3 and/or 3a) and Traineeship Certificate (5).	Immediately after completion the time abroad (via examination office)
Attention!!! The on-hand documents (5)-(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/internship-abroad/erasmus-internship/forms-for-erasmus-student-traineeships/>

Attention!!! The mobility contribution must possibly be reclaimed if the required documents (5)-(7) are not at the International Office at the required time.

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

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