

Checklist ERASMUS Outgoings

BEFORE THE MOBILITY			
	WHAT?	WHEN?	IMPORTANT!
✓	Participate in the mandatory Pre-Departure Meeting where you will receive information about your ERASMUS scholarship and the documents you need to hand in	In June/July (WiSe), or Nov/Dec (SoSe)	
✓	Sign Grant Agreement at Pre-Departure Meeting	In June/July (WiSe), or Nov/Dec (SoSe)	
	If applicable: complete application form of your partner university	After nomination	
	Obtain signature of host university on your Learning Agreement (3rd signature) and upload the completed document to Mobility Online	After acceptance by host university, before start of mobility	If the partner university signs the Learning Agreement after the start of the mobility, the signature needs to be backdated (the date must be before the start of the mobility).
	Mandatory online language test (OLS-Test) in the <u>language of study</u> to determine your level (you will receive a link via Email after nomination: noreply@erasmusplusols.eu)	Before start of your study abroad	Important: The test is part of the Erasmus scholarship. If you do not take the test, you will not get the scholarship.
	For students from non-EU-Countries : apply for a visa (at embassy)	After application at host university	Please get in touch with your host university for further information
	Check housing options with your partner university (Is it possible to book a room in a dorm?)	After application at host university	Most Universities have a housing office.
	Re-register at FRA-UAS by paying the semester fee	Until 1st Sept (WiSe); Or 1st March (SoSe)	Make sure to re-register, otherwise you will get ex-matriculated and you will not get the scholarship.
	If applicable: request refund at AStA for RMV-Ticket	Until 4 weeks after deadline for re-registration	You can download the confirmation for your Erasmus semester from Mobility Online. Show this document at the AStA.
	If applicable: request Auslands-BAföG (different BAföG offices across Germany are responsible for different countries. <u>Check online</u> to find out which one is responsible for your chosen country!)	As early as possible	
	State additional financial grants (scholarships, DAAD etc.) at the IO	As soon as you know	

DURING YOUR MOBILITY			
☑	WHAT?	WHEN?	IMPORTANT!
	Have Confirmation of Arrival signed and stamped by host university and upload to Mobility Online. [indicating the <u>exact day of beginning</u> and <u>estimated end</u> of mobility]	Immediately after start of studies, by October 15 th (WiSe) or April 15 th (SoSe) at the latest	
	If applicable: fill in changes in the Learning Agreement and have it signed and stamped by your host university and the ERASMUS coordinator of your FRA-UAS faculty. Then upload it to Mobility Online.	In the first 4 weeks of your studies	The Learning Agreement can neither be stamped by Ms. Porter nor by Mr. Lipski. Please contact your academic coordinator for that.
	Request your Transcript of Records at the host university	At the end of your studies	
	Have your Confirmation of Stay signed and stamped by your host university; keep the original-document [indicating the exact day of beginning and end of mobility]	Shortly before your departure	

AFTER THE MOBILITY			
☑	WHAT?	WHEN?	
	Fill in/Upload/Confirm the following documents in/to Mobiliy Online : https://www.service4mobility.com/europe/LoginServlet		
	<ul style="list-style-type: none"> ▪ Confirmation of Stay (with the end date of mobility and the signature and stamp of host university) ▪ Personal Report (answer questions in Mobility Online) ▪ Certificate of enrolment (of FRA-UAS for your exchange semester) 	<p>4 weeks after finishing your exchange semester;</p> <p>by April 15th (ending the winter term) or October 15th (ending the summer term) at the latest</p>	Download the confirmation of matriculation from HIS. The confirmation needs to be from your semester abroad in order for the FRA UAS to see that you have been enrolled during that time.
	<ul style="list-style-type: none"> ▪ Transcript of Records of your host university which serves as the base for the recognition of your grades (this will either be sent to you via post or you can come and pick it up at the international office) 	After receiving your transcript	We will inform you as soon as we received the TOR. Please make sure to pick it up immediately, since your department needs it for the recognition.

	<ul style="list-style-type: none"> ▪ Proof of recognition of your achieved grades during your exchange semester (HIS print out) (For the recognition you have to get in touch with the study coordinator or examination office) 	After receiving your transcript	Do not expect an automatic recognition by your department – please contact your academic coordinator or examination board. The recognition can be found on the HIS portal after completion.
	<ul style="list-style-type: none"> ▪ Fill out the <u>standardized Online-Report</u> (EU Survey) (You will automatically receive the link to the survey by email replies-will-be-discarded@ec.europa.eu) 	Within 4 weeks after receiving the email	Should the Report not be filled out, you will be asked to pay back the 1. stipend rate. After you filled out the report, confirm it on Mobility Online.
	<ul style="list-style-type: none"> ▪ Participate in <u>obligatory Online Language Test</u> (OLS) to determine and document your progress of your language skills (After your return you will receive a link via email) 	Within 4 weeks after receiving the email	Should the Report not be filled out, you will be asked to pay back the 1. stipend rate. After you filled out the report, confirm it on Mobility Online.

You will find more information to the listed points on our website and in the ERASMUS personal reports: <http://www.frankfurt-university.de/international/wege-ins-ausland/semester-in-europa>

IMPORTANT: Please upload the **completed documents in time** to Mobility Online. Otherwise, you will be excluded from the scholarship payment and may have to pay back the entire ERASMUS mobility grant.

If you have any problems or questions, please contact Stephanie Porter or Adam Lipski in time (europa@io.fra-uas.de).