



Checklist

Overseas Outgoings

Semester abroad

BEFORE THE STAY			
<input checked="" type="checkbox"/>	WHAT?	WHEN?	IMPORTANT!
	Application host university After our acceptance wait for a response from the partner university and apply there (if necessary also for the student dormitory)	When the partner university contacts you	
	Inform yourself about financial support (foundations, DAAD, HAW.International, Auslands-BAföG, etc.) and apply in time		Only the application for the PROMOS scholarship is done through the International Office. You have to do research about other fundings yourself
	Participation in the obligatory pre-departure meeting, where you will be informed about financial matters, necessary documents, etc.	For the Winter Term in May, for the Summer Term in November	You have to sign the insurance declaration!
	Receiving the acceptance letter from the partner university		
	Apply for visa with the documents of the acceptance letter		Make an appointment with the responsible office in time!
	Finalize housing and book flight		
	Re-registration at the Frankfurt University of Applied Sciences by transferring the semester fee	Until September 1st (Winter Term) Until March 1st (Summer Semester)	You must re-register, otherwise you will be exmatriculated, <u>you must also remain insured in Germany.</u>
	If necessary, apply to the AStA for a refund of the RMV ticket	Until 4 weeks after re-registration deadline	You can download the semester certificate on Mobility Online.

DURING THE STAY			
☑	WHAT?	WHEN?	IMPORTANT!
	<u>Confirm any changes in the Learning Agreement</u> with the study program director or the study abroad representatives and have them signed it	In the first 4 weeks after the start of the semester	The Learning Agreement cannot be approved by Mrs. Conrads. Please contact your study program director/foreign representative
	<u>Extend stay</u> if necessary		Please coordinate the extension in advance with the International Office of your host university, and at FRA UAS with Ms. Conrads. You can apply for the extension via Mobility Online.
	Get the <u>confirmation of Stay</u> signed and stamped by the partner university	At the end of the semester	

AFTER THE STAY			
☑	WHAT?	WHEN?	IMPORTANT!
	<u>Final Documents</u> Confirmation of Stay Transcript of Records Experience Report } upload fill out questionnaire	As soon as possible after the end of the semester abroad	
	<u>Get grades recognized</u> For recognition, please contact the head of the study program/ international representative with the Learning Agreement and the Transcript of Records.	After receiving your Transcript of Records	Recognition is not automatic - <u>ALWAYS contact your program director or the international representative.</u> You can find the grades you have achieved abroad after conversion on your HIS transcript of grades.