

CHECKLIST FOR ERASMUS+ OUTGOING STUDENTS



IMPORTANT HINTS:

- *Make copies for own use of all documents that you submit to our International Office ("IO") or to others.*
- *When writing e-mails to the IO, please attach, if possible, prior communication with the IO, thereby enabling us to remember the status of your matter at one glance.*
- *Mailed documents (i.e. "Change Agreements") are only accepted as true scans, but not as (dark) photos.*

Before ERASMUS+ mobility,

- take note of the workload requirement of 30 ECTS, or nearly 30 ECTS, for each ERASMUS semester. To maintain ERASMUS status and as precondition for the financial ERASMUS assistance, you must observe the 30 ECTS requirement. This must be reflected in the "Learning Agreement".
- agree with OVGU study coordinator, or with exam office, on ERASMUS Learning Agreement" and on a possible transfer/recognition of courses and ECTS from abroad.
- ERASMUS+ "Learning Agreement" signed by study coordinator.
- submit three documents to the IO:
1) the ERASMUS Grant Agreement duly filled/signed (in original, pages 1–4 only); 2) acceptance letter/e-mail of host university; 3) the "Learning Agreement" signed by all parties.
- complete the OLS language assessment/test.
- duly register at OVGU and pay the semester fee for the semester abroad ("Rückmeldung").
- if the case may be, apply to examination office for a "vacation semester".
- take care of all issues relating to health insurance abroad and/or other insurances abroad.
- apply in due time and at own responsibility for a visa (applicable for all non-EU outgoing, and for travellers to Turkey).

After arrival to the ERASMUS host institution

- e-mail the signed Stay Confirmation form to home IO. After receipt of this document, the IO will release ERASMUS grant. Keep the original document.
- Learning Agreement (original!) signed by the host university and emailed to home IO (in case it was not submitted before the mobility).
- inform OVGU study coordinator of any required Changes to Learning Agreement (i.e. cancellation or addition of courses) and collect his/her approval (via e-mail).
- in case of course changes: (1) fill and sign the Changes to Learning Agreement form, (2) have it signed by host coordinator, (3) e-mail this Ch. A. to the home IO within the first 5 weeks of mobility (keep the original Ch. A.).
- in case of wish to prolong the stay abroad (for important reasons only): e-mail the filled/signed prolongation petition to the IO by December 15 (for spring term) or by May 15 (for winter term).
- at the end of the mobility, have the host IO sign the "Stay Confirmation".

After termination of ERASMUS+ mobility (within 4 weeks)

- e-mail completely signed Stay Confirmation to home IO.
- Complete and send the online ERASMUS Participant Report, after having received the request by e-mail.
- prepare Study Report and upload it to the "Portal Outgoing Students" (<https://ovgu.moveon4.de/locallogin/573c9b3e85fb969a4ae8dcfc/eng>) (use your personal login data from the time of your former ERASMUS online application)
- collect Transcript of Records from the home IO, or submit a copy of it to home IO.
- present Transcript of Records to home exam office for recognition of courses and grades.

Downloads of all forms: http://www.ovgu.de/en/International/Documents+_+Forms/Outgoing

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