



Erasmus+ Study Checklist

Students must submit the following documents to the International Centre, but they can be submitted or sent separately.

- Address: Goethestr. 3 – 5, 04109 Leipzig
- Letterbox: Entrance Goethestr. 6
- E-Mail: erasmus.studium@uni-leipzig.de

Further information and all forms listed here: [SI website](#)

Overview of submitted documents: [Online storage cloud](#)

Before the Start of your Erasmus+ Study Stay abroad

Nomination by Erasmus+ Coordinator – Copy/Scan

- Contact your [coordinator](#) for information on application and deadlines
- Apply for your stay abroad in the following academic year
- Receive nomination signed by your coordinator

Online-Registration for Erasmus+ Study Stay abroad – Original

- **Registration deadline: 15 March – 15 June** (in case a separate application deadline for the summer semester is required: **1 September – 1 November**)
- fill in registration, upload nomination and submit
- print out, sign by hand and send

Erasmus+ Grant Agreement and Erasmus+ Grant Notification – Original, before mobility

- receive password-protected link via email from International Centre
- read carefully and be informed about financial support
- print out, sign by hand and submit document to International Centre

Erasmus+ Learning Agreement (Table A1 + B1) – Copy/ Scan, before mobility

- to be completed and signed by student, coordinator of Leipzig University and receiving university
- send by email

Online Language Test of the working Language (not applicable if native language)

- take language test via Online Language Support (OLS)

During your Erasmus+ Study Stay Abroad

Certificate of Enrolment – Copy/Scan, 4 weeks after start

- to be filled in and subscribed by the receiving institution
- send by email

Erasmus+ Financial Support

- receiving transferred funding to indicated bank account

Erasmus+ Changes of Learning Agreement (Table A2 + B2) – Copy/ Scan

- to be filled in and signed by student, coordination of Leipzig University and receiving institution
- send by email

If applicable, extending your Erasmus+ Study Stay abroad

- stay informed: [Extension of Mobility Period](#)

Erasmus+ Confirmation of the End of your Study Stay abroad – Copy/ Scan, as soon as possible, within 4 weeks after officially leaving

- to be filled in and subscribed by the receiving institution
- send by email

After your Erasmus+ Study Stay abroad

Online Erasmus+ Participant Report – within 2 weeks

- receive link by email from EU Corporate Notification System (check spam folder)
- fill in and send

Transcript of Records – Copy/ Scan

- to be send from receiving institution
- send by email

Recognition Results – Copy/ Scan

- fill in Erasmus+ document with recognition results
- apply for recognition in subject
- signed by person responsible for recognition, send to International Centre

„Entdecker-Story“

- write and submit your story about your stay abroad online
- stay informed [Website for your story](#)