



## ERASMUS+ INTERNSHIP CHECKLIST

THE INTERNATIONAL CENTRE (AAA) MUST RECEIVE THE FOLLOWING DOCUMENTS, BUT THEY CAN BE SUBMITTED SEPARATELY.  
ADDRESS: GOETHESTR. 6, 4TH FLOOR, 04109 LEIPZIG, LETTER BOX OUTSIDE ROOM 403 OR EMAIL: [ERASMUS.PRAKTIKUM@UNI-LEIPZIG.DE](mailto:ERASMUS.PRAKTIKUM@UNI-LEIPZIG.DE)

INFO AND FORMS: [www.uni-leipzig.de/erasmus/praktikum](http://www.uni-leipzig.de/erasmus/praktikum)

OVERVIEW OF SUBMITTED DOCUMENTS: [uni-leipzig.de/+erasmus103-out-mobility-docs](http://uni-leipzig.de/+erasmus103-out-mobility-docs)

### BEFORE YOUR ERASMUS+ INTERNSHIP

- ONLINE REGISTRATION** → Original
  - Print your registration (both sides) and sign it
- INTERNSHIP AGREEMENT** → Copy or scan
  - Signed by the student, a representative of the Sending Institution and a representative of the Receiving Organisation
  - To be uploaded during the online registration (if already complete) or via e-mail to: [erasmus.praktikum@uni-leipzig.de](mailto:erasmus.praktikum@uni-leipzig.de)
- ERASMUS+ GRANT AGREEMENT (INTERNSHIP)** → Original
  - Submit two printed copies (both sides) signed by the student
- ONLINE LANGUAGE ASSESSMENT OF THE WORKING LANGUAGE** (not applicable for native speakers)
  - Online Linguistic Support (OLS): an invitation containing a link will be sent by email after the application for Erasmus+ funding has been approved (sender: Erasmus+ Notification System ...@erasmusplusols.eu; subject: UNIVERSITÄT LEIPZIG requests ... Erasmus+ OLS language assessment)

### ADDITIONAL DOCUMENTS TO BE SUBMITTED BY GRADUATES:

- IF APPLICABLE: LETTER OF INTENT** → Original
  - Signed by the student and the person responsible for the recognition of exmatriculation
  - Please enclose a current certificate of enrolment
- PROOF OF COMPLETED STUDIES** (e.g. COPY OF CERTIFICATE) → Copy or scan
- CERTIFICATE OF EXMATRICULATION** → Copy or scan

**DEADLINE: THE INTERNATIONAL CENTRE MUST RECEIVE ALL DOCUMENTS AT LEAST ONE MONTH BEFORE THE START OF THE INTERNSHIP!**

### DURING YOUR ERASMUS+ INTERNSHIP

- CONFIRMATION EMAIL**
  - from the Receiving Organisation stating that the internship has started (including name and start date) via e-mail to: [erasmus.praktikum@uni-leipzig.de](mailto:erasmus.praktikum@uni-leipzig.de)
  - Deadline: within 4 weeks after the internship has officially begun

### NOTE ABOUT PAYMENT OF THE 1<sup>ST</sup> INSTALMENT:

Once the International Centre receives the confirmation, you will be paid the 1<sup>st</sup> instalment of your grant within 30 days. This comprises the amount for all full months (depending on your grant rate) less one monthly rate. However, with regard to the minimum duration of 2 months, the first instalment will include at least 2 monthly rates. In the case of stays with a total duration of only 2 months and less than 15 days, the first instalment comprises the total amount of the financial grant.

- EXTENDING YOUR ERASMUS+ INTERNSHIP:** [www.uni-leipzig.de/erasmus/praktikum](http://www.uni-leipzig.de/erasmus/praktikum)

### AFTER YOUR ERASMUS+ INTERNSHIP

- ONLINE LANGUAGE ASSESSMENT OF THE WORKING LANGUAGE** (not applicable for native speakers or if the result of the initial language assessment is C2 level)
- INTERNSHIP REPORT**
  - EUSurvey: an invitation with a link will be sent by email at the end of the mobility (check spam folder)
  - Deadline: to be completed within 2 weeks of receiving the email
- INTERNSHIP CERTIFICATE** → Copy or scan
  - To be filled in at the end of the internship and signed by the Receiving Organisation
  - Deadline: within 4 weeks after the end of the internship via e-mail to: [erasmus.praktikum@uni-leipzig.de](mailto:erasmus.praktikum@uni-leipzig.de)

### NOTE ABOUT PAYMENT OF THE 2<sup>ND</sup> INSTALMENT:

Once you have handed in confirmation of the end of your period abroad and submitted your Erasmus+ report online, we will calculate how much, if any, of your grant still needs to be paid out (see Section 4.2 of the Grant Agreement). If you are still owed an amount (2<sup>nd</sup> instalment), you will receive this within 45 days. You will receive an email notifying you of the total funding you have received under the Erasmus+ programme.