



## CHECKLIST FOR ERASMUS+ STUDY ABROAD

THE INTERNATIONAL CENTRE (IC) NEEDS TO RECEIVE THE FOLLOWING DOCUMENTS, BUT THEY MAY BE SUBMITTED SEPARATELY.

LOCATION: GOETHESTRASSE 3-5, 04109 LEIPZIG, LETTER BOX OUTSIDE GOETHESTRASSE 6 OR BY EMAIL TO [ERASMUS.STUDIUM@UNI-LEIPZIG.DE](mailto:ERASMUS.STUDIUM@UNI-LEIPZIG.DE)

INFORMATION AND FORMS: [WWW.UNI-LEIPZIG.DE/ERASMUS/OUT](http://WWW.UNI-LEIPZIG.DE/ERASMUS/OUT)

OVERVIEW OF DOCUMENTS ALREADY SUBMITTED: [WWW.UNI-LEIPZIG.DE/+ERASMUS103-OUT-MOBILITY-DOCS](http://WWW.UNI-LEIPZIG.DE/+ERASMUS103-OUT-MOBILITY-DOCS)

### BEFORE YOUR ERASMUS+ STUDY ABROAD

- CONFIRMATION OF NOMINATION BY DEPARTMENTAL COORDINATOR → Copy or scan**
  - Consult your coordinator for details and information about application deadlines; obtain confirmation of your nomination
- ONLINE REGISTRATION → Original**
  - Upload or attach confirmation of nomination; print and sign your registration
  - Year-round registration possible; deadline: no later than 3 months prior to the start of the Erasmus+ study abroad
- ERASMUS+ GRANT AGREEMENT FOR STUDY ABROAD → Original**
  - Students receive an email with a password-protected link to the Erasmus+ Grant Agreement
  - Submit one printed copy signed by the student
- ERASMUS+ LEARNING AGREEMENT (Tables A1 and B1) → Copy or scan**
  - Signed by the student, a representative of the Sending Institution and a representative of the Receiving Institution
  - Deadline: no later than 1 day prior to the start of the Erasmus+ study abroad
- ONLINE LANGUAGE ASSESSMENT FOR THE LANGUAGE OF INSTRUCTION (not applicable for native speakers)**
  - Online Linguistic Support (OLS): an invitation containing a link will be sent by email after online registration (sender: Erasmus+ Notification System ...@erasmusplusols.eu; subject: UNIVERSITAET LEIPZIG requests ... Erasmus+ OLS language assessment)

### DURING YOUR ERASMUS+ STUDY ABROAD

- ERASMUS+ CERTIFICATE OF ENROLMENT → Copy or scan**
  - Deadline: within 4 weeks after enrolling at the Receiving Institution

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

Once the IC has received your *online registration, Learning Agreement, Erasmus+ Grant Agreement, and a certificate of enrolment at the Receiving Institution*, you will be paid the 1st instalment of your grant within 30 days. This comprises the amount for all subsidised full months less one monthly rate (see Section 3.1 of the Grant Agreement). *Example: for a period abroad of five months and eleven days, the 1st instalment would be the equivalent of four monthly rates.*

- FOR CHANGES TO YOUR ERASMUS+ LEARNING AGREEMENT (Tables A2 and B2) → Copy or scan**
  - Signed by the student, the coordinator responsible for credit recognition, and the Receiving Institution
  - Deadline: within 4 weeks after enrolling at the Receiving Institution
- FOR EXTENDING YOUR ERASMUS+ STUDY ABROAD SEE [WWW.UNI-LEIPZIG.DE/ERASMUS/OUT](http://WWW.UNI-LEIPZIG.DE/ERASMUS/OUT)**
- ERASMUS+ CONFIRMATION OF THE END OF YOUR ERASMUS+ STUDY ABROAD → Copy or scan**
  - Deadline: within 4 weeks after officially leaving the Receiving Institution
- TRANSCRIPT OF RECORDS → Copy or scan**
  - Deadline: immediately after receipt; the student keeps the original

### AFTER YOUR ERASMUS+ STUDY ABROAD

- ONLINE LANGUAGE ASSESSMENT FOR THE LANGUAGE OF INSTRUCTION (not applicable for native speakers or if the result of the initial language assessment is C2 level)**
- ONLINE ERASMUS+ PARTICIPANT REPORT**
  - EUSurvey: an invitation containing a link will be sent by email at the end of the mobility (check your spam folder)
  - Deadline: to be completed within 2 weeks of receiving the email
- RECOGNITION RESULTS AT LEIPZIG UNIVERSITY → Copy or scan**
  - Requested by the student based on the Transcript of Records; signed by the person responsible for credit recognition
  - No recognition required? Check the box for inclusion in the Diploma Supplement and have it signed
  - Deadline: immediately upon receipt

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

Once you have handed in your *confirmation of the end of your study abroad* and submitted your *ERASMUS+ participant report*, we will calculate the final amount of your grant (see Section 4.2 of the Grant Agreement). If an allocated amount remains, it will be paid out (2nd instalment). The amount will be transferred within 45 days. You will receive an email notifying you of the total funding you received under the Erasmus+ programme.

OPTIONAL: WRITE A DISCOVERY STORY about your Erasmus+ stay abroad: [www.uni-leipzig.de/entdeckerstorys](http://www.uni-leipzig.de/entdeckerstorys)