

## International Office

# Checklist for Erasmus Students

### (semester-/year-long stays)

WHAT?	WHEN?	✓
<b>Before your stay abroad</b> Forms and explanations are available on our web page entitled " <a href="#">Before Your Stay Abroad</a> "		
Register online with the International Office in the exchange portal Mobility-Online	<b>Deadline set by your department; will be before April 1</b> (could also be <b>November 1</b> in case of late registrations for the summer semester)	<input type="checkbox"/>
Apply to your host university if required; ask your Departmental Coordinator whether you will need to apply separately!	Take note of the university's deadline	<input type="checkbox"/>
Find out about what courses your partner university offers and draw up your <b>Online Learning Agreement</b> in line with the <a href="#">instructions</a>	Before your stay abroad (must be signed by you, your department in Bonn and your partner university!)	<input type="checkbox"/>
Re-register at the University of Bonn and, if relevant, apply for a leave of absence from the Student Registry	Before your stay abroad	<input type="checkbox"/>
Did you put a cross against "special" circumstances when you registered? → Upload a sworn statement; see the <a href="#">information sheet on additional funding</a>	As soon as it is available to download (you will be notified via email)	<input type="checkbox"/>
Provide information on "green" travel in your Mobility-Online account This is required in order to issue your Grant Agreement: you will be notified via email as soon as you are able to enter your details—see the <a href="#">information sheet</a>	By the end of June at the latest if you are starting in the winter semester By the end of November at the latest if you are starting in the summer semester	<input type="checkbox"/>
Check, sign and submit your <b>Grant Agreement</b> in duplicate to the International Office (hard copy with wet/original signature, no photocopies/scans!); in the case of "green" travel: also upload a <b>sworn statement</b>	<b>Before your Erasmus study placement starts</b> Will be available to download from Mobility-Online from July or December, as appropriate	<input type="checkbox"/>
Upload your <b>Learning Agreement</b> to your account (bearing all signatures—including those from your host university—not beforehand!) in a <b>SINGLE PDF file</b>	<b>Before you leave</b> ; if this is not possible, then as soon as you arrive in your host country	<input type="checkbox"/>
<b>During your stay abroad</b> Forms and explanations are available on our web page entitled " <a href="#">During Your Stay Abroad</a> "		
Incorporate any changes to your study program into your Learning Agreement (add the changes to the existing online document rather than drawing up a new OLA) in consultation with your Departmental Coordinator and host university (bearing signatures); upload it as a PDF file	Generally during the first 5 weeks of your stay	<input type="checkbox"/>
Extending your stay by a semester: Mark your interest in an extension in your account with a cross, at a later stage upload your <b>application for an extension</b>	By <b>January 15</b> or <b>1 month before your stay abroad was originally due to end</b> , whichever is earlier	<input type="checkbox"/>
Request a <b>transcript of records</b> from your host university if necessary	At the end of your stay	<input type="checkbox"/>
Ask your host university to sign your <b>Confirmation of Stay</b> (check that the information is accurate down to the exact day as it is used to calculate your funding)	Get it signed <b>no more than 5 days before</b> your official end date!	<input type="checkbox"/>
<b>After your stay abroad</b> Forms and explanations are available on our web page entitled " <a href="#">After Your Stay Abroad</a> "		
Upload your <b>Confirmation of Stay as a PDF file</b> to your account	Within <b>4 weeks of your traineeship ending</b> ; if you are returning after the summer semester, then by <b>September 1</b> at the latest	<input type="checkbox"/>
- Complete the <b>online EU Survey</b> (information to follow) - Write a <b>personal report of your experiences</b> and upload it to your account	By the deadline stated in the email sent to you, but no later than 4 weeks of your Erasmus studies ending	<input type="checkbox"/>
- Upload the <b>transcript of records</b> provided by your host university to your account - Upload a <b>confirmation of recognition</b> to your account showing which of your achievements earned abroad have been recognized at the University of Bonn (transcript of records from BASIS or confirmation from Examination Office) - <b>Complete the survey on the proof of recognition in your account</b>	<b>On receipt</b> , but by <b>December 15</b> at the latest by <b>July 15</b> if you have been abroad for the winter semester only	<input type="checkbox"/>

Please note: if you fail to upload all the documents in full by the deadlines indicated, you will be barred from receiving any funding and may be required to repay all of the mobility grant that you have been paid up to that point.