

## Your Erasmus+ Studies Step by Step

Application for a spot in the Erasmus+ program		done
<p>Read about the Erasmus+ program on the websites of the University of Potsdam early on. You will find partner universities, contacts, and testimonials from former Erasmus+ students here. Please also take advantage of the information events offered by the International Office.</p> <p>Applications must be submitted to the Exchange Coordinators in the academic departments. In most cases, the application deadline is January 31 for the following academic year.</p> <p>Be sure to research the semester schedules at the host universities, as they often differ from the Potsdam semesters!</p>		<input type="checkbox"/>
Allocation of spots in the Erasmus+ program		done
1. Selection of applicants by the Exchange Coordinators		<input type="checkbox"/>
2. January – March: Acceptance or rejection announcement by the Exchange Coordinators		<input type="checkbox"/>
3. Nomination at the host universities by the International Office		<input type="checkbox"/>
To do before the study abroad period		done
1. You have to formally accept your spot in the Erasmus+ program: To do this, fill out the Declaration of Acceptance and hand it in at the International Office before the end of April at the latest, regardless of whether you are already going abroad in the winter semester or not until the summer semester: <a href="http://www.uni-potsdam.de/en/international/outgoing/studium/erasmus/downloads">www.uni-potsdam.de/en/international/outgoing/studium/erasmus/downloads</a>		<input type="checkbox"/>
2. April – June: Application at the host university. Research the application process, deadlines, and documents to be submitted on their websites. Some universities will send information directly to you, others require you to take action yourself. The deadlines for the summer semester are different (August – November).		<input type="checkbox"/>
3. April – June: Take part in the information events to prepare your stay abroad!		<input type="checkbox"/>
4. Create a <b>Learning Agreement BEFORE</b> the Mobility.		<input type="checkbox"/>
5. June – July: Sign the <i>Grant Agreement</i> .		<input type="checkbox"/>
6. June – July: Take the first (of a total of two) <i>OLS language test</i> .		<input type="checkbox"/>
7. If necessary, apply for a leave of absence and clarify insurance issues.		<input type="checkbox"/>
8. Payment of the first installment (80%) of the Erasmus+ grant by the IO.		<input type="checkbox"/>
9. Arrival in the host country (orientation week, preparatory language course, if necessary).		<input type="checkbox"/>
<p><b>Auslands-BAföG (Federal financial aid for periods abroad)</b></p> <p>Apply for Auslands-BAföG at the BAföG office in charge of your destination country at an early stage.</p> <p>General information on Auslands-BAföG is available on this website</p> <p><a href="http://www.uni-potsdam.de/en/international/outgoing/finanzen">www.uni-potsdam.de/en/international/outgoing/finanzen</a></p>		

After your arrival in the host country	done
1. If there are any changes to your Learning Agreement, record them in the Learning Agreement DURING the Mobility. Make sure you get all the signatures you need! The International Office needs a copy. If you have any problems or questions, please feel free to contact the International Office.	<input type="checkbox"/>

  

Before your return	done
Confirmation of length of stay: Before you leave, get the confirmation of the actual length of your stay from the host institution. Obtain any necessary signatures on the Confirmation of Stay and find out when and how your certificate will be delivered to you.	<input type="checkbox"/>

  

After your return	done
Please submit the following documents within 30 days after your return on your own initiative!	
1. <i>Confirmation of Stay</i> : Confirmation from the host institution stating how long you stayed there (a scan is sufficient).	<input type="checkbox"/>
2. Copies/scans of the <i>Learning Agreements</i> .	<input type="checkbox"/>
3. Write your personal testimonial (as a doc file via e-mail). Please use our templates: <a href="http://www.uni-potsdam.de/international/outgoing/studium/erasmus/downloads">http://www.uni-potsdam.de/international/outgoing/studium/erasmus/downloads</a>	<input type="checkbox"/>
4. Take the second <i>OLS language test</i> .	<input type="checkbox"/>
5. Fill in the EU questionnaire online.	<input type="checkbox"/>
6. Certificate of enrollment from the University of Potsdam (PULS) for the semester you spent abroad at the host university.	<input type="checkbox"/>
7. Copy of the <i>Transcript of Records</i> from the host university (can be submitted at a later date!).	<input type="checkbox"/>
8. Evidence of the successful recognition and transfer of your credits at the University of Potsdam (e.g. PULS transcript of records, can be submitted at a later date!).	<input type="checkbox"/>
You will receive the second installment of your grant after you have submitted all the required documents.	

  

Transfer of Credits for Studies Abroad	done
As soon as you have received the list of your academic achievements from the university abroad ( <i>Transcript of Records</i> ), you should contact the Examining Board of your academic department (not the Central Examination Office!) for recognition. You can find information on grade conversion as well as forms in your info package and here: <a href="https://www.uni-potsdam.de/en/international/outgoing/transfer-credit-points">https://www.uni-potsdam.de/en/international/outgoing/transfer-credit-points</a> .	<input type="checkbox"/>

If you have any questions, please contact the International Office:

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#### Office hours by telephone

Mon: 10 a.m. – 12 p.m. and 1 p.m. – 3 p.m.  
Tue: 10 a.m. – 12 p.m. and 1 p.m. – 3 p.m.  
Thu: 10 a.m. – 12 p.m. and 1 p.m. – 3 p.m.