

## Your Erasmus+ study step by step for start in winter semester\*.

(\*Stay abroad begins in the period August to October, depending on the academic calendar of the partner university).

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. Be sure to research the semester schedules at the host universities, as they often differ from the Potsdam semesters!</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>		<input type="checkbox"/>
Allocation of spots in the Erasmus+ program		done
1.	February - March: Acceptance or rejection announcement by the Exchange Coordinators	<input type="checkbox"/>
2.	<p>You must accept the Erasmus+ place: With the declaration of acceptance, you bindingly accept the exchange place offered to you. With this document, the International Office (IO) will be informed about your participation in the Erasmus+ program. Your data will be recorded in a database for the nomination at the partner university and for scholarship administration; you will be on the e-mail distribution list and will receive up-to-date information.</p> <p>Important: Please enter exact dates (day/month/year) in the declaration of acceptance. If necessary, refer to the data from the previous year. Please fill out the online form completely and have it signed by your exchange coordinator. Don't forget to sign it yourself! Have your exchange coordinator forward the document to us or email it yourself as a fully signed PDF to <a href="mailto:erasmus-outgoing@uni-potsdam.de">erasmus-outgoing@uni-potsdam.de</a>.</p> <p>You can find the form in the Erasmus Download Center: <a href="http://www.uni-potsdam.de/international/outgoing/studium/erasmus/downloads.html">www.uni-potsdam.de/international/outgoing/studium/erasmus/downloads.html</a></p> <p><b>This step is not required for applications via the IO online portal.</b> (The following subject use the IO online portal: Romance Studies, English Studies/American Studies, AVL/ Cultural Studies, Elementary School Education/German, Linguistics, Patholinguistics, Psychology, Slavic studies, Faculty of Economics and Social Sciences.)</p>	<input type="checkbox"/>
3.	March – May: Nomination at the host universities by the International Office.	<input type="checkbox"/>
To do before the study abroad period		done
1.	March – 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.	<input type="checkbox"/>
2.	Research the host university's website for information on housing. You can often also find tips in the testimonials of former Erasmus+ students: <a href="https://www.uni-potsdam.de/de/international/outgoing/studium/stories-of-exchange-studium">https://www.uni-potsdam.de/de/international/outgoing/studium/stories-of-exchange-studium</a>	<input type="checkbox"/>
3.	March – June: Take part in the information events to prepare your stay abroad!	<input type="checkbox"/>
4.	Create an <b>Online Learning Agreement BEFORE the Mobility</b> , obtain signatures, and submit to the International Office ( <a href="mailto:erasmus-outgoing@uni-potsdam.de">erasmus-outgoing@uni-potsdam.de</a> ).	<input type="checkbox"/>
5.	June – July: Sign <b>Grant Agreement</b> and return both versions to the International Office (if applicable also the Honorary Declaration and proof of Social Top Ups).	<input type="checkbox"/>
6.	June - July: Do not forget to re-register at the University of Potsdam for the winter semester; Optional: apply for leave of absence	<input type="checkbox"/>
7.	Clarify insurance issues.	<input type="checkbox"/>
8.	Plan your arrival in the host country: accommodation, flight, etc. If necessary, follow the travel warnings of the German Foreign Office!	<input type="checkbox"/>

## Auslands-BAföG (Federal financial aid for periods abroad)

Apply for Auslands-BAföG at the BAföG office in charge of your destination country at an early stage.

General information on Auslands-BAföG is available on this website:

[https://www.bafög.de/SiteGlobals/Forms/bafög/weltkarte/weltkarte\\_europa\\_formular.html](https://www.bafög.de/SiteGlobals/Forms/bafög/weltkarte/weltkarte_europa_formular.html)

### After your arrival in the host country

done

1. If you are traveling to the host country, please have your arrival confirmed on the **Confirmation of Stay (Part I)** and send it as a scan to [erasmus-outgoing@uni-potsdam.de](mailto:erasmus-outgoing@uni-potsdam.de)! The first installment (80%) of the Erasmus+ grant will then be paid immediately by the IO\*.
2. If there are any changes to your **Online Learning Agreement**, record them in the Learning Agreement DURING the Mobility within 5 weeks after the start of the semester (in OLA via "Apply Changes"). Get all necessary signatures! The International Office needs a copy.

If you have any problems or questions, contact the International Office ([erasmus-outgoing@uni-potsdam.de](mailto:erasmus-outgoing@uni-potsdam.de)).

### Before your return

done

Confirmation of Stay: Prior to your departure, obtain confirmation of your actual length of stay from the host institution. Obtain necessary signatures on the **Confirmation of Stay (Part II)** and find out when and how your certificate/transcript of records will be delivered to you.

### After your return

done

Please submit the following documents within 30 days after your return on your own initiative!

1. Confirmation of Stay: Confirmation from the host institution stating how long you stayed there (a scan is sufficient).
2. Copies/scans of the Learning Agreement(s).
3. Write your personal testimonial (as a doc file via e-mail). Please use our templates: <http://www.uni-potsdam.de/international/outgoing/studium/erasmus/downloads.html>  
Alternatively, you can record a podcast. To do this, please let us know in advance.
4. Certificate(s) of enrollment from the University of Potsdam (PULS) for the semester(s) you were abroad.
5. Fill in the EU questionnaires online (invitation will be sent by e-mail).
6. If you have applied for Green Travel funding, submit the Declaration of Honor and all supporting documentation with your reporting materials.
7. Copy of the Transcript of Records from the host university (can be submitted at a later date!).
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!).

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 (*Transcript of Records*), 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: [www.uni-potsdam.de/international/outgoing/anerkennung.html](http://www.uni-potsdam.de/international/outgoing/anerkennung.html)

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

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[www.uni-potsdam.de/international/outgoing/studium/erasmus.html](http://www.uni-potsdam.de/international/outgoing/studium/erasmus.html)

Instagram: [Followyourfernweh.up](https://www.instagram.com/Followyourfernweh.up)