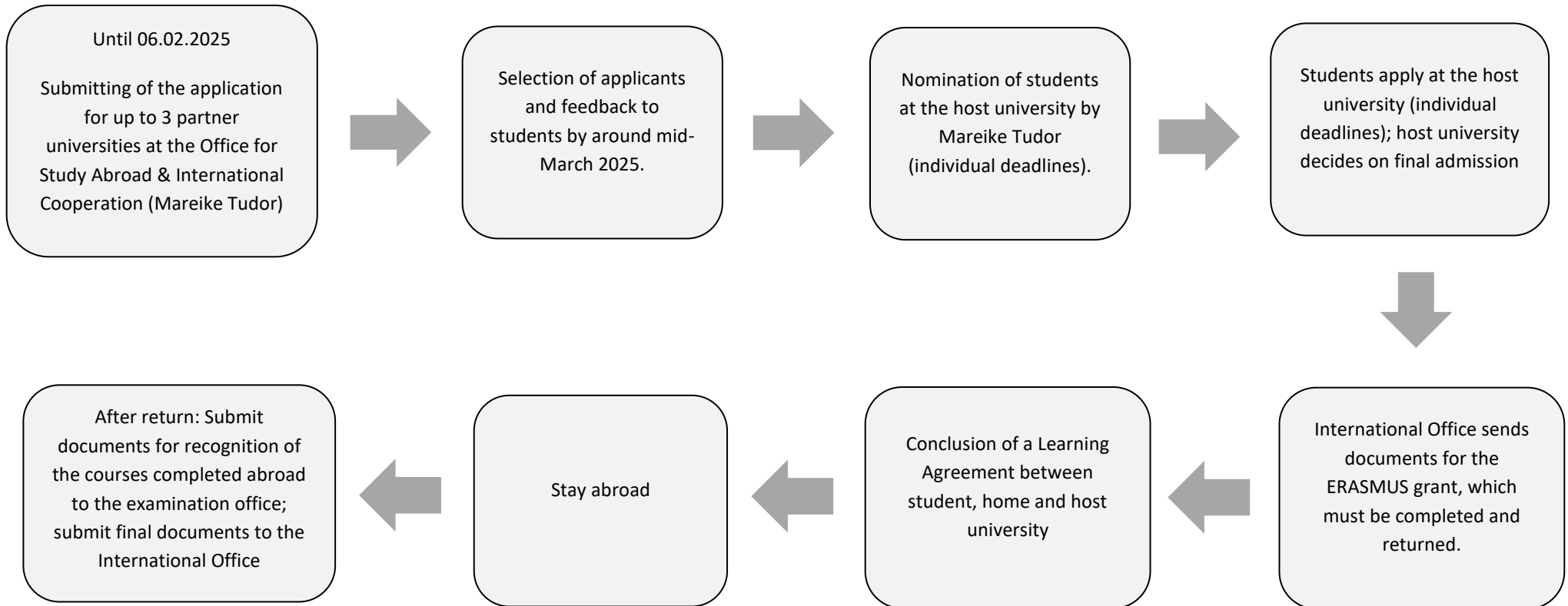


### ERASMUS+ Program Procedure



## Checklist and Timeline for Studying Abroad with ERASMUS+

Timeline	Procedure	Responsibility/Contact Person	Further Information	✓
Orientation and preparation	Information offered by the International Office and the Office for Study Abroad & International Cooperation	International Office (Beate Teutloff/Laura Rohe) Office for Study Abroad & International Cooperation (Mareike Tudor)	<a href="https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland.html">https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland.html</a> <a href="https://www.fb1.uni-osnabrueck.de/international/outgoing.html">https://www.fb1.uni-osnabrueck.de/international/outgoing.html</a>	
Orientation and preparation	Acquire language skills and certificates	Student Language Centre	<a href="https://www.uni-osnabrueck.de/en/university/service-facilities/zentrale-einrichtungen/language-center/">https://www.uni-osnabrueck.de/en/university/service-facilities/zentrale-einrichtungen/language-center/</a>	
Orientation and preparation	Request for a Transcript of Records	Examination Office	<a href="https://www.uni-osnabrueck.de/universitaet/organisation/zentrale-verwaltung/studentische-angelegenheiten/pruefungsamt-fuer-kultur-und-sozialwissenschaftliche-studiengaenge-fb-1/">https://www.uni-osnabrueck.de/universitaet/organisation/zentrale-verwaltung/studentische-angelegenheiten/pruefungsamt-fuer-kultur-und-sozialwissenschaftliche-studiengaenge-fb-1/</a>	
06 February 2025	Application Deadline Send application via email to <a href="mailto:mareike.tudor@uos.de">mareike.tudor@uos.de</a>	Office for Study Abroad & International Cooperation (Mareike Tudor)	<a href="https://www.sozialwissenschaften.uni-osnabrueck.de/service_beratung/auslandsbuero/bewerbung_und_organisatorisches.html">https://www.sozialwissenschaften.uni-osnabrueck.de/service_beratung/auslandsbuero/bewerbung_und_organisatorisches.html</a>	
Mid-March 2025	Communication of selection results and nomination letter	Office for Study Abroad & International Cooperation (Mareike Tudor)		
March-July for stays abroad in the winter semester/full year  Sept-January for stays abroad in the summer semester	Nomination at the host university	Office for Study Abroad & International Cooperation (Mareike Tudor)		
March-July for stays abroad in the winter semester/full year  Sept-January for stays abroad in the summer semester	Application to the host university  If applicable, application for dorm room	Student	<b>Pay attention to individual deadlines and required documents of the host university!</b>  Please wait for the nomination at the host university before applying. Students usually receive an information email about the application from the host university. The host university makes the final decision on admission.	

About July for stays abroad in the WS or full year/ About November for stays abroad in the summer semester	The International Office sends out the grant agreement for the Erasmus scholarship  Students must resubmit the required documents for the grant agreement to the IO (e.g. scholarship contract, learning agreement, security briefing, proof of online language test, other documents if necessary)	International Office (Laura Rohe)  Student	<a href="https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html">https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html</a>	
In good time before your stay abroad	Clarification of the recognition of the courses to be studied abroad and conclusion of a Learning Agreement for 24-30 ECTS per semester (required for grant agreement, the grant will only be awarded after submission of a valid Learning Agreement)	Student Office for Study Abroad & International Cooperation (Mareike Tudor) Host University	<a href="https://www.sozialwissenschaften.uni-osnabrueck.de/studierende/auslandsbuero/studienleistungen_im_ausland.html">https://www.sozialwissenschaften.uni-osnabrueck.de/studierende/auslandsbuero/studienleistungen_im_ausland.html</a>	
Up to 5 weeks after the start of the stay abroad	Changes to the Learning Agreement to be indicated on the "During the mobility" form, signed by all parties and submitted to the International Office	Student Office for Study Abroad & International Cooperation (Mareike Tudor) Host University	<a href="https://www.sozialwissenschaften.uni-osnabrueck.de/studierende/auslandsbuero/studienleistungen_im_ausland.html">https://www.sozialwissenschaften.uni-osnabrueck.de/studierende/auslandsbuero/studienleistungen_im_ausland.html</a>	
At least 1 month before the end of the semester abroad	If interested, an extension of the stay abroad can be applied for (Prerequisite: approval from the host university, the home department and the International Office; submit a Learning Agreement for the extended semester)	Student Office for Study Abroad & International Cooperation (Mareike Tudor) International Office Host University	Extension option based on free places and in particular the approval of the host university as well as free months of funding on the "mobility account"; extension may only be possible with a zero grant	
At the end of the stay abroad	Have the Certificate of Attendance signed by the host university	Student Host University	<a href="https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html">https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html</a>	
At the end of/shortly after the stay abroad	Host university issues transcript of records for courses completed abroad (may be sent by e-mail or post after the stay abroad)	Host University		
After the study abroad	Students apply to the Examinations Office for recognition of credits gained during their studies abroad with the Learning Agreement and the Transcript of Records from the host university	Student Examination Office	The Transcript of Records of the host university must be submitted to the Examination Office in the original or a digitally valid version	
After the study abroad	Students submit the Erasmus final documents to the International Office (e.g. Certificate of Attendance, EU-Survey, report on experience, transcript of records from the host university, proof of credit recognition, proof of online language test, certificate of enrollment, other documents if applicable)	Student International Office (Laura Rohe)	<a href="https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html">https://www.uni-osnabrueck.de/studium/studium_und_praktikum_im_ausland/downloads.html</a>	
After the study abroad	Students send the experience report to the Office for Study Abroad & International Cooperation	Student Office for Study Abroad & International Cooperation (Mareike Tudor)		