



## December 15th

Submission of application form at ISA (AR-SSC 113)

**Deadline  
December 15th<sup>1</sup>**

### Consisting of:

- Printout of the online-application form (signed)
- CV with signature (in language of instruction or English)
- One motivational letter for each university (in language of instruction or English)
- Transcript of Records (unisono)
- Certificate of studies/enrolment (unisono)
- If necessary, a recommendation letter and language skill certificate (for cooperations run by Prof. Averkorn)

## Beginning of February

Selection of applicants by the departmental coordinators

## February | March | April

Information of selection results and stay offer

Nomination of selected applicants by ISA

Wait for feedback from partner university<sup>2</sup>

Gathering information on application and registration process at partner university

Acceptance of applicants by the partner university

## May | June | July

Erasmus+ Outgoing-Information event

Submission of necessary documents at ISA in time:

1. Letter of Acceptance sent to you by partner university (original or copy/scan)
2. Learning Agreement (original or copy/scan)
3. Taking the first OLS language assessment (native speakers excluded)
4. Receiving and handing in signed Grant Agreement in original form at ISA (via mail or at AR-SC-113)

## Before the mobility

Payment of first installment (70%) (Erasmus grant and seat are only guaranteed if all necessary documents are submitted)

## During the mobility

If necessary, document changes in the Learning Agreement (4 weeks after the beginning of the mobility at the latest)

If necessary, extension of stay (no less than one month before the end of the mobility)

## Shortly before leaving

Get the Confirmation of Stay issued by your partner university (last day of your studies or later)

## After the mobility

Submission of conclusive documents:

- Confirmation of Stay (original or copy/scan)
- EU Survey (online survey)
- Taking the second OLS language test (online)
- Transcript of Records (hand in copy/scan at ISA and the original at examination office)
- Hand in your Transcript of Records (unisono) after completed recognition
- Writing an experience report (not obligatory)

Payment of second installment (30%) of the Erasmus grant (only after submitting all necessary documents)

Please note that this overview is a schematic representation intended to give you an overview. Changes in the time schedule may occur!  
Please also always consult our checklist for further information on documents etc.!

<sup>1</sup> Exchange places that are not assigned in this application round will be offered again in a second round in May / June.

<sup>2</sup> Please note that feedback from your host university may take several weeks or months. This always depends on the semester of your exchange and internal deadlines and processes at the host university.