

Erasmus+ Program Documents

AFTER THE STAY

After the stay students submit the remaining program documents via the online form „EUROPE | Erasmus+ Studies: Step 3“ in the **MoveON Outgoing Portal**. Once the documentation has been completed, the second instalment (30% of the grant) is paid.

Submission Deadline:

For studies in winter and summer semester documents must be submitted within two months after the official end date.

1 Confirmation of Stay

The Confirmation of Stay is filled in and signed by the partner university at the last day of the stay or later. The document includes the actual start and end dates of the studies abroad. If the difference between the planned and actual duration of stay is 5 days or less, the grant amount remains the same. If the difference is higher than 5 days the grant amount and therefore the 2. instalment is recalculated. If the difference is very high, reimbursement of the excess amount is possible. [↓ Download Template](#)

2 Transcript of Records

The Transcript of Records includes all courses students enrolled in during the Erasmus studies as well as the credits completed abroad. The document is issued by the partner university and is usually sent by email.

3 Proof of Recognition

Once the transcript of records has been issued, students submit a copy of the document and the learning agreement at the respective **examination office** in Siegen. Once all credits have been published in unisono, an updated List of Achievement serves as a proof of recognition. [↗ Visit unisono](#)

4 Experience Report

An experience report of one to two pages must be written by all students. It should include information on different aspects and stages of the stay, such as planning and preparation, accommodation, studies at the partner university, and life in the country of destination. These tips and information help other students when searching for a suitable exchange option or preparing for their studies abroad.

5 EU-Survey: Participant Report

The survey of the EU Commission is mandatory! A link to the survey is sent automatically to the student e-mail account after the planned end date (as given in the Grant Agreement). A time-stamped PDF copy of the survey is available for download upon completion. [↗ Check student e-mail account](#)