

Checklist for ERASMUS Outgoings (Studies) Winter semester 2019/2020 and summer semester 2020

To-Do	When?	✓
Before you go abroad		
Submit your printed and signed online Declaration of Acceptance (Online-Annahmeerklärung) & Certificate of Enrollment (Immatrikulationsbescheinigung) issued by TU Dortmund University (provided in BOSS) at the Service Desk in Emil-Figge-Straße 61 (first floor) during the opening hours or send it via postal mail. DEADLINE: 31 May 2019	after being selected by the faculty	<input type="checkbox"/>
Registration at the host university abroad Forms or online applications are usually available on the website of the host university (International Office).	after being selected by the faculty; please pay attention to the deadlines at the host universities	<input type="checkbox"/>
<i>Apply for BAföG for Studying Abroad (Auslands-BAföG), if necessary</i>	<i>see:</i> http://www.auslandsbafoeg.de/	<input type="checkbox"/>
Sign the Grant Agreement and drop off the original document at the Service Desk or send it via postal mail. The Grant Agreement will be mailed to you by the International Office (approx. in June/July if you go abroad in the winter semester and in November if you go abroad in the summer semester).	at the latest 2 weeks before you start your stay abroad	<input type="checkbox"/>
Send the Learning Agreement* as a scanned copy to the International Office. It is important that the Learning Agreement has been signed by all involved parties! You will keep the original document. Ask your ERASMUS Faculty Coordinator about the recognition procedure in your faculty.	before you start your stay abroad	<input type="checkbox"/>
Complete the OLS Language Assessment provided by the EU.	immediately, after you receive the link via e-mail	<input type="checkbox"/>
Take the OLS Online Language Course provided by the EU, if necessary	not mandatory, but a free offer!	<input type="checkbox"/>
Ask your host university about housing <i>You can sublet your current apartment in Dortmund, but there is no guarantee that you will find a subtenant → Housing Anywhere</i> https://housinganywhere.com	usually after or at the time of registration at the host university	<input type="checkbox"/>
Take out foreign health and liability insurance (Auslandskranken- und Haftpflichtversicherung)!	before you go	<input type="checkbox"/>
Book your outward and return trip.	as early as possible!	<input type="checkbox"/>

<p>You must re-register at TU Dortmund University as usual. If you want to take a leave of absence, you need to file a request at the Student Registration Office (Studierendensekretariat).</p>	<p>before you go</p>	<input type="checkbox"/>
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During your stay abroad

<p>Send your Confirmation of Registration* as a scanned copy to the International Office.</p>	<p>within the first 3 weeks after the start of your stay abroad</p>	<input type="checkbox"/>
<p>Send your Learning Agreement* in case of changes as a scanned copy to the International Office.</p>	<p>within the first 5 weeks after the start of your stay abroad</p>	<input type="checkbox"/>
<p>Submit an extension request (<i>Antrag auf Verlängerung</i>); (only for extensions of more than one month to the International Office (please send as a scanned copy).</p>	<p>no later than one month before the expected end date of the 1st semester</p>	<input type="checkbox"/>
<p>Complete your Certificate of Attendance* and have it signed by the International Office at the host university.</p>	<p>within the last 10 days of the stay abroad</p>	<input type="checkbox"/>
<p>Request a Transcript of Records at the host university.</p>	<p>at the end of the stay abroad</p>	<input type="checkbox"/>

When you get back

<p>Send your Certificate of Attendance* as a scanned copy (completed and signed by the International Office at the host university) to the International Office.</p>	<p>up to 4 weeks after the end of your ERASMUS stay abroad</p>	<input type="checkbox"/>
<p>Send your experience report* via e-mail to the International Office.</p>	<p>up to 4 weeks after the end of your ERASMUS stay abroad</p>	<input type="checkbox"/>
<p>Send the Transcript of Records as a scanned copy to the International Office.</p>	<p>up to 4 weeks after the end of your ERASMUS stay abroad</p>	<input type="checkbox"/>
<p>Apply for Case of Hardship (<i>Härtefallantrag</i>)* if you have earned less than 15 ECTS credit points. Should your request be rejected by the faculty and the International Office, you have to fully repay the mobility grant.</p>	<p>once you receive your Transcript of Records and you have earned less than 15 ECTS credit points</p>	<input type="checkbox"/>
<p>Conversion of grades earned at the host university: If your faculty requests a conversion of grades by the International Office, follow this procedure: http://www.aaa.tu-dortmund.de/cms/de/Dortmunder_Studierende/Bevor_Sie_ins_Ausland_gehen/Anerkennung/index.html</p>	<p>once you receive your Transcript of Records, if your faculty requests the conversion of grades from the International Office</p>	<input type="checkbox"/>
<p>Recognition of academic performances obtained abroad The Learning Agreement already provided all details on the recognition procedure in your faculty.</p>	<p>once you receive your Transcript of Records</p>	<input type="checkbox"/>
<p>Submit the Recognition Outcome* as a scanned copy or as the original document to the International Office. Please note that the document is not an automatic BOSS entry!</p>	<p>up to 4 weeks after the end of your ERASMUS stay abroad</p>	<input type="checkbox"/>
<p>Complete the online EU-Survey. You will receive the link to the online questionnaire by e-mail directly from the EU Commission once you have submitted all documents.</p>	<p>immediately, after you receive the request via e-mail from the EU</p>	<input type="checkbox"/>

<p>Complete the OLS Language Assessment provided by the EU.</p> <p>You will receive the link to the OLS Language Assessment by e-mail directly from the EU Commission once you have submitted all documents.</p>	<p>immediately, after you receive the request via e-mail from the EU</p>	<input type="checkbox"/>
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Please note

- You must send all documents marked in **green** as scanned copies or as original documents to the **International Office (IO)** or “submit” them directly online to the EU Commission.
- “Send as a scanned copy to the International Office” means you must send the documents in PDF format via e-mail **solely** to the e-mail address erasmus-outgoings@tu-dortmund.de.
- You can find the templates for the documents marked with an ***** on the homepage of the International Office under “Downloads”.
- You will have to repay the ERASMUS Mobility Grant if you do not follow this procedure.

Important links

- General ERASMUS information & forms:
<http://www.aaa.tu-dortmund.de/erasmus-outgoings>
- Application for leave of absence:
<http://www.tu-dortmund.de/uni/studierende/formulare/index.html>
- German Academic Exchange Service (DAAD): <https://eu.daad.de/de/>
 - DAAD group insurance: combined health, accident and personal liability insurance via the DAAD group contract:
<https://www.daad.de/ausland/service/downloads/de/4431-versicherungen/>

Contact:

International Office
Hella Koschinski
Coordinator ERASMUS+ Outgoings (Studies)
Emil-Figge-Str. 61 / Room 215
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