

## Checklist for an Erasmus study stay (SMS)

Please note: You will receive all the stated documents from the International Office (IO) **by e-mail** before the start of your stay.

Ask your Erasmus Departmental Coordinator about the application deadline and documents	<ul style="list-style-type: none"> <li>• Agree an initial meeting with your Erasmus Departmental Coordinator!</li> <li>• Complete the online application in full and then submit it (<a href="https://hhu.moveon4.de/locallogin/55478763140ba06606000000/eng">https://hhu.moveon4.de/locallogin/55478763140ba06606000000/eng</a>).</li> <li>• Submit the complete application documents incl. the printed and signed online application to the Erasmus Departmental Coordinator (EDC).</li> </ul>	Done?
After approx. 4 6 weeks	<ul style="list-style-type: none"> <li>• You will receive confirmation of an Erasmus place or a rejection from the EDC.</li> <li>• The EDC will nominate you to the IO for the Erasmus grant and to the host university for the exchange place</li> </ul>	
Depending on the host university: winter semester approx. Apr. / summer semester approx. Oct..	<ul style="list-style-type: none"> <li>• Register at the host university. You will usually receive information from the host university by e-mail. If necessary, you can also check their website (e.g. the Erasmus / IO areas).</li> </ul>	
Summer: documents to be submitted (regardless of winter or summer semester, of scholarship holder or Zero Grant student)	<ul style="list-style-type: none"> <li>• You will receive the information and the forms for the Erasmus documents to be submitted (by e-mail) from the IO.</li> </ul>	
Before the start of your stay	<ul style="list-style-type: none"> <li>• Submit all required documents for the 1st grant instalment to the IO: Travel expense form (by e-mail), Grant Agreement (<b>digitally signed only by e-mail</b>), Learning Agreement signed by all parties (by e-mail; incl. justification for non-recognition where necessary).</li> <li>• <b>IMPORTANT NOTE!</b> You can find further information in the explanatory notes to the Learning Agreement (see FAQs) and in Art. 4 of the Grant Agreement</li> </ul>	
Within approx. 3 weeks of receipt of the documents	<ul style="list-style-type: none"> <li>• The IO will transfer the 1st grant instalment (70 – 80% of the entire grant) to you.</li> </ul>	
Within 4 weeks after arrival in the host country	<ul style="list-style-type: none"> <li>• Agree any changes to the Learning Agreement with your host university and your EDC. Please then send a scan of the <b>fully signed</b> Learning Agreement 'During the Mobility' to the IO.</li> </ul>	
Before departure	<ul style="list-style-type: none"> <li>• It is essential that you get your Confirmation of Stay signed by the host university <b>before</b> your departure (however, not more than 1 week before).</li> </ul>	
Within 1 month of return	<ul style="list-style-type: none"> <li>• Submit the required documents for payout of the final instalment to the IO: Confirmation of Stay (<b>only by mail</b>), online EU Survey (see request sent by mail) &amp; freely formulated experience report (to be uploaded online via: <a href="https://hhu.moveon4.de/locallogin/55478763140ba06606000000/deu">https://hhu.moveon4.de/locallogin/55478763140ba06606000000/deu</a>).</li> </ul>	
Within approx. 3 weeks of receipt of all documents	<ul style="list-style-type: none"> <li>• The IO will transfer the final instalment to your account (approx. 20 – 30% of the total amount).</li> <li>• <b>IMPORTANT NOTE!</b> The IO compares the period of stay indicated on your Confirmation of Stay with the period indicated on your Grant Agreement. If the former differs from the latter to such an extent that the maximum number of funding days is not reached, your total funding will be recalculated.</li> </ul>	
After the end of the semester abroad	<ul style="list-style-type: none"> <li>• The host university will send your Transcript of Records to you.</li> <li>• Where desired and possible, ensure that the courses you have completed abroad are recognised by your subject.</li> <li>• Send a scan of the Transcript of Records and recognition application form signed by the department to the IO.</li> </ul>	