

Your Erasmus+ study step by step for start in winter semester*.

(*Stay abroad begins in the period August to October, depending on the academic calendar of the partner university).

Application for a spot in the Erasmus+ program		done
<p>Find out about the Erasmus+ program early on the University of Potsdam website. There you will find partner universities, contact persons and testimonials from former Erasmus+ students. Be sure to research the semester times at the host universities, as these often differ from the Potsdam semester! Applications are submitted to the exchange coordinators in the departments and in some cases via an online portal of the International Office (IO). The application deadline is 31 January for the following academic year.</p>		<input type="checkbox"/>
Allocation of spots in the Erasmus+ program		done
1.	February - March: Acceptance or rejection announcement by the Exchange Coordinators	<input type="checkbox"/>
2.	<p>You must accept the Erasmus+ place: The declaration of acceptance is your binding acceptance of the exchange place offered to you. The International Office (IO) will also be informed that you are taking part in the Erasmus+ programme. Your data will be recorded in a database for nomination at the partner university and for scholarship administration; you will be added to the e-mail distribution list and receive up-to-date information.</p> <p>Important: Please enter exact dates (day/month/year) in the declaration of acceptance. If necessary, use the dates from the previous year as a guide. Please complete the online form in full and have it signed by your exchange coordinator. Don't forget to sign it yourself! Please upload the fully signed declaration of acceptance as a PDF document to our Erasmus+ portal. You can find the form in the Erasmus Download Centre: www.uni-potsdam.de/international/outgoing/studium/erasmus/downloads.html.</p> <p>This step is not required for applications via the IO MoveON online portal.</p>	<input type="checkbox"/>
3.	March – May: Nomination at the host universities by the International Office (according to deadlines).	<input type="checkbox"/>
To do before the study abroad period		done
1.	March – June: Application at the host university. Research the application process, deadlines, and documents to be submitted on the website of your host university. Some universities will send information directly to you, others require you to take action yourself.	<input type="checkbox"/>
2.	Research the host university's website for information on housing. You can often also find tips in the testimonials of former Erasmus+ students: https://www.uni-potsdam.de/de/international/outgoing/studium/stories-of-exchange-studium	<input type="checkbox"/>
3.	March – June: Take part in the information events organized by the IO to prepare for your stay abroad and enroll in the Moodle course!	<input type="checkbox"/>
4.	Answer the queries to update your data (top-up amounts, account details, duration of stay). This is the only way to ensure that you receive a scholarship contract before your stay abroad begins.	<input type="checkbox"/>
5.	Create an Online learning Agreement (study agreement) via www.learning-agreement.eu , obtain signatures and upload the PDF to the Erasmus+ portal (via MoveON). Please use the guidelines in the Moodle course.	<input type="checkbox"/>
6.	June - July: Read the Grant Agreement, check the information and sign it. Submit the original signed copies of both documents to the IO (if applicable, enclose declarations of honour and proof of top-up amounts). The first instalment (80%) of the Erasmus+ grant will be paid by the IO as soon as the Grant Agreement and OLA have been fully signed. Please allow up to 10 working days for processing.	<input type="checkbox"/>
7.	June - July: Don't forget to re-register at the University of Potsdam for the winter semester; optional: apply for leave of absence.	<input type="checkbox"/>
8.	Clarify insurance issues. Plan your journey to your host country: accommodation, flight, etc. If necessary, observe the travel warnings issued by the Federal Foreign Office!	<input type="checkbox"/>

Auslands-BAföG (Federal financial aid for periods abroad)

Apply for Auslands-BAföG at the BAföG office in charge of your destination country at an early stage.

General information on Auslands-BAföG is available on this website:

https://www.bafög.de/SiteGlobals/Forms/bafog/weltkarte/weltkarte_europa_formular.html

After your arrival in the host country

done

1. Have your arrival at the host university confirmed by means of the **Confirmation of Stay (Part I)** and upload it to the Erasmus+ portal!
2. If there are any changes to your **Online Learning Agreement (OLA)**, please record these in the Changes to the Learning Agreement within 5 weeks of the start of the semester (in the OLA via "Apply Changes"). Obtain all necessary signatures and upload the finalized OLA to the Erasmus+ portal again.

If you have any problems or questions, please contact the International Office (erasmus-outgoing@uni-potsdam.de).

Before your return

done

Confirmation of length of stay: Before you leave, have the host institution confirm your actual length of stay. Obtain the necessary signatures on the **Confirmation of Stay (Part II)** and find out when and how your certificate/transcript of records will be sent to you.

After your return

done

Please upload the following documents [via the Erasmus+ portal](#) within 30 days of your return:

1. Confirmation of Stay: Confirmation from the host institution stating how long you have stayed there.
2. Write your personal experience report (as docx file): Please use our templates: <http://www.uni-potsdam.de/international/outgoing/studium/erasmus/downloads.html>. Alternatively, you can record a podcast. Please inform us in advance.
3. Study certificate(s) from the University of Potsdam (PULS) for the semester(s) in which you were abroad.
4. Complete the EU questionnaires online (invitation sent by e-mail).
5. If you have applied for the Green Travel grant, please also submit the original signed declaration of honour with the report documents. You can find the template in the Moodle course.
6. Copy of the Transcript of Records of the host university (can be submitted later on!).
7. Proof of recognition at the University of Potsdam (e.g. PULS transcript of records; can be submitted later on).

You will receive the second installment of your scholarship after you have submitted all the required documents.

Transfer of Credits for Studies Abroad



done

As soon as you have received the list of your academic achievements from the university abroad (*Transcript of Records*), you should contact the Examining Board of your academic department (not the Central Examination Office!) for recognition. You can find information on grade conversion and forms here: www.uni-potsdam.de/international/outgoing/erkennung.html.

If you have any questions, please contact the International Office:

Julia Willfurth & Pia Kettmann

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