



## Checklist for an Erasmus study stay (SMS) 2023-24

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

|  |   |                                       |
|--|---|---------------------------------------|
| <p>Ask your Erasmus Departmental Coordinator about the application deadline and documents</p>        | <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/deu">https://hhu.moveon4.de/locallogin/55478763140ba06606000000/deu</a>).</li> <li>- Submit the complete application documents incl. the printed and signed online application to the Erasmus Departmental Coordinator (EDC).</li> </ul>   | <p>Done?</p> <input type="checkbox"/> |
| <p>After approx. 4 – 6 weeks</p>   | <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>  | <input type="checkbox"/>              |
| <p>Depending on the host university; winter semester: approx. Apr./summer semester: approx. Oct.</p> | <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>   | <input type="checkbox"/>              |
| <p>Winter semester: approx. July<br/>Summer semester: approx. Oct.</p>                               | <ul style="list-style-type: none"> <li>- You will receive the forms for the grant documents to be submitted (by e-mail) from the IO.</li> </ul>   | <input type="checkbox"/>              |
| <p>Before the start of your stay</p>   | <ul style="list-style-type: none"> <li>- Submit all required documents for the 1st grant instalment to the IO: Grant Agreement (<b>original document signed by hand</b>), Learning Agreement signed by all parties (incl. justification for non-recognition where necessary; as a scan by e-mail), Online Language Support (OLS) language test (online), Green Travel and Social Top-Up forms where applicable (by e-mail).</li> <li>- <u>Postal address for original documents</u>: Heinrich Heine University, attn.: Ms Thamm, Universitätsstrasse 1, Building 21.02, 40225 Düsseldorf, Germany</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> | <input type="checkbox"/>              |
| <p>Within approx. 3 weeks of receipt of the documents</p>  | <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>  | <input type="checkbox"/>              |
| <p>Within 5 – 7 weeks after arrival in the host country</p>  | <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 to the IO for information.</li> </ul>  | <input type="checkbox"/>              |
| <p>Before departure (max. 1 week before)</p>   | <ul style="list-style-type: none"> <li>- It is essential that you get your Confirmation of Stay signed by the host university <u>before</u> your departure (however, not more than 1 week before).</li> </ul>   | <input type="checkbox"/>              |
| <p>Within 1 month of return</p>  | <ul style="list-style-type: none"> <li>- Submit the required documents for payout of the final instalment to the IO: Confirmation of Stay (<b>original document or by mail</b>), online EU Survey (see request sent by mail), freely formulated experience report (online via <a href="https://hhu.moveon4.de/locallogin/55478763140ba06606000000/deu">https://hhu.moveon4.de/locallogin/55478763140ba06606000000/deu</a>), final OLS language test (see request sent by mail).</li> </ul>  | <input type="checkbox"/>              |
| <p>Within approx. 3 weeks of receipt of <u>all</u> documents</p>                                     | <ul style="list-style-type: none"> <li>- The IO will calculate the total funding amount on the basis of the dates stated on the Confirmation of Stay and, where relevant, in the Grant Agreement, and transfer the final instalment to your account (approx. 20 – 30% of the total amount).</li> </ul>  | <input type="checkbox"/>              |
| <p>Several weeks after the end of the semester abroad</p>  | <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>  | <input type="checkbox"/>              |