



Erasmus+ Checklist for Study Stays abroad

Students must submit the following documents to the International Centre (*Stabsstelle Internationales, SI*) via email, post or drop-off.

- Email: erasmus.studium@uni-leipzig.de
- Address: Goethestr. 3 – 5, 04109 Leipzig / Letterbox: Entrance Goethestr. 6

You can find further information and all forms listed here on the [SI website](#). Find an overview of submitted documents in the [Online storage cloud](#).

Before the Start of your Erasmus+ Study Stay abroad

Nomination by Erasmus+ Coordinator – Scan via [email](#)

- contact your [coordinator](#) for information on application and deadlines
- apply for your stay abroad in the following academic year
- receive nomination signed by your Erasmus+ coordinator

Online-Registration for Erasmus+ Study Stay abroad – Original

- application deadline: 15 March – 15 June (winter term) / 1 September – 1 November (summer term)
- fill in registration, upload nomination and submit
- print out, sign by hand and submit document to International Centre

Erasmus+ Grant Agreement and Erasmus+ Grant Notification – Original

- digitally provided by International Centre
- find out more about Erasmus+ funding and your financial support
- print out, sign by hand and submit document to International Centre

Digital Learning Agreement – via [portal for stays abroad](#)

- link to online form and guidelines provided via email
- to be completed and approved by student, coordinator of Leipzig University and receiving university before the start of mobility period

During your Erasmus+ Study Stay Abroad

Certificate of Enrolment – via [portal for stays abroad](#)

- within 4 weeks after the start of mobility period
- to be filled in and signed by the receiving institution

Erasmus+ Financial Support – shortly after start date

- receive 1st instalment to indicated bank account

Erasmus+ Changes of Learning Agreement– via [portal for stays abroad](#)

- to be changed and approved by student, Erasmus+ coordination of Leipzig University and receiving institution
- send within 4 weeks after the start of mobility period

If applicable, extending your Erasmus+ Study Stay abroad

- find out more: [Extension of Mobility Period](#)

Erasmus+ Confirmation of the End of your Study Stay abroad – via [portal for stays abroad](#)

- as soon as possible, within 4 weeks after officially leaving
- to be filled in and signed by the receiving institution

After your Erasmus+ Study Stay abroad

Upload proof of “Green travel” (if applied for within online registration) via [portal for stays abroad](#)

- receive link by email and complete the online form "Green travel"
- upload proof of "green" means of transport and, if applicable, travel days

Erasmus+ Financial Support

- receive 2nd instalment to indicated bank account

Online Erasmus+ Participant Report – within 2 weeks via [email](#)

- receive link by email from EU Corporate Notification System (check spam folder)
- fill in and send

Transcript of Records – via [portal for stays abroad](#)

- to be send from receiving institution

Recognition Results – via [portal for stays abroad](#)

- fill in Erasmus+ document with recognition results
- let it sign by responsible person at your department
- reporting in your AlmaWeb account via the faculty's study office

“Entdecker-Story” – [SI website](#)

- write and submit your story about your stay abroad online