

Dear students,

You have been chosen by your faculty for a stay abroad at a partner university of Bielefeld university as part of the Erasmus+ Programme. Being part of this exchange programme you will receive an Erasmus+ grant.

The following information will give you an overview for the next organisational steps.

☐	Bielefeld university informs your host university about your planned stay. (Students that leave for the winter term are nominated <u>from March</u> onwards. Students that leave for the summer term are nominated <u>from August</u> onwards.)
☐	Check your host university's website (e.g. under "application procedure exchange students" or „incoming students“ or „international students“) for required documents/signatures/languages for the application at the host university. Usually you will also receive this information via e-mail from the host university. Make sure to hand in those documents within the deadlines!
☐	You may need a transcript of records in English for the application at your host university. For help with translation, check the English version of your module-websites. Transcripts are also available for download in partially translated versions.
☐	Gather information about the available courses at the host university, including language courses. Find out which language you will be studying/working in and prepare yourself accordingly.
☐	Gather information reagrding whether your host university offers housing opportunities. If not, take care of securing a flat as soon as possible. You may find general information on the countries (e.g. costs for living) here: https://www.daad.de/de/laenderinformationen/
☐	Check in with your health, liability and accident insurances whether you are covered abroad.

	If necessary, get extra private insurances (e.g. DAAD-group insurance). Many health insurance providers have partners who can offer discounted insurances - contact your insurance provider.
☐	Keep track of Bielefeld university's re-enrolment deadlines. Maybe you would like to apply for a leave of absence for that semester abroad. You can get the application from the Student Office: https://www.uni-bielefeld.de/studium/studierende/studienorganisation/beurlaubung/
☐	Apply early enough for further funding, e.g. BAföG abroad. Please keep in mind that for a BAföG abroad the responsible agency is not your local BAföG agency but a different agency depending on your host country. For general questions contact the BAföG support of the AStA or Student Services.
☐	In order to gain the Erasmus+ letter of funding, please work continuously on your workflow in Mobility Online as soon as we ask you to do so. Now and then there may be waiting periods, since the International Office has to check your documents at times one by one. Should you need a confirmation of your stay abroad in advance (German/English/French), feel free to send us an e-mail: erasmus-outgoings@uni-bielefeld.de