



## 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](mailto: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

- deadline for study stay abroad from winter semester 2024/25:  
15 March – 15 June
- 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

### Erasmus+ Learning Agreement (Table A1 + B1) – Scan via [email](#)

- fill in Table A1 with sufficient courses, in total approx. 30 ECTS credits
- to be completed and signed by student, coordinator of Leipzig University and receiving university

## During your Erasmus+ Study Stay Abroad

### Certificate of Enrolment – Scan via [email](#) within 4 weeks

- to be filled in and subscribed by the receiving institution

**Erasmus+ Financial Support** – shortly after start date

- receive 1st instalment to indicated bank account

**Erasmus+ Changes of Learning Agreement (Table A2 + B2)** – Scan via [email](#)

- to be filled in and signed by student, Erasmus+ coordination of Leipzig University and receiving institution
- send within 4 weeks

**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** – Scan via [email](#),

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

## **After your Erasmus+ Study Stay abroad**

**Upload proof of “Green travel” (if applied for within online registration)**

- receive and complete the online follow-up form "Green travel" by [email](#)
- 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** – Scan via [email](#)

- to be send from receiving institution

**Recognition Results** – Scan via [email](#)

- 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“**

- write and submit your story about your stay abroad online
- find out more on the [SI website](#)