



Erasmus checklist for study abroad

BEFORE THE ERASMUS STUDIES

- ☐ **Nomination at the host university by your Erasmus departmental coordinator**
- ☐ **Registration at the host university**
 - Information on the application procedure can usually be found on the websites of the host universities.

To receive the first instalment of the Erasmus grant:

- ☐ **Complete the Erasmus online grant request form**
 - Fill out and submit online.
 - Save PDF and sign.
 - Have the grant request form signed by your Erasmus departmental coordinator.
 - Your Erasmus departmental coordinator is supposed to forward the form to the International Office.
- ☐ **Sign and submit the Erasmus Grant Agreement**
 - You will receive two copies of the Erasmus Grant Agreement by post.
 - One version is for your records. Please keep it in a safe place.
 - Read the Grant Agreement thoroughly and sign it.
 - Return one original version (!) to the International Office by post or drop the signed document in the red mailbox in front of office SSC 1/224.
 - ***Please note that scans cannot be accepted!***
- ☐ **Create Online Learning Agreement (OLA) in Erasmus Dashboard and submit digitally**
 - Find out about the courses offered at your host university.
 - Discuss your course selection and potential credit recognition with your Erasmus departmental coordinator at RUB as well as with your Erasmus departmental coordinator from the host university.
 - **Important note:** You must select, take and pass courses of at least 15 to 30 ECTS per semester.
 - The OLA can be found here: <https://learning-agreement.eu/>.
 - Send the complete OLA with the signatures of all participants via e-mail (PDF) to the International Office (erasmus@rub.de).
- ☐ **Take the online language test (Online Language Support – OLS)**
 - Depending on the language of instruction.
 - Invitation will be sent automatically by e-mail.
 - The test is taken entirely online.

Contact: International Office, Universitätsstr. 150, SSC building, 1st floor, erasmus@rub.de

Possible additional Erasmus funding:

- ☐ If applicable, **top-up for students with a disability from GdB 20 or chronic illness**
- ☐ If applicable, **top-up for students with child(ren)**
- ☐ If applicable, **top-up for sustainable travel**
- ☐ If applicable, **top-up for first generation students**
- ☐ If applicable, **top-up for working students**

Anything else?

- ☐ **Find accommodation** (Contact your host university for information.)
- ☐ **Clarify insurance coverage** (health, accident and liability insurance)
- ☐ **Clarify visa formalities if necessary** (depending on destination and nationality)
- ☐ **Consider applying for "Auslands-BAföG"** (<https://www.bafög.de/>)
- ☐ **Consider applying for a "Leave of Absence" (Beurlaubung)**
(<https://studium.ruhr-uni-bochum.de/en/leave-absence>)

DURING THE ERASMUS STUDIES

- ☐ **If applicable, adjust the Online Learning Agreement (OLA) when courses are changed**
 - The OLA can be found here: <https://learning-agreement.eu/>.
- ☐ **Be informed about the receipt of the Transcript of Records (ToR)**
 - A few weeks before the end of your study abroad, ask for the ToR at your host university.
- ☐ **Complete the Confirmation of Stay and have it signed**
 - At the earliest five days before the end of the semester.
 - In general, at the International Office of your host university (or by your Erasmus departmental coordinator of your host university).

Contact: International Office, Universitätsstr. 150, SSC building, 1st floor, erasmus@rub.de

AFTER THE ERASMUS STUDIES

To receive the second instalment of the Erasmus grant:

- ☐ **Submit Confirmation of Stay (digitally)**
 - Send a scanned copy of the document to the International Office (erasmus@rub.de).
- ☐ **Submit Transcript of Records (digitally)**
 - Send a scanned copy of the document to the International Office (erasmus@rub.de).
 - **Important note:** In the Online Learning Agreement (OLA), you have contractually committed yourself to acquiring between 15 and 30 ECTS per semester. If you pass less than 15 ECTS credits per semester, you have to submit a statement confirmed by your Erasmus departmental coordinator.
- ☐ **Fill in the online questionnaire of the EU Commission ("EUSurvey")**
 - An invitation will be sent to you automatically by e-mail.
- ☐ **Complete the Erasmus online student report**
 - Please note that there will be no automatic invitation by email.
 - Please complete the report via the website of the International Office:
<https://international.ruhr-uni-bochum.de/en/after-erasmus-studies>.

Recognition:

- ☐ **Recognition of credits earned during your Erasmus studies**
 - Based on the Transcript of Records of your host university.
 - Contact your Erasmus departmental coordinator or the examination office of your department.
- ☐ **Report number of recognised ECTS to the International Office**
 - Let the International Office know via e-mail at erasmus@rub.de.

Detailed information on how to organise your Erasmus study abroad can also be found on our website:

<https://international.ruhr-uni-bochum.de/en/how-to-organise-your-erasmus-study-abroad>

The International Office of Ruhr University Bochum wishes you a successful Erasmus study abroad with many unforgettable experiences!

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