

# Checklist for Erasmus studies 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 installment of the Erasmus grant:

- ☐ **Complete the Erasmus online grant request form**
  - Fill out and submit via the online outbound portal.
  - Download the PDF file and email it to 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 the Erasmus Grant Agreement by post.
  - The printed version is for your records. Please keep it in a safe place.
  - Read the Grant Agreement thoroughly and sign it.
  - Return a scan of your signed Grant Agreement (PDF) to the International Office ([erasmus@rub.de](mailto:erasmus@rub.de)).
- ☐ **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 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](mailto: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](mailto:erasmus@rub.de)

## 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).

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## AFTER THE ERASMUS STUDIES

### To receive the second installment of the Erasmus grant:

- ☐ **Submit Confirmation of Stay (digitally)**
  - Send a scanned copy of the document to the International Office ([erasmus@rub.de](mailto:erasmus@rub.de)).
- ☐ **Submit Transcript of Records (digitally)**
  - Send a scanned copy of the document to the International Office ([erasmus@rub.de](mailto:erasmus@rub.de)).
  - **Important note:** In the Online Learning Agreement (OLA), you have made a contractual commitment to acquire at least 15 ECTS per semester abroad. 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 ("EU Survey")**
  - An invitation will be sent to you automatically by email.
- ☐ **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 recognized ECTS to the International Office**
  - Let the International Office know via email at [erasmus@rub.de](mailto:erasmus@rub.de).

Detailed information on how to organize 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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