



Erasmus+

Checklist



Hochschule Anhalt

Anhalt University of Applied Sciences

International Office

Anne Beer - Head International Office

E-Mail: anne.beer@hs-anhalt.de

phone: +49 (0) 3496/ 67 5112

address: Hochschule Anhalt

D-06366 Köthen

Bernburger Straße 55

What happens after nomination?

	What?	Until when?	Comments	✓
BEFORE your Mobility / Exchange Semester	Register online at host university	`til June for winter term `til Nov. for summer term	apply online at host university and watch out for deadlines at the host university	
	Acceptance at the host university	`til July for winter term `til Dec. for summer term	Letter of Acceptance / or acceptance email --> send/forward it to International office as scan	
	Learning Agreement (LA) 1. Part	Before mobility	needs to be signed by 3 parties (you, responsible person at your department and Host univ) scan it and send it to international office. All signatures can be scanned signatures if you wish. Just make sure you have all three of them	
	Grant Agreement (GA)	after receiving it from international office before your mobility	fill out the form correctly, sign it, print it out and send the first 3 PAGES! to international office via postal service	
	Accommodation	before departure	some host universities offer accommodations, make sure you check for deadlines	
	1. Online language test	before departure	you will receive an email from following sender: noreply@erasmusplusols.eu	
	Re-register at HSA	usual ASA deadlines	ask your departments coordinator/ advisor if necessary	
	Health Insurance	before departure	use European Health Insurance Card or get yourself private health insurance on your own	
	Arrival Attestation	immediately after arrival	use host universities forms or get our international office forms (see homepage downloads) send to us as a scan via email	
DURING your Mobility / Exchange Semester	Learning Agreement 2. Part: Change of LA	at the latest 1 month after arrival if you change original learning agreement	send scan to us via email	
	Dropping out or early finishing of stay	Immediately! as soon as you know	re-calculation of scholarship or refund	
	Confirmation of Attendance	about 2 weeks before you finish you stay	host university fills out the form "confirmation of attendance" and make sure you put in the correct/ actual dates of the begin and end of your study periods there (first day and last days of studies)	
AFTER your Mobility / Exchange	Learning Agreement 3. Part	`til 1. May for winter term `til 1. Aug. for summer term at the latest	fill out , and scan to international office	
	Transcript of Records	`til 1. May for winter term `til 1. Aug. for summer term as soon as you heard back from Host university	host university usually provides this transcript of records which is proof for the grades you've received- scan it and send it to us asap	
	Recognition of course credits	After mobility	Fill out the forms for recognition of course credits and send it to the particular examination board	
	2. Online language Test	After mobility	you will receive an email from following sender:noreply@erasmusplusols.eu	
	Experience Report	After mobility	EU Mobility Tool - will send you an email from following sender: replies-will-be-discarded@ec.europa.eu	