

Checklist

International Office

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What happens after nomination?

	What?	Until when?	Comments	✓
BEFORE your Mobility / Exchange Semester	Register / Apply at host university	`til June for winter term `til Nov. for summer term	apply online or via email at host university and DO NOT miss the deadlines at the host university	
	Acceptance at the host university (Admission Offer)	`til July for winter term `til Dec. for summer term	Letter of Acceptance / or acceptance email --> send/forward it to International office as scan	
	Online Learning Agreement (OLA)	Before mobility	needs to be signed by 3 parties (you, responsible person at your department and responsible at receiving Univ.) Forward copy, pdf or scan from www.learning-agreement.eu to IO	
	Grant Agreement (GA)	after receiving it from international office before your mobility	fill out the form correctly, print it, sign it and send the hardcopy to international office via postal service	
	Accommodation	before departure	some host universities offer accommodation, make sure you check for registration deadlines	
	1. Online language test	before departure	you will receive an email from following sender: noreply@erasmusplusols.eu	
	Re-register at HSA	SSC deadlines	https://www.hs-anhalt.de/en/study/during-your-studies/formalities/re-registration.html	
	Health Insurance	before departure	use European Health Insurance Card (EHIC) or get yourself private health insurance on your own	
	Arrival Attestation	immediately after arrival	Ask host university to confirm your arrival. Use our international office form (see homepage downloads) send to us as a scan via email	
DURING your Mobility / Exchange Semester	Online Learning Agreement Changes to OLA	at the latest 5 weeks after arrival if you need to change courses from original OLA	send scan to us via email, only valid with 3 signatures changes to apply via www.learning-agreement.eu	
	Dropping out or early extending your stay	Immediately! as soon as you know	re-calculation of scholarship or refund. Extension notification: ask host Univ first - at least 5 weeks before semester ends!	
	Confirmation of Attendance / confirmation of Stay (COA)	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	optional - Green Mobility	`til 1. May for winter term `til 1. Aug. for summer term at the latest	Complete " Ehrenwörtliche Erklärung ", scan tickets and send scans to IO	
	Transcript of Records	`til 1. May for winter term `til 1. Aug. for summer term as soon as you hear 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 your study coordinator for grade transfer and approval	
	2. Online language Test	After mobility	you will receive an email from following sender: noreply@erasmusplusols.eu	
	EU participant report & Erasmus Experience Report	After mobility	EU participant report: EU will send you an email from sender: replies-will-be-discarded@ec.europa.eu send experience report & photos to erasmus@hs-anhalt.de	