

ERASMUS+ 2019/20 (Project 2019) – Check List

Before you leave:

- Please make sure that mailings sent to the **address** you have given us for postal correspondence will be forwarded to you, and let us know immediately if your **e-mail address** changes (please notify Ms. Birkel / Ms. Hauer-Schuster at international@uni-trier.de)
- Renew matriculation** at Trier University for the next semester and apply for **leave of absence** (if required). Make sure you have **sufficient health, accident and liability insurance** for your stay abroad and apply for **student residence permit or visa** in your host country (if applicable) For further information, please read *Practical Tips* at www.erasmus.uni-trier.de => Informationen für ERASMUS-Teilnehmer 2019/20 (Studierende).
- Contact the local authorities („Einwohnermeldeamt“) if you give up or change your current address in Germany / inform the „Amt für Ausländerangelegenheiten“ if you are abroad for more than six months
- Complete and sign grant agreement**
and submit two paper copies with your signature in the original to the International Office **by August 1, 2019 / by December 1, 2019** in case your stay begins in the 2nd semester
- Send scan of learning agreement signed by all parties to anne.schneider@uni-trier.de**
 - o preferably by **August 1, 2019**, in any case **prior to the beginning of your stay**
 - o **by December 1, 2019** in case your stay begins in the 2nd semesterForms and further information available at: www.erasmus.uni-trier.de => Informationen für ERASMUS-Teilnehmer 2019/20 (Studierende)
- Take OLS online language test**
after you have received link by e-mail; the test has to be completed prior to your departure

During your ERASMUS stay:

- If applicable: send scan of learning agreement - part 2 (Changes)** signed by all parties to anne.schneider@uni-trier.de **five weeks after the start of studies at your host institution at the latest**; forms and further information available at: www.erasmus.uni-trier.de => Informationen für ERASMUS-Teilnehmer 2019/20 (Studierende)
- Send matriculation certificate of Trier University to the International Office** (by e-mail to aaastud2@uni-trier.de)
 - **by September 20, 2019** matriculation certificate for the winter semester 2019/20
 - **by March 20, 2020** matriculation certificate for the summer semester 2020
- At the end of your stay: ask for Certificate of Stay**
Signed and stamped certificate issued by your host institution confirming the exact start and end dates of your stay ; **We cannot accept certificates that have been issued more than 5 days prior to the end date indicated on the certificate!**
Form available at: www.erasmus.uni-trier.de => Informationen für ERASMUS-Teilnehmer 2019/20 (Studierende) (We recommend to ask for two copies – one original copy for submission to the International Office of Trier University and the second for your own further use.)

You can either use the form provided under the link above or a version provided by your host institution; electronic certificates will be fine as long as they can be verified online or are forwarded directly to the International Office of Trier University by your host institution.

If you have attended a preparatory language course in your host country the dates of which are covered by your grant agreement, you will moreover need a certificate of attendance specifying the exact duration of the language course (original copy). Please see *Information Regarding Grant Agreement – Project 2019* for details.

Please note: I you can only be granted ERASMUS funding if you stay at the host institution for a **minimum of three months**; in case of a shorter stay, the entire grant will be recalled (exception: stays for one term/trimester).

After your return:

Take OLS online language test

(after you have received the link by e-mail, which will automatically be sent to you once the end date that you have entered on the OLS platform has been reached; please adjust this date if necessary.) No test is required if you achieved level C 2 in the first test taken prior to your departure.

Submit Certificate of Stay (including the one for your preparatory language course, if applicable) to the International Office of Trier University

- **by February 15, 2020** (in case your stay ended after the first semester)
- **by July 31, 2020** (in case your stay ended after the second semester)

Please submit **an original document, a certified copy or a verifiable electronic form**; no scans, photocopies etc. (please see above).

Report

At the end of your stay, you will received an e-mail asking you to complete the **EU online survey**. If the credits achieved during your ERASMUS stay have not been recognised at Trier University at this point, a second survey will follow later.

In addition please submit a detailed report for future participants by September 1, 2020

Please include all the information you would have liked to have received prior to your departure, and comment on the following topics:

- Preparation of your stay
- Accommodation
- Studies at your host institution
- Tips for daily life
- Conclusion (e.g. your best and your worst experience)

Please e-mail your report to aaastud2@uni-trier.de
(filename: Your lastname_firstname_201920_nameofhostinstitution).

Send scan of part 3 of you learning agreement, including transcript and information on recognition (pdf only) to anne.schneider@uni-trier.de (form and further information at www.erasmus.uni-trier.de => Informationen für ERASMUS-Teilnehmer 2019/20)

- **by May 31, 2020 if your stay ends prior to or in March 2020**
- **by Ocotober 31, 2020 if your stay ends after March 2020**

Addresses

Postal address: Universität Trier
International Office
54286 Trier

Phone: (+49) *651/201-2806 (Marlies Hauer-Schuster/Sabrina Birkel)
(+49) *651/201-2809 (Anne Freihoff)

E-Mail: freihoff@uni-trier.de (Anne Freihoff)
anne.schneider@uni-trier.de (Anne Schneider)
aaastud2@uni-trier.de (Andrea Roy)
international@uni-trier.de (Marlies Hauer-Schuster/Sabrina Birkel)

Internet: www.erasmus.uni-trier.de => Informationen für ERASMUS-Teilnehmer 2019/20
(important information and forms!)

ERASMUS+ – funding for internships in Europe (minimum duration: 60 days, to be taken advantage of **only after** the end of your study period, **not** during your study period)

A.I.M. RLP (Agentur für internationale Hochschul-Mobilität Rheinland-Pfalz)
c/o Hochschule Trier, Postfach 1826, D-54208 Trier

E-Mail: erasmuspraktika@hochschule-trier.de ; Internet: <http://www.erasmuspraktika.de>