

## ERASMUS+ 2022/23 – 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. Franken / Ms.Hauer-Schuster at [international@uni-trier.de](mailto: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.erasmusout-eu.uni-trier.de](http://www.erasmusout-eu.uni-trier.de)
- 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, 2022/ by November 30,2022** in case yor stay begins in the 2nd semester
- Send scan of learning agreement signed by all parties to [anne.schneider@uni-trier.de](mailto:anne.schneider@uni-trier.de)**
  - o **by August 1, 2022**
  - o **by November 30, 2022** in case yor stay begins in the 2nd semesterForms and further information available at: [www.erasmusout-eu.uni-trier.de](http://www.erasmusout-eu.uni-trier.de)

### During your ERASMUS stay:

- If applicable: send scan of learning agreement - part 2 (Changes)** signed by all parties to [anne.schneider@uni-trier.de](mailto:anne.schneider@uni-trier.de) **five weeks after the start of studies at your host institution at the latest**; forms and step-by-step guide available at [www.erasmusout-eu.uni-trier.de](http://www.erasmusout-eu.uni-trier.de)
- Send matriculation certificate of Trier University (from PORTA) to the International Office** (by e-mail to [aaastud2@uni-trier.de](mailto:aaastud2@uni-trier.de))
  - **by September 20, 2022** matriculation certificate for the winter semester 2022/23
  - **by March 20, 2023** matriculation certificate for the summer semester 2023
- 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.erasmusout-eu.uni-trier.de](http://www.erasmusout-eu.uni-trier.de) (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. In any case, please make sure it is clearly indicated on the certificate which period of your ERASMUS+ studies you have spent in your **host country**.

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 2022* for details.

**Please note:** You can only be granted ERASMUS funding if you stay at the host institution for a **minimum of two months** (Funding Project 2020: 3 months except stays for one *term*); in case of a shorter stay, the entire grant will be recalled.

## **After your return:**

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

- **by March 1, 2023** (in case your stay ended after the first semester)
- **by August 1, 2023** (in case your stay ended after the second semester) / For stays in Great Britain the deadline is **May 29, 2023**

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 receive 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, 2023**

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](mailto:aaastud2@uni-trier.de)  
(filename: Your lastname\_firstname\_202223\_nameofhostinstitution\_fieldof studiesduringexchange).

**Submit your transcript of records** provided by your host university to the departmental coordinator at Trier University and **apply for recognition** of your results at Trier University, if applicable.

Send your transcript and, if applicable, recognition notification (pdf only) to [anne.schneider@uni-trier.de](mailto:anne.schneider@uni-trier.de) (form and further information at [www.erasmusout-eu.uni-trier.de](http://www.erasmusout-eu.uni-trier.de))

- **by May 31, 2023 if your stay ends prior to or in March 2023**
- **by October 31, 2023 if your stay ends after March 2023 / by June 15, 2023 in case of a stay in Great Britain**

(Please read the information on the learning agreement under [www.erasmusout-eu.uni-trier.de](http://www.erasmusout-eu.uni-trier.de))

If the transcript of records of your host university is provided as a non-verifiable PDF only, we recommend that you ask your host university for an original paper version for the recognition process as well as for future use.

## **Addresses and Links**

**Postal address:** Universität Trier

International Office  
54286 Trier

**Phone:** (+49) \*651/201-2806 (Marlies Hauer-Schuster/Lea Franken)  
(+49) \*651/201-2809 (Anne Freihoff)  
(+49) \*651/201-2868 (Anne Schneider)

**E-Mail:** [freihoff@uni-trier.de](mailto:freihoff@uni-trier.de) (Anne Freihoff)  
[anne.schneider@uni-trier.de](mailto:anne.schneider@uni-trier.de) (Anne Schneider)  
[aaastud2@uni-trier.de](mailto:aaastud2@uni-trier.de) (Lea Franken)  
[international@uni-trier.de](mailto:international@uni-trier.de) (Marlies Hauer-Schuster/Lea Franken)

**Internet:** [www.erasmusout-eu.uni-trier.de](http://www.erasmusout-eu.uni-trier.de))

**(important information and forms!)**

**Travel and Safety Information by the German Federal Foreign Office:**  
<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit>

**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](mailto:erasmuspraktika@hochschule-trier.de) ; Internet: <http://www.erasmuspraktika.de>