

ERASMUS+ 2023/24 – Check List

Before you leave:

- by 31 May 2023, return the declaration of honour for **additional funding**, if applicable (final deadline for the entire programme year).
- Answer the **data questionnaire** and, if applicable, return the declaration of honour for Green Travel by e-mail.
 - by June 16, 2023 (for students starting in the 1st semester)
 - by November 10, 2023 (if you start in the 2nd semester)
- 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 Information* at www.erasmusout-eu.uni-trier.de
- Complete and sign grant agreement** and submit two paper copies with your signature in the original to the International Office by July 24, 2023 if starting in the 1st semester/ by November 30, 2023 if starting in the 2nd semester
- Send scan of **learning agreement** signed by all parties to erasmus.out@uni-trier.de
 - by August 1, 2023 in case your stay begins in the 1st semester
 - by November 30, 2023 in case your stay begins in the 2nd semesterForms and further information available at: www.erasmusout-eu.uni-trier.de

During your stay:

- If applicable: send scan of **learning agreement - part 2 (Changes)** signed by all parties to erasmus.out@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
- Send **matriculation certificate of Trier University** (from PORTA) to the International Office (by e-mail to aaastud2@uni-trier.de)
 - by September 20, 2023 matriculation certificate for the winter semester 2023/24
 - by March 20, 2024 matriculation certificate for the summer semester 2024
- 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 (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 submit a paper version of the certificate: only the original document, a certified fotocopy or a document with a verification code can be accepted; simple printout, photocopies, scans or similar are not sufficient.

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* for details.

Certificate of Stay to be submitted to the International Office of Trier University by.

- by March 1, 2024 (in case your stay ended after the first semester)
- by August 1, 2024 (in case your stay ended after the second semester)

Please note: You can only be granted ERASMUS funding if you stay at the host institution for a **minimum of two months** in case of a shorter stay, the entire grant will be reclaimed.

After your return:

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, 2024

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_202224_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 erasmus.out@uni-trier.de (form and further information at www.erasmusout-eu.uni-trier.de)

- by May 31, 2024, if your stay ends prior to or in March 2024
- by October 31, 2024, if your stay ends after March 2024

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) *651/201-2809 (Anne Freihoff)
(+49) *651/201-2806 (Natalie Martin)

E-Mail: freihoff@uni-trier.de (Anne Freihoff)
erasmus.out@uni-trier.de (Natalie Martin)

Internet: 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 ; Internet: <http://www.erasmuspraktika.de>