



You will find this presentation afterwards
on our webpage

PREPARE YOUR STAY ABROAD MEETING
semester abroad fall 2024/25
28.03.2024



01 | a. Application procedure to the partner university

01 | b. Beyond the Application procedure – things to consider

02 | Contact persons and documents

03 | a. Financing

03 | b. Erasmus+

04 | Questions

01 | a. Application procedure to the partner university

- **Application deadlines** and requirements are very different
- Currently we are in the process of nominating you to Partner Universities
- Partner universities approach you in different ways
- If you have not heard from your partner university **3 weeks** before the application deadline, please contact us
- You have to pay attention to documents to be submitted and deadlines to be met (see homepage of partner university)
- Check the course catalogue

01 | b. Beyond the application procedure – things to consider

- Check [DAAD website](#) for further information on country, study system
- Check visa regulations or requirements based on **your individual status** for the time abroad (destination, embassy) and also the regulations which apply once you come back to EUF (immigration office Flensburg; consider special regulations applying to e.g. refugee background, specific scholarship visa)
- Check vaccinations that are required
- Regular re-registration for fall at EUF, reimbursement of the semester ticket can be requested from AstA (for 6 months)

01 | b. Beyond the application procedure – things to consider

Housing

- Information/Guidance by partner university
- Tipps: read field reports, facebook groups

Travel: Plan your green travel:

- <https://www.raileurope.com>
- <https://www.thetrainline.com>
- <https://www.interrail.eu/de>
- <https://www.greenerasmus.org/browse-topics>
- <https://www.studieren-weltweit.de/inspirieren-lassen/hashtag/nachhaltigkeit/>

Check your insurance

- Is your insurance cover high enough
- Do you want to take additional insurance/s - check with your insurance company

Do you need a credit card?

01 | b. Beyond the application procedure – things to consider



UBER UNS FÜR MULTIPLIKATOREN BOTSCHAFTLICHE BÜCHER      EINE INITIATIVE VON 

studieren weltweit
ERLEBE ES!

Inspirieren lassen Infos finden Welt erleben Länder entdecken

Werde Correspondent – bewirb dich jetzt!

Du gehst im Wintersemester 2024/2025 ab frühestens Mitte Juli 2024 ins Ausland, bist aktiv auf Social Media und schreibst gerne? Dann bewirb dich bis spätestens zum 1. Mai 2024 bei uns und werde Correspondent im Ausland!

Mehr zum Thema

<https://www.studieren-weltweit.de/werde-correspondent-bewirb-dich-jetzt/>

Follow us on Uni Now (Feed International)



Tea Time Series II

Former outgoing students talk about their time abroad



Monday, 15.04.2024, 18:30 Uhr in HEL067

Organised by the Local Erasmus Initiative (LEI)

More information on Instagram: [leiflensburg](https://www.instagram.com/leiflensburg)

02 | Contact persons

- **General questions:** hiwi-outgoing@uni-flensburg.de
- **Outgoing-Questions:**
 - outgoing@uni-flensburg.de
Dr. Dagmara Paciorek-Herrmann (EUCS, SoWi)
Merle Struve (IM, TES, MA (except MA Ed))
Anna Lambert (BA BW, MA Ed)
Please always indicate your study programme.
- **Course choice and accreditation:**
 - Patrícia Barbosa (EUCS)
 - Dr. Laura Asarite-Schmidt (EUS)
 - Daniela Arias Vargas (SoWi)

02 | Documents

Overview of all the documents which have to be handed in:

50315

▼ Required documents

Once you have accepted a place at one of our partner universities, you must submit various documents to the partner university and to EUF. Please submit the documents only when requested to do so by the EUF International Center or the partner university.

If further documents are required for EUF, you will be informed by the International Center by e-mail.

| Document | Who | How | When |
|---|-------------------|---|---|
| Proof(s) of enrollment (for the entire duration of your stay abroad) | Erasmus+ students | Portal | Before you leave |
| Grant Agreement | Erasmus+ students | Submit in paper form to the International Center | Before you leave |
| Learning Agreement | Erasmus+ students | Portal | Before you leave and when/if you make changes to the document |
| Online Language Support (currently not required) | Erasmus+ students | EU-Academy | Before you leave |
| Letter of Confirmation | Everyone | Portal | After you stay abroad |
| EU Survey | Erasmus+ students | individual link | After you submit your Letter of Confirmation |
| Experience Report | Everyone | Portal | After your stay abroad |
| Transcript of Records | Everyone | Portal | After your stay abroad |

02 | Further Outgoing-Meetings

- **Ready to go! Intercultural skills for study abroad**(29.05.24, 14-16 h)
- **Webex- During your stay abroad** (08.10.24, 11-12 h)
- **After your stay abroad meeting** (beginning of March, tba)

You will get invitations per Email.

03 | a. Financing

#50316

INTERNATIONAL > GOING ABROAD > STEP 3: PREPARE

STEP 1: GATHER INFORMATION STEP 2: APPLY STEP 3: PREPARE STEP 4: GET YOUR FOREIGN COURSEWORK RECOGNIZED GAMES CORNER
INTERNSHIPS AND SHORT STAYS ABROAD FAQ



📋 Step 3: Prepare

Funding options

When planning a semester or internship abroad, it's important to check out the various funding options early on. Above all, pay attention to the application deadlines. In this section, you'll find the most important funding opportunities at a glance.

ERASMUS+

PROMOS SCHOLARSHIPS

BAFÖG GRANTS FOR STUDIES ABROAD

STUDENT LOANS

OTHER FUNDING OPTIONS

Students can receive financial support under Erasmus+ for their time spend studying abroad, as well as for any internships done abroad.

All about Erasmus+ >>

03 | b. Erasmus+

Erasmus+:

- European Mobility programme
- For mobility to partner universities with which an Erasmus+ contract exists (Europe + non European destinations)
- between 490 € and 700 € per month/depending on the country rate
- Erasmus+ will be paid on a daily base (**according to the mobility duration on the Letter of Confirmation**)
- Top-up funding for students with special needs and/or with children, first academic person, working students(250€/month): request through the Declaration on honour
- Students with fewer opportunities going to non-European partneruniversities: travelling allowance
- Top-up for green traveling (50€ + extra travel days)
- All the information about Erasmus+: #41109
- You are signing a contract!

03 | b. Erasmus+

You will receive Erasmus+ emails from the International Center:

- Please read the emails carefully
- Please make sure that your mailbox is empty
- Please save the emails
- **Bafög-Email**

Erasmus Email 1: Learning Agreement: March

The Online Learning Agreement is an official Erasmus+ document and necessary for financial support on the one hand, and on the other hand, for recognition of the courses you take at the partner university.

BAföG- Certificate: March

Document for submission to the responsible office for BAföG abroad

03 | b. Erasmus+

Erasmus Email 2: Grant Agreement: **beginning of May**

Financial contract (original signature needed)

Erasmus Email 3: After arrival: **beginning of August**

Information about changes in the Learning Agreement, Letter of Confirmation

- Erasmus Email 4: End of stay abroad: **beginning of December**

Letter of Confirmation, Field report, EU survey, Reminder recognition of Credits

Payment modalities:

1st installment: **End of July (larger sum, 70%)**

2nd installment: After mobility

03I Questions

QUESTIONS?



Europa-Universität
Flensburg

Consultation hours:

Dr. Dagmara Paciorek-Herrmann

Thursday between 10-11

Or always:

outgoing@uni-flensburg.de