

Your 5 checklists for studying abroad

Dear students of the Bauhaus-Universität Weimar,

To help you find your way around studying abroad, we have created the following [»5 checklists for studying abroad«](#):

»Checklist 1: application phase «

»Checklist 2: before mobility«

»Checklist 3: during mobility«

»Checklist 4: after mobility«

»Checklist 5: in case of extension«

For a separate overview of the mandatory documents you have to submit during your study abroad, take a look at International Office's [>>> download centre](#).

Please always send all organisational questions regarding your study abroad to outgoing@uni-weimar.de

Please address any academic / faculty-related questions to the [responsible persons at your Bauhaus faculty](#) or the supervising professor of your selected partner university.

Please check which exchange category corresponds to your exchange and note only the corresponding x-marks in the checklists:

Exchange category	Explanation	Possibility of funding from the Bauhaus-Universität Weimar?
ERASMUS KA131 + EMK ¹ Europe	Study abroad at a partner university within Europe	Yes. This exchange category can be funded with a scholarship through the DAAD programme "KA131" if the student has applied for funding in due time (see Checklist 2). Further information and contact persons can be found >>> here .
Bilateral worldwide	Study abroad at a partner university outside Europe	Yes. For this exchange category, there is the possibility of funding through the DAAD's PROMOS programme . Please find out about other funding opportunities on your own or during a consultation at the International Office of the Bauhaus-Universität Weimar. Further information and contact persons can be found >>> here .
ERASMUS KA171 worldwide	Study abroad at a partner university outside Europe	Yes. In principle, these exchanges can be funded with a scholarship through the DAAD programme "KA171". However, this funding is only available for a limited number of students at individual partner universities. For information on which partner universities are included, please refer to the >>> announcement for study abroad . Interested students must apply for funding in due time (see Checklist 2). Further information and contact persons can be found >>> here .

¹ Note for EMK students: The information is only relevant for you from Checklist 2 onwards. As you have already been accepted for the double degree programme, you do not need to apply for a stay at Lyon 2.

CHECKLIST 1: APPLICATION PHASE

Exchange category			Status	Event in chronological order	Moment in time	Responsibility	Procedure	✓
KA 131 Europe	KA 171 worldwide	Bilateral worldwide						
X	X	X	recom- mended	Online research on studying abroad	If you are interested in studying abroad	Student	Visit the homepage of the International Office of the Bauhaus-Universität	
							In the >>> Suchportal Auslandsstudium	
X	X	X	recom- mended	Reading the student experience reports	If you are interested in studying abroad	Student	Online research on homepages of other universities and in our library at the International Office	
X	X	X	recom- mended	Visit the office hours for advice on studying abroad and general information on the partner universities	If you have questions about studying abroad	Student	Ms. Evelyn Beyer During consultation hours (Tue + Thu 10 – 13) or by appointment or by phone: 03643 - 58 2362	
X	X	X	recom- mended	Visit the office hours for advice on funding opportunities	If you have questions about studying abroad	Student	Ms. Andrea Weber During consultation hours (Tue + Thu 10 – 13) or by appointment or by phone: 03643 - 58 2361	
X	X	X	recom- mended	Attendance at the information event (1 st part) on studying abroad	In October	Student	Information on the date of the event and the presentation can be found on our homepage	
X	X	X	obligatory	Application for an exchange place by online application (1st application round)	Beginning of November	Student	Via the »Portal for your study abroad«	
X	X	X	-	Selection process at the faculties (1st application round)	In January	Supervising professor at the partner universities you have chosen	Forwarding and evaluation of your application documents to the supervising professor at your faculty ²	

² Each partner university of the Bauhaus-Universität Weimar has a supervising professor. He or she decides from the subject perspective which student is selected for the available exchange places. Please find the supervising professor at your preferred partner university in the announcement. Please contact your [contact person at your faculty](#).

CHECKLIST 1: APPLICATION PHASE

Exchange category			Status	Event in chronological order	Moment in time	Responsibility	Procedure	✓
KA 131 Europe	KA 171 worldwide	Bilateral worldwide						
X	X	X	-	Announcement of the selection decision and invitation to accept the place abroad (1st application round)	In January / February	International Office of the Bauhaus-Uni	Via e-mail to the student by the International Office of the Bauhaus-Uni	
X	X	X	obligatory	Binding acceptance of the study abroad place (1st application round)	In January / February You have 6 days after the call to accept your place. ³	Student	Via the »Portal for your study abroad«	
X	X	X	obligatory ³	If applicable, apply for a study place abroad (2nd application round) ⁴	Scheduled for February	Student	Via the »Portal for your study abroad«	
X	X	X	-	Selection process at the faculties (2nd application round)	In February / March	Supervising professor at the partner universities you have chosen ²	Forwarding and evaluation of the application documents to the supervising professor	
X	X	X	-	Announcement of the selection decision and invitation to accept the study place abroad (2nd application round)	In March	International Office of the Bauhaus-Uni	Via mail to the student by the International Office of the Bauhaus-Uni	
X	X	X	obligatory ³	If applicable, binding acceptance of the study abroad place via the »Portal for your study abroad« . (2nd application round)	In March You have 6 days after the call to accept your place.	Student	Via the »Portal for your study abroad«	

Congratulations on your study abroad place! Now, the preparations can begin!

³ If you do not confirm your offer of a place by the deadline stated, you will forfeit your entitlement to the place. You may reapply in the 2nd application round.

⁴ If neither your first nor your second wish was fulfilled in the 1st application round, you have the possibility to apply again for an exchange place in the 2nd application round. The same applies to people who missed the deadlines of the 1st application round. The selection procedure is analogous to the 1st application round.

CHECKLIST 2: BEFORE MOBILITY

Exchange category			Status	Event in chronological order	Moment in time	Responsibility	Procedure	✓
KA 131 + EMK Europe	KA 171 worldwide	Bilateral worldwide						
X	X	X	recommended	Attendance of the information event (Part 2: Documents) on the compulsory documents to be submitted when studying abroad	In April	Student	Information on the date of the event and the presentation can be found on our homepage	
-	-	X	optional	Application for a PROMOS grant	For stays in winter semester Beginning of May For stays in summer semester in December	Student	PROMOS application documents via e-mail to andrea.weber@uni-weimar.de	
X 1st rate	X 1st rate	-	obligatory⁶	Submission "Application for an ERASMUS grant" incl. application for top-ups in the application form	For stays in winter semester: 15 June - 15 July For stays in the summer: 01 Oct - 30 Nov	Student	Via the »Portal for your study abroad«	
EMK ⁵ X	X	X	-	Nomination at the partner university and receipt of your »Letter of Nomination«⁸	Before your independent application to the partner university For stays in Wintersemester: Jan - Aug For stays in Summersemester: Sept - Dec	International Office of the Bauhaus-Uni	Nomination at the partner university by the International Office of the Bauhaus-Universität	
EMK ⁷ X	X	X	-	Acceptance of the nomination by the partner university	After the nomination by the International Office of the Bauhaus-Uni	Partner university	Usually by e-mail from the partner university to the nominated student.	
EMK ⁹ X	X	X	optional	Application for AuslandsBAföG	The application for AuslandsBAföG should be submitted to the "Auslandsamt" in charge (depending on the host country) at least 6 months before the start of the mobility: >>> link to the determination	Student	At www.auslandsbafoeg.de To obtain signatures from the Bauhaus-Universität write an e-mail to outgoing@uni-weimar.de	

⁵ Note for EMK students: The information is only relevant for you from Checklist 2 onwards. As you have already been accepted for the double degree programme, you do not need to apply for a stay at Lyon 2.

⁶ Of course, you only have to apply for an ERASMUS scholarship if you wish to receive one.

⁷ Note for EMK students: You will not receive a "Letter of Nomination". The notification of your stay in Lyon 2 is made via your degree programme coordinator.

⁸ You will receive the nomination message by e-mail (Letter of Nomination). Please save this mail. It can be used, for example, as proof for the reimbursement of your semester ticket. Please note that we proceed chronologically when nominating our students. The date of your nomination depends on the start of your studies abroad and the nomination deadline of the partner university. Nominations for Summer semester take place between September and the beginning of December.

⁹ Note for EMK students: You will not receive a confirmation of acceptance from Lyon 2, as you have already been admitted to the double degree programme.

CHECKLIST 2: BEFORE MOBILITY

Exchange category			Status	Event in chronological order	Moment in time	Responsibility	Procedure	✓
KA 131 + EMK Europe	KA 171 worldwide	Bilateral worldwide						
X	X	X	obligatory	Independent application to the partner university ¹¹	After the nomination at the partner university	Student	Please be sure to observe the application deadlines and modalities of the partner university (self-initiated research)! To be on the safe side, start your research after your nomination in order to prepare your application documents.	
EMK ¹⁰								
X	X	X	-	Notification of acceptance/rejection of the independent application by the partner university	After the independent application to the partner university	Partner university	Usually by e-mail from the partner university to the nominated student.	
EMK ¹²								
X	X	X	optional	If applicable, application for a place in a hall of residence at the partner university / search for accommodation	After the acceptance of the independent application by the partner university	Student	It is essential to observe the application deadlines and modalities of the partner university. (independent research)	
X	X	-	-	Notification of the amount of your ERASMUS grant = receipt of the "Grant Agreement"	For stays in WiSe: from August For stays in SoSe: from Dec	International Office of the Bauhaus-Uni	By e-mail to Student through the International Office of the Bauhaus University of outgoing@uni-weimar.de	
X 1 st rate	X 1 st rate	-	obligatory	Submission of the fully completed "Grant Agreement" and (if Top-Ups have been applied for) of the eternal declaration to the International Office of the Bauhaus University with your original signature (no scan or copy!).	Before departure to the partner university	Student	By post or in person in the International Office of the Bauhaus-Universität ¹³	
X 1 st rate	X 1 st rate	-	obligatory	Submission of proof of "Acceptance by the partner university" (e.g. Letter of Acceptance or screenshot of a mail confirming your acceptance)	Upon receiving from the partner university	Student	Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Annahme Partneruniversität	
EMK ¹⁴								

¹⁰ Note for EMK students: You do not need to apply to Lyon 2 as you have already been admitted to the double degree programme.

¹¹ The application deadlines and modalities at the partner universities can vary greatly. Please research the relevant information independently on the homepage of the partner university.

¹² Note for EMK students: You will usually not receive a notification of acceptance at Lyon 2, as you have already been admitted to the double degree programme.

¹³ You can also use the mailbox of the Campus.Office for the submission. The Grant Agreement is the only document that you must submit to us in original.

¹⁴ Note for EMK students: Please submit your confirmation of acceptance for the EMK double degree programme.

CHECKLIST 2: BEFORE MOBILITY

Exchange category			Status	Event in chronological order	Moment in time	Responsibility	Procedure
KA 131 + EMK Europe	KA 171 worldwide	Bilateral worldwide					
X	X	(X) ¹⁵	obligatory	Submission of your "certificate of enrolment" from Bauhaus-Universität for the period in which the semester abroad starts ¹⁶	Before departure to the partner university	Student	Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Immabescheinigung
X	X	-	-	Payment of the 1st instalment of your ERASMUS grant (70% of the total amount)	Max. 30 days after submission of all documents for the 1st rate	International Office of the Bauhaus-Uni	Pay-out to the account you specified in the application form
X	X	(-) ¹⁸	obligatory	Preparation of the »Online Learning Agreement« (Section: »before mobility«)	Early before departure to the partner university Be sure to contact your faculty for preparation of the "Online Learning Agreement"	Student together with the person in charge at your Bauhaus faculty and the partner university	Coordination between the parties involved in person and by e-mail >>> Link to the OLA platform
X	X	X	obligatory	Registration of the study abroad programme in BISON	Before departure to the partner university	Student	>>> Registration instructions Please send any queries to bison@uni-weimar.de
(X) 2 nd rate	-	-	obligatory	Completion of the EU-OLS language test ¹⁹ For ERASMUS KA131 students: Due to technical issues at the EU commission, the obligation to complete the „OLS Test“ ¹² to receive ERASMUS funding is currently suspended. You may, however, get access to the platform to profit from the offer which is free of charge. Please click here.	Usually 30 days before the confirmed start date of your stay abroad (see Grant Agreement)	Student	Automatic enrolment in the language test to student from https://erasmusplusols.eu

¹⁵ Students on bilateral exchange must ensure that they are enrolled at Bauhaus-Universität, but submission of the enrolment certificate to the International Office is not compulsory.

¹⁶ You can download your certificate of enrolment in the [BISON portal](#).

¹⁷ Note for EMK students: The "Online Learning Agreement" may only contain the courses that you will take at Lyon 2 during your ERASMUS funding period.

¹⁸ We recommend that our students who are going on a bilateral exchange draw up a »Learning Agreement«. This way, the content of the study abroad can be better planned, and the later recognition of the work done abroad can be facilitated. The »Learning Agreement« is not a compulsory form for bilateral mobility.

¹⁹ OLS stands for »Online Language Support«. It is an online language test that all exchange students must take in the working language of the host country. The result of the language test has no influence on the implementation of your study abroad programme. It is only intended to give you an impression of your personal language skills.

²⁰ Please note that the EU has been using a new platform for the OLS language test since winter semester 2022/23. This platform is not yet fully functional; accordingly, you do not have to comply with the deadline for taking the language test mentioned in the checklists. Please file this as soon as you receive an email requesting you to do so.

CHECKLIST 2: BEFORE MOBILITY

Exchange category			Status	Event in chronological order	Moment in time	Responsibility	Procedure	✓
KA 131 + EMK Europe	KA 171 worldwide	Bilateral worldwide						
X	X	X	strongly recommended	Checking / contracting of insurances for the stay abroad (e.g. accident, health insurance, repatriation, liability)	After confirmation of the acceptance of your application at the partner university	Student	Advice from the Studierendenwerk or your insurance company	
X	X	X	optional	Request for Leave of Absence ²¹	Before the re-registration period of the Bauhaus-Universität	Student	Please direct any queries to the person in charge at your Bauhaus faculty Please submit the application for leave of absence to the Office of Student and Academic Affairs	
X	X	X	optional	Application for reimbursement of the semester ticket ²²	After the transfer of the Bauhaus semester fee	Student	In person at the INFOtake of Studierendenwerk (Marienstraße 15) (Confirmation of nomination or Letter of Acceptance required)	
X	X	X	-	<u>Only for students with foreign citizenship:</u> Verification of the validity of the residence title for Germany for the entire duration of the study abroad	After confirmation of the acceptance of your application at the partner university	Student	Counselling by the Foreigners' Registration Office of the City of Weimar and the Foreign Office in the home country	

Now you can finally get started! Have fun and success in your studies abroad!

²¹ Please contact your [examination office](#) to find out whether you are allowed to take a leave of absence for your study abroad; the decision depends on the study plan of your degree programme. If you are not granted leave of absence, you must pay the semester contribution by the deadline.

²² All students who study abroad can apply for a refund of the semester ticket fee. This regulation applies to an absence of at least 21 weeks. You can find the application for reimbursement of the semester ticket [here](#).

CHECKLIST 3: DURING MOBILITY

Exchange category			Status	Event	Moment in time	Responsi- bility	Procedure	✓
KA 131 + EMK Europe	KA 171 worldwide	Bilateral worldwide		in chronological order				
X 2 nd rate	X 2 nd rate	-	obligatory	Submission of the "Confirmation of Arrival"	To be submitted max. 2 weeks after the start of mobility	Student	Form template in our >>> download center Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Confirmation of Arrival	
EMK ²³								
X 2 nd rate	X 2 nd rate	-	obligatory	Submission of the "Online Learning Agreement" signed by all three parties ²⁴ (section: „before mobility “) ²⁵	To be submitted max. 2 weeks after the start of mobility	Student	Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Learning Agreement (before mobility)	
X 2 nd rate	X 2 nd rate	-	obligatory ²⁶	If applicable, submission of the "Online Learning Agreement" (section: changes / during mobility)	max. 5 weeks after the start of the semester to the partner	Student	Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Learning Agreement (during mobility)	
X	X	-	obligatory	Initiation of the signing of the "Confirmation of Departure"	The "Confirmation of De- parture" must be signed and stamped by the host university at most 3-5 days before your departure!	Student and partner uni- versity	Form template in our >>> download center The signature must be obtained in person from the person responsible at the partner univer- sity	
EMK ²⁷								
X	X	X	obligatory	Application for issuing the »Transcript of Records« OR »Learning Agreement« (section: „after mobility“) ²⁹	Before returning home	Student	Usually, in person or by email at the partner university	
EMK ²⁸								

We hope you have an enriching stay at the partner university and inspire others to study abroad!

²³ Note for EMK students: Please use the form template "Confirmation of Stay" on our [>>> Website for EMK students](#).

²⁴ The "Learning Agreement" must be signed by the student, the responsible person at the partner university and the [>>> contact person at your Bauhaus faculty](#). This can be done either before departure to the partner university or immediately after arrival, for example, if you are unable to obtain the signatures in time.

²⁵ Please download the fully signed version of your "Learning Agreement" from the learning-agreement.eu platform and submit it to us.

²⁶ Submission is only obligatory if there are changes to the »Learning Agreement« (section: before mobility) after arrival at the partner university. Please keep the original in a safe place. It is normal that your original Learning Agreement (section: before mobility) changes several times.

²⁷ Note for EMK students: Please use the form template "Confirmation of Stay" on our [>>> Website for EMK students](#).

²⁸ Note for EMK students: The "Transcript of Records" may only contain the courses that you have taken during your ERASMUS funding period (just like the „Learning Agreement“).

²⁹ The »Transcript of Records« is equivalent to the section „after mobility“ of the »Learning Agreement«. You only need to submit one of the two documents, usually it is the »Transcript of Records«

CHECKLIST 4: AFTER MOBILITY

Exchange category			Status	Event in chronological order	Moment in time	Responsibility	Procedure	✓
KA 131 + EMK Europe	KA 171 worldwide	Bilateral worldwide						
X 2 nd rate	X 2 nd rate	-	obligatory	Submission of the "Confirmation of Departure"	2 weeks after the end of the mobility	Student	Form template in our >>> download center Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Confirmation of Departure	
EMK ³⁰ X 2 nd rate	X 2 nd rate	-	obligatory	If applicable, current certificate of enrollment from Bauhaus-Universität covering the time of the end of your study abroad	2 weeks after the end of mobility	Student	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Immabescheinigung	
X 2 nd rate	X 2 nd rate	-	obligatory	Submission of »Transcript of Records« OR »Learning Agreement« (section: after mobility) ³¹	To be submitted max. 30 days after the end of the stay abroad	Student	Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Transcript of Records	
X	X	X	obligatory	Application for recognition of courses completed abroad at your Bauhaus faculty	After receiving the "Transcript of Records" from the partner university	Student	please follow the recognition procedure >>> of your faculty at Bauhaus-Uni	
X 2 nd rate	X 2 nd rate	X	obligatory	Submitting your personal study abroad experience report for the Bauhaus-Universität	To be submitted max. 45 days after the end of the stay abroad	Student	Via the »Portal for your study abroad«	
X 2 nd rate	X 2 nd rate	-	obligatory	Filling in the »EU-Survey« (Online experience report for the EU) ³²	Within 30 days of receiving the automatic e-mail from the EU	Student	Automatic sending of the link to the EU survey via an EU Tool ³³	
X	X	-	-	Payment of the 2nd instalment (30%) of the ap- proved ERASMUS scholarship ³⁴	Within 45 days after you have submitted all documents for the 2nd instalment	International Of- fice of Bauhaus- Uni	Bank transfer to the student's bank account	

Welcome back to Weimar! We wish you continued success in your studies at Bauhaus-Universität!

³⁰ Note for EMK students: Please use the form template "Confirmation of Stay" on our [>>> Website for EMK students](#).

³¹ The "Transcript of Records" corresponds to the "After Mobility" section of the "Learning Agreement". You only need to submit one of the two documents, which is usually the "Transcript of Records".

³² Please make sure that you enter the same period of stay in the EU Survey as on your »Confirmation of Departure«. Students who answered "no" to the question in the survey as to whether the recognition process has already been completed will automatically receive a new survey after another 2 weeks.

³³ Proof of participation in the EU survey does not need to be submitted to the International Office; this is done automatically.

³⁴ The payment of the 2nd instalment (30%) is based on the confirmed actual period by the partner university in the »Confirmation of Departure«.

You really like it at the partner university? Please follow these steps for an extension:

CHECKLIST 5: IN CASE OF EXTENSION

Exchange category			Status	Event in chronological order	Moment in time	Responsibility	Procedure	✓
KA 131 Europe	KA 171 worldwide	Bilateral worldwide						
X	X	X	obligatory	Submission of the »Application for extension of your study abroad« ³⁵ (Form template in our >>> download center)	To be submitted at least 30 days before the end of the original mobility	Student	Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Verlängerungsantrag	
X	X	X	-	Notification of the decision to grant the extension For ERASMUS students: Notification of whether ERASMUS grant can also be extended	Approx. 4 weeks after submission of the complete application	International Office of the Bauhaus-Uni	Via e-mail to the student by the International Office of the Bauhaus-Uni from outgoing@uni-weimar.de	
X	X	-	-	Receipt of a new »Grant Agreement« ³⁶ in case of extension	Immediately following the announcement of the granting of the extension	International Office of the Bauhaus-Uni	Via e-mail to the student by the International Office of the Bauhaus-Uni from outgoing@uni-weimar.de	
X	X	-	obligatory	Submission of the signed and completed adapted »Grant Agreement« in the original (no scan or copy!) to the International Office of the Bauhaus-Universität in case of extension	Max. 2 weeks after the »Grant Agreement« has been sent by e-mail by the International Office of the Bauhaus-Uni	Student	Postal or in person in the International Office of the Bauhaus-Universität ³⁷	
X	X	-	obligatory	Submission of a new »Learning Agreement« (section: „during mobility“) in case of extension	Max. 4 weeks after the »Grant Agreement« has been sent by e-mail by the International Office of the Bauhaus-Uni	Student	Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Learning Agreement (during mobility)	

³⁵ You can find the application form for the extension of your exchange studies in our >>> [download center](#) of the International Office of the Bauhaus-Uni. For KA131 and KA171/171: the date of the planned end can be found in the Grant Agreement. Please note that an approval of the extended stay is not automatically connected with an extension of the grant. The extended period must be at least 30 days.

³⁶ The Grant Agreement is the contractual and financial basis of the exchange programme. It is the only document that must be submitted by the student with the original signature to the International Office of the Bauhaus-Universität. A digital signature is sufficient on all other documents.

³⁷ You can also use the Campus.Office letterbox (at the front of the building) for submission.

CHECKLIST 4: IN CASE OF EXTENSION

Exchange category			Status	Event in chronological order	Moment in time	Responsibility	Procedure	✓
KA 131 Europe	KA 171 worldwide	Bilateral worldwide						
X	X	(-) ³⁸	obligatory	Submission of the certificate of enrolment from the Bauhaus-Universität for the semester in which the extended study abroad takes place	Before the start of the extended period; max. 4 weeks after the »Grant Agreement« has been sent by e-mail by the International Office of the Bauhaus-Uni	Student	Via e-mail to outgoing@uni-weimar.de with the subject [DOK] Immabescheinigung	
X	X	-	-	Payment of the 1st instalment (70%) of the extended ERASMUS grant ³⁹	Within 45 days after confirmation of the completeness of the documents	International Office of the Bauhaus-Uni	Bank transfer to the student's bank account	

Enjoy your extended stay at the partner university!

³⁸ We recommend that our students who are going on a bilateral exchange draw up a »Learning Agreement«. This way, the content of the study abroad can be better planned, and the later recognition of the work done abroad can be facilitated. The »Learning Agreement« is not a compulsory form for bilateral mobility.

³⁹ The 2nd instalment of the extended ERASMUS grant will be paid together with the 2nd instalment for the original ERASMUS grant, i.e. in case of an extension you will only receive a single combined 2nd instalment.