

CHECKLIST: ERASMUS+ OUTGOING ACADEMIC YEAR 2019/20

AFTER BEING NOMINATED (by your mobility coordinator) hand in the following documents:

„Stipendium“ form (Student Application Form)	Submit at the International Office until 09.05.2019	✓
„Learning Agreement before the Mobility“ (signed by directorate of studies - SPL)		
„Richtlinien“ form		
Language certificate		

BEFORE YOUR ERASMUS+ STAY

Apply at host university (see the university's website for information)	host university's deadline	
Learning Agreement before the Mobility must be signed by host university as well, hand in a copy in the International Office	during or after application at host university, before the beginning of stay	
Receive „Nominierungsbestätigung des OeAD“ email with registration link for the OeAD ¹ → register in the OeAD-database „students online“ and complete personal data	beginning of July 2019	
Receive „Zuerkennung des Erasmus+ Status“ email → print out grant agreement twice, sign and hand in both originals at Erasmus-Referat Wien des OeAD (contact on page 2)	at the earliest 20 days before departure	
Receive 80% of your Erasmus+ grant / Top-Up	after OeAD receives your grant agreement	
Pay the fee for the Austrian Students' Union („ÖH-Beitrag“)	in due time	
If applicable: complete the Online Linguistic Support (OLS) self-assessment (mandatory); take an OLS online language course (optional)	on invitation by email	

DURING YOUR STAY

If applicable: changes to the Learning Agreement must be approved by your SPL in the Learning Agreement during the Mobility ; hand in a copy at the International Office	at the latest 5 weeks after the beginning of your stay	
If applicable: submit your application for extension ; hand in new Learning Agreement	at the latest 4 weeks before the end of your stay	
Check with your host university how to receive your Transcript of Records	before departure	
Get your confirmation of stay signed and stamped by the host university	at the earliest 1 week before departure	

AFTER YOUR STAY

Hand in the confirmation of stay (original) at Erasmus-Referat Wien des OeAD	at the latest 4 weeks after the end of stay	
Fill in the EU-Survey and (if applicable) complete the 2 nd part of the OLS self-assessment	on invitation by email	
Receive the second part (20%) of your Erasmus+ grant / Top-Up (paid by the OeAD)	after handing in confirmation of stay	
Have your ECTS credits recognized by your SPL (directorate of studies)	within 2 months or (if your stay was until July or longer) until November 15 th	
Hand in a copy of Transcript of Records and Learning agreement after the mobility (or „Anerkennungsbescheid“) at the International Office	winter term: end of June at the latest summer term: end of November at the latest	
ONLY if you are EXPRESSLY instructed to do so: hand in the notification of academic recognition to the OeAD	2021 or later	

¹ The OeAD (Österreichischer Austauschdienst), NOT the University of Vienna, pays out your Erasmus+ grant!

IMPORTANT CONTACT DETAILS	
for all administrative issues: International Office of the University of Vienna	for your Erasmus+ grant / Top-Up: Erasmus-Referat Wien des OeAD
International Office University of Vienna Universitätsring 1, 1010 Vienna erasmus.outgoing@univie.ac.at +43/1/4277-18207 (Anastassia Vybornova) +43/1/4277-18230 (Siina Karbin) http://erasmus.univie.ac.at http://international.univie.ac.at	Österreichischer Austauschdienst (OeAD GmbH) Erasmus-Referat Wien Ebendorferstraße 7, 1010 Vienna erasmus-wien@oead.at +43/1/53408-485 (Anna Prinz) +43/1/53408-486 (Sandra Küfhaber) +43/1/53408-487 (Agata Slowinska) OeAD's DATABASE for ERASMUS grants: https://asp.sop.co.at/students/LoginServlet

A SIGNED GRANT AGREEMENT WITH THE OeAD IS MANDATORY FOR YOUR ERASMUS+ STAY!

Every outgoing Erasmus+ student is **obliged** to sign an agreement with the OeAD prior to their stay abroad. In case you fail to hand in the agreement at the OeAD, you will not be able to go on Erasmus+.

RECIPIENTS OF FEDERAL AID FOR STUDENTS IN AUSTRIA

Please note: if you receive an Austrian study grant (Studienbeihilfe) and are planning to go on Erasmus+, you are advised to apply for additional financial aid for your stay abroad (Auslandsbeihilfe) at the Austrian Study Grant Authority (Stipendienstelle).

STUDENTS WITH CHILDREN and STUDENTS WITH SPECIAL NEEDS

Students with children and students with special needs can **apply for special financial aid** ("Sonderzuschuss") in addition to the Erasmus+ grant to cover additional costs that might occur due to their stay abroad. You will find the application form on our website (in the section "Financial matters"). Please submit the form at the International Office – we will then forward it to the OeAD.

Deadlines: **23.06.2019** for the winter term 2019/20, **23.11.2019** for the summer term 2020

Contact person at the OeAD

Margit Dirnberger
margit.dirnberger@oead.at
 Tel: +43/1/534 08-642

For more information, see

<https://international.univie.ac.at/en/student-mobility/outgoing-students/erasmus-student-exchange/financial-matters/#c328168>

HOUSING ANYWHERE: A PLATFORM FOR TEMPORARY ACCOMODATION

In case you would like to let your room/apartment while you are abroad, we recommend <http://www.housinganywhere.com>. However, we do not mediate between property owners and tenants, nor do we accept any liability.