# Checklist: Erasmus+ Outgoing Academic Year 2019/20

## After Being Nominated
(by your mobility coordinator) hand in the following documents:

<table>
<thead>
<tr>
<th>Document</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Stipendium&quot; form (Student Application Form)</td>
<td>Submit at the International Office until 09.05.2019</td>
</tr>
<tr>
<td>&quot;Learning Agreement before the Mobility&quot; (signed by directorate of studies - SPL)</td>
<td>✓</td>
</tr>
<tr>
<td>&quot;Richtlinien&quot; form</td>
<td></td>
</tr>
<tr>
<td>Language certificate</td>
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## 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 → [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 [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 [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 2nd 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 15th]

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]

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

<table>
<thead>
<tr>
<th>for all administrative issues:</th>
<th>for your Erasmus+ grant / Top-Up:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Office</strong></td>
<td><strong>Erasmus-Referat Wien</strong></td>
</tr>
<tr>
<td>of the University of Vienna</td>
<td>des OeAD</td>
</tr>
</tbody>
</table>

| International Office | Österreichischer Austauschdienst (OeAD GmbH) |
| University of Vienna | Erasmus-Referat Wien |
| Universitätsring 1, 1010 Vienna | Ebendorferstraße 7, 1010 Vienna |

**erasmus.outgoing@univie.ac.at**

**erasmus-wien@oead.at**

+43/1/4277-18207 (Anastassia Vybornova)
+43/1/4277-18230 (Siina Karbin)

http://erasmus.univie.ac.at
http://international.univie.ac.at

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**

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](http://www.housinganywhere.com)

However, we do not mediate between property owners and tenants, nor do we accept any liability.