

## CHECKLIST: ERASMUS+ OUTGOING ACADEMIC YEAR 2018/19

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

„Stipendium“ form (Student Application Form)	The International Office will inform you about the deadlines (between 19 <sup>th</sup> of April and 9 <sup>th</sup> of May 2018, depending on host country)	✓
„Learning Agreement before the Mobility“ (signed by directorate of studies - SPL)		
„Richtlinien“ form		
Language certificate		

### BEFORE YOUR ERASMUS+ STAY

<b>Apply at host university</b> (see the university's website for information)	<b>host university's deadline</b>	
<b>Learning Agreement before the Mobility</b> 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 <sup>1</sup> → <b>register in the OeAD-database</b> "students online" and <b>complete personal data</b>	<b>beginning of July 2018</b>	
Receive „Zuerkennung des Erasmus+ Status“ email → print out <b>grant agreement</b> twice, sign and hand in both originals <b>at Erasmus-Referat Wien des OeAD</b> (contact on page 2)	at the earliest 20 days before departure	
<b>Receive 80% of your Erasmus+ grant / Top-Up</b>	after OeAD receives your grant agreement	
<b>Pay the fee for the Austrian Students' Union („ÖH-Beitrag“)</b>	<b>in due time</b>	
If applicable: complete the <b>Online Linguistic Support (OLS) self-assessment</b> (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 <b>Learning Agreement during the Mobility</b> ; hand in a copy at the International Office	<b>at the latest 5 weeks after the beginning of your stay</b>	
If applicable: submit your <b>application for extension</b> ; hand in new Learning Agreement	<b>at the latest 6 weeks before the end of your stay</b>	
Check with your host university how to receive your <b>Transcript of Records</b>	before departure	
Get your <b>confirmation of stay</b> signed and stamped by the host university	at the earliest 1 week before departure	

### AFTER YOUR STAY

<b>Hand in the confirmation of stay (original)</b> at Erasmus-Referat Wien des OeAD	<b>at the latest 4 weeks after the end of stay</b>	
Fill in the <b>EU-Survey</b> and (if applicable) complete the 2 <sup>nd</sup> part of the OLS self assessment	on invitation by email	
Receive the <b>second part of your Erasmus+ grant / Top-Up</b> (paid by the OeAD)	after handing in confirmation of stay	
Have your <b>ECTS credits recognized</b> by your SPL (directorate of studies)	within 2 months or (if your stay was until July or longer) until November 15 <sup>th</sup>	
Hand in a copy of Transcript of Records and <b>Learning agreement after the mobility</b> (or "Anerkennungsbescheid") at the International Office	winter term: end of June at the latest summer term: end of November at the latest	
<b>ONLY if you are EXPRESSLY instructed to do so:</b> hand in the notification of academic recognition to the OeAD	2020 or later	

<sup>1</sup> Your Erasmus+ grant is paid out by the **OeAD (Österreichischer Austauschdienst)**, NOT by the University of Vienna!

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

## 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 **must** apply for additional financial aid for your stay abroad (Auslandsbeihilfe) at the Austrian Study Grant Authority (Stipendienstelle). **You will ONLY be entitled to receive the Top-Up payment from the OeAD after handing in the confirmation of financial aid for your stay abroad at the OeAD.** The amount of the Top-Up (payed out by the OeAD) will be based on the regular Erasmus+ grant (depending on host country) minus the financial aid for your stay abroad (payed out by 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, where it will be signed, stamped and forwarded to the OeAD.

**Deadlines:** **23.06.2018** for the winter term 2018/19, **23.11.2018** for the summer term 2019

### Contact person at the OeAD

Margit Dirnberger  
[margit.dirnberger@oead.at](mailto:margit.dirnberger@oead.at)  
Tel: +43/1/534 08-642

### for more information, see

<http://international.univie.ac.at/en/outgoing-students/erasmus/inklusion/>

## 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, neither do we mediate between landlords and tenants, nor do we accept any liability.