# Checklist for Erasmus+ Outgoing Students, Summer Term 2019

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

<table>
<thead>
<tr>
<th>Document</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>„Stipendium“ form (Student Application Form)</td>
<td>November 16th, 2018</td>
</tr>
<tr>
<td>„Learning Agreement before the Mobility“ (signed by directorate of studies - SPL)</td>
<td></td>
</tr>
<tr>
<td>„Richtlinien“ form</td>
<td></td>
</tr>
<tr>
<td>Language certificate</td>
<td></td>
</tr>
</tbody>
</table>

## Before Your Erasmus+ Stay

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apply at host university</strong> (see the university’s website for information)</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Agreement before the Mobility</strong> must be signed by host university as well, hand in a copy at the International Office</td>
<td>during or after application at host university, before the beginning of stay</td>
</tr>
<tr>
<td>Receive „Nominierungsbestätigung des OeAD“ email with registration link for the OeAD(^1) ➔ register in the OeAD-database “students online” and complete personal data</td>
<td>mid-December 2018</td>
</tr>
<tr>
<td>If applicable: complete the Online Linguistic Support (OLS) self-assessment (mandatory); take an OLS online language course (optional)</td>
<td>on invitation by email</td>
</tr>
<tr>
<td>Receive „Zuerkennung des Erasmus+ Status“ email ➔ print out grant agreement twice, sign and hand in both originals at Erasmus-Referat Wien des OeAD</td>
<td>at the earliest 20 days before departure</td>
</tr>
<tr>
<td><strong>Receive 80% of your Erasmus+ grant / Top-Up</strong></td>
<td>after OeAD receives your grant agreement</td>
</tr>
<tr>
<td><strong>Pay the fee for the Austrian Students’ Union („ÖH-Beitrag“)</strong></td>
<td>in due time</td>
</tr>
</tbody>
</table>

## During Your Stay

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>at the latest 5 weeks after the beginning of your stay</td>
</tr>
<tr>
<td>Check with your host university how to receive your Transcript of Records</td>
<td>before departure</td>
</tr>
<tr>
<td>Get your <strong>confirmation of stay</strong> signed and stamped by the host university</td>
<td>at the earliest 1 week before departure</td>
</tr>
</tbody>
</table>

## After Your Stay

<table>
<thead>
<tr>
<th>Task</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Hand in the confirmation of stay (original)</strong> at Erasmus-Referat Wien des OeAD</td>
<td>at the latest 4 weeks after the end of stay</td>
</tr>
<tr>
<td>Fill in the EU-Survey; (if applicable) complete the 2nd part of the OLS self-assessment</td>
<td>after end of stay; on invitation by email</td>
</tr>
<tr>
<td>Receive the second part of your Erasmus+ grant / Top-Up (paid by the OeAD)</td>
<td>after handing in confirmation of stay</td>
</tr>
<tr>
<td>Have your <strong>ECTS credits recognized</strong> by your SPL (directorate of studies)</td>
<td>15.11.2019</td>
</tr>
<tr>
<td>Hand in copies of <strong>Transcript of Records</strong> and <strong>Learning agreement after the mobility</strong> (or “Anerkennungsbescheid”) at the International Office</td>
<td>15.11.2019</td>
</tr>
<tr>
<td><strong>ONLY if you are EXPRESSLY instructed to do so:</strong> hand in the notification of academic recognition and Transcript of Records at the OeAD as well</td>
<td>2020 or later</td>
</tr>
</tbody>
</table>

\(^1\) **The OeAD (Österreichischer Austauschdienst), NOT the University of Vienna, pays out your Erasmus+ grant!**
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 (paid out by the OeAD) will be based on the regular Erasmus+ grant (depending on host country) minus the financial aid for your stay abroad (paid 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”) at the OeAD 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. **Deadline** for the summer term 2019: **23.11.2018**

**Contact person at the OeAD**
Margit Dirnberger
hochschulbildung@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 ACCOMMODATION**

In case you would like to rent 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.