



Checklist Erasmus+ Student Exchange



Important deadlines

- **Within the deadline:** application at the host university
- **15. Mai / 15. November:** Upload Learning Agreement and documents in Mobility Online
- **Juli / December:** Nomination to OeAD (Österreichischer Austauschdienst)
- **20 days before your departure at the earliest:** Accordance of Erasmus+ status and Erasmus+ grant
- **1 month after your stay:** confirmation of stay to OeAD (signed original)
- **2 months after your stay:** Upload confirmation of recognition and Transcript of Records in Mobility Online

Information?

- **Via email prior to each step**
- **Administrative questions:** International Office: erasmus.outgoing@univie.ac.at
- **Erasmus+ grant:** OeAD Erasmus Referat (not International Office!): erasmus-wien@oead.at
- **Questions regarding Learning Agreement and recognition:** SPL and/or mobility coordinator
- **Students with children or special needs:** International Office (erasmus.outgoing@univie.ac.at)

Erasmus+ grant und special financial aid (“Sonderzuschuss”)

All Erasmus+ Outgoing students are obliged to sign a **grant agreement** with the Austrian Agency for International Cooperation in Education and Research (OeAD) prior to their Erasmus+ stay abroad. Students who do not hand in the signed grant agreement cannot do their Erasmus+ student exchange. **For questions regarding the Erasmus+ grant, please contact the OeAD Erasmus+ Referat:**

Address: Ebendorfer Str. 7, 1010 Wien

Email: erasmus-wien@oead.at

Tel.: see [Homepage](#) of the OeAD Erasmus Referat

Database for the Erasmus+ grant: The OeAD uses their own database (**Students Online**) to administer the Erasmus+ grants. Please do not mix up Students Online and our system **Mobility Online**.

Special financial aid („Sonderzuschuss“) for students with children and students with special needs: Students with children or special needs can apply for special financial aid in addition to the Erasmus+ grant. We will inform you via Email.

Recipients of federal aid for students in Austria (“Studienbeihilfe”)

If you receive an Austrian study grant (Studienbeihilfe), are strongly advised to apply for additional financial aid for your stay abroad (Auslandsbeihilfe) at the Austrian Study grant Authority (Stipendienstelle).

Housing Anywhere: platform for temporary accommodation




If you would like to let your room/apartment while staying abroad, we recommend the platform [Housing Anywhere](#). Please note, however, that neither we do mediate between property owners and tenants nor do we accept any liability.

Travel registration at the Federal Ministry of Foreign Affairs



We recommend all Erasmus+ students completing a travel registration for going abroad at your Federal Ministry of Foreign Affairs (depending on your citizenship). **For Austrian citizens:** www.reiseregistrierung.at (in German only).

To Do's before, during and after your Erasmus+ stay


After the nomination

 Email nomination (International Office)	Within the deadline	<ul style="list-style-type: none"> Apply at your host university
	As soon as possible	<ul style="list-style-type: none"> Visit an Erasmus+ info session for nominated students
 Email Learning Agreement	By 15th May / 15 November	<ul style="list-style-type: none"> Have Learning Agreement signed by study programme director (SPL) Upload Erasmus+ documents in Mobility Online
 Email nomination (OeAD)	Having received login data July / November	<ul style="list-style-type: none"> Register in Students Online and complete your personal data → OeAD will issue your grant agreement



Before your stay

 Email grant accordance OeAD	20 days before your stay at the earliest	<ul style="list-style-type: none"> Print grant agreement (two copies), sign it and hand in both originals at the OeAD → You will receive the first part of your Erasmus+ grant (80%)
 Email OLS	Within the deadline	<ul style="list-style-type: none"> Complete OLS self-assessment (mandatory) and take an OLS online language course (optional)
	Before your stay	<ul style="list-style-type: none"> Pay fee for the Austrian Students' Union (ÖH-Beitrag) Upload Learning Agreement Before the Mobility signed by your host university in Mobility Online

During your stay

	Within 5 weeks after the beginning of your stay	<ul style="list-style-type: none"> Have course changes approved by your host university and your SPL and upload Learning Agreement During the Mobility
	Within the deadline	<ul style="list-style-type: none"> Full year: Pay fee for the Austrian Students' Union (ÖH-Beitrag) for the summer semester
	1 month before the end of your stay at the latest	<ul style="list-style-type: none"> Submit your application for extension (only possible from winter-to summer semester) and upload Learning Agreement During the Mobility.
	Before your departure	<ul style="list-style-type: none"> Check how you receive your Transcript of records with host university Get your confirmation of stay signed and stamped by host university (<u>1 week before your departure at the earliest</u>)

After your stay

 Email EU-Survey	1 month after your stay at the latest	<ul style="list-style-type: none"> Hand in original of confirmation of stay at the OeAD Erasmus Referat
	Having received the email	<ul style="list-style-type: none"> Complete EU-Survey → You will receive the second part of our Erasmus+ grant (20%)
 Email OLS	Having received the email	<ul style="list-style-type: none"> Optional: Complete 2. OLS assessment
	2 months after your stay or by 15th November if your stay lasts until July or longer)	<ul style="list-style-type: none"> Complete Learning Agreement After the Mobility and have your ECTS recognised (SSC) Upload Transcript of Records and confirmation of recognition in Mobility Online