Erasmus+ grant and 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 tour 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

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
<th>Task</th>
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</thead>
</table>
| Email nomination (International Office) | As soon as possible | - Apply at your host university  
- Visit an Erasmus+ info session for nominated students |
| Email Learning Agreement | By 15th May / 15 November | - Have Learning Agreement signed by study programme director (SPL)  
- Upload Erasmus+ documents in Mobility Online |
| Email nomination (OeAD) | Having received login data July / November | - Register in Students Online and complete your personal data  
\(\rightarrow\) OeAD will issue your grant agreement |

#### Before your stay

<table>
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</tr>
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</table>
| Email grant accordance OeAD | 20 days before your stay at the earliest | - Print grant agreement (two copies), sign it and hand in both originals at the OeAD  
\(\rightarrow\) You will receive the first part of your Erasmus+ grant (80%) |
| Email OLS | Within the deadline | - Complete OLS self-assessment (mandatory) and take an OLS online language course (optional)  
- 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

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Within 5 weeks after the beginning of your stay</td>
<td>- Have course changes approved by your host university and your SPL and upload Learning Agreement During the Mobility</td>
</tr>
<tr>
<td></td>
<td>Within the deadline</td>
<td>- Full year: Pay fee for the Austrian Students’ Union (ÖH-Beitrag) for the summer semester</td>
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<tr>
<td></td>
<td>1 month before the end of your stay at the latest</td>
<td>- Submit your application for extension (only possible from winter-to summer semester) and upload Learning Agreement During the Mobility.</td>
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</tbody>
</table>
| | Before your departure | - Check how you receive your Transcript of records with host university  
- Get your confirmation of stay signed and stamped by host university (1 week before your departure at the earliest) |

#### After your stay

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email EU-Survey</td>
<td>1 month after your stay at the latest</td>
<td>- Hand in original of confirmation of stay at the OeAD Erasmus Referat</td>
</tr>
</tbody>
</table>
| Email OLS | Having received the email | - Complete EU-Survey  
\(\rightarrow\) You will receive the second part of our Erasmus+ grant (20%)  
- Optional: Complete 2. OLS assessment |
| | Having received the email | 2 months after your stay or by 15th November if your stay lasts until July or longer | - Complete Learning Agreement After the Mobility ad have your ECTS recognised (SSC)  
- Upload Transcript of Records and confirmation of recognition in Mobility Online |