

# Checklist studying abroad NON-EU

## Before your mobility

- Send us your **Acceptance form**.
- Visit the **Information meeting** (Invitation arrives by E-Mail).
- If possible, apply for „**Auslandsbafög**“: [studentenwerke.de/en](https://studentenwerke.de/en) or take care of financing your stay abroad: [bit.ly/EUVfinance](https://bit.ly/EUVfinance).
- Arrange the **recognition of of courses from abroad**: [bit.ly/Euvrecognition](https://bit.ly/Euvrecognition)
- Prepare the **application at the partner university** (Info via E-Mail by the partner university, also check the website of the partner university).
- Get the **Learning Agreement** signed: KuWi BA – Nicole Klück | KuWi MA – coordinators of programs except for MASS | ReWi – Carmen Thiele | WiWi – Torsten Glase.
- Apply for a **leave of absence**. For students of economics **only** if you do **not** wish to have courses from abroad recognised. <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Urlaubssemester.html>. And if you wish have your Semesterticket replaced <https://www.asta-viadrina.de/semix-rueckerstattung/>
- Do not forget to **reenrol (Rückmeldung)** at the Viadrina (even if you are on leave of absence)!
- Apply for **visa** (only possible after acceptance of partner university): <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Visum.html>.
- If necessary, purchase **medical insurance for foreign countries**: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Versicherung.html>.
- Cancel/sublease your flat** in advance and find a new one abroad: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Wohnen-im-Ausland.html>.
- If necessary, open a **new bank account** from which you can withdraw money abroad free of charge (or a credit card).
- Arrange the arrival** abroad at your new place of study - book your flight, bus or train ticket in advance.
- Pack!** A helpful packing guide: <https://www.packlisten.org/auslandssemester-erasmus-packliste/>.

## During your mobility

- Have the **Arrival section** confirmed in the **Letter of Stay** at the International Office of the partner university immediately after your arrival and send it by e-mail: [outgoing@europa-uni.de](mailto:outgoing@europa-uni.de)
- If you change your course preference (this is usually the case), discuss the **recognition** again by email and update the Learning Agreement accordingly, details: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/anererkennung/index.html>.
- Before your departure, have the **Confirmation of Departure** section of the **Letter of Stay** signed by the International Office of the partner university.
- Get the **Transcript of Records** with your achievements abroad, if possible. In most cases, however, this will be sent directly to us by the partner at a later date and you will be notified of its arrival.
- We are very happy if you share photos/videos/short reports on our Facebook page: <https://www.facebook.com/ViadrinalInternational>
- Would you like to extend your stay abroad? Info: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Verlaengerung/index.html>.

## After your mobility

Within 4 weeks of your return, please hand in the following four documents to the International Office (all documents for downloading: <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/Rueckkehr/index.html>):

- Learning Agreement**
- Written experience report** (as word (.doc) document sent to us by e-mail)
- Letter of Stay of the Host Institution**
- Transcript of Records** with all foreign academic achievements (usually sent directly to us by the partner university. You will be informed by e-mail about the arrival of the transcript of records).

What you need to do furthermore:

- Apply for **recognition of foreign academic achievements** (can only be done together with the Transcript or Records): <https://www.europa-uni.de/en/internationales/Students/Outgoings/Exchange-studies/anererkennung/index.html>

You send the recognition document to the responsible coordinator and as soon as it is ready it will be sent back to you. You will hand it to the examination office where it will be transferred to ViaCampus.