

Where are we?



Building A4.4, International Office

Contact Person: Maike Lauterbach, Incoming Students

Assistant: Yildiz Aslan

Erasmus Institutional Coordinator: Fabienne Adolphe

Office hours: Mo – Fr, 09:00 – 12:30 & 13:30 – 15:00

Contact



erasmus@uni-saarland.de

Timeline



Certificate of Arrival



- **Mandatory** to register with the Erasmus office!
- Send the arrival certificate by email **OR** bring it to the Welcome Center
- Include your arrival date!



 UNIVERSITÄT
DES
SAARLANDES

International Office
Fabienne Adolphe
Erasmus Institutional
Coordinator Universität des
Saarlandes
Campus Center A4 4
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erasmus@io.uni-saarland.de
www.uni-saarland.de
www.uni-saarland.de/erasmus-out
www.uni-saarland.de/erasmus-in
Maike Lauterbach
Erasmus Officer
Sandra Neumann
Erasmus Officer
erasmus@io.uni-saarland.de

Certificate of Arrival

Ankunftsbestätigung

Name and surname
of the Erasmus student: Tom Thompson

Home University: University of Cardiff

Host University: Universität des Saarlandes

Date of arrival: 01 / 04 / 2024

Expected date
of Departure: 30 / 09 / 2024

---- To be filled in by the host institution

Name and
position of the
signatory: _____

Date and Signature: _____

Official stamp of the host institution:

Course choice & Learning Agreement



- Learn more in the **Departmental Orientations**
- Get in touch with your departmental coordinator:
www.uni-saarland.de/global/erasmus/koordinatoren
- Some departments require registration for courses and/or exams: check in with your departmental coordinator!
- Erasmus students may also take classes from other departments
- The LA must be signed by the departmental coordinator
- The main language of instruction in most areas is **German!**

Course Offer



- Course Catalogue: lsf.uni-saarland.de
- Course Catalogue Guide: www.uni-saarland.de/global/erasmus/incomings
- German Courses: www.uni-saarland.de/global/deutschkurse
- Language Courses: szsb.uni-saarland.de
- Zentrum für Schlüsselkompetenzen: www.uni-saarland.de/einrichtung/zell
- CEUS: Zertifikat Europaicum/EurIdentity/Transform4Europe tracks:
www.uni-saarland.de/en/institution/ceus

Transcript of Records



- Grades for Erasmus students are not automatically recorded in every department and the transcript is not automatically provided!
- Students are responsible for collecting „Scheine“ (course certificates)
- Send the course certificate to erasmus@uni-saarland.de
- Exceptions:
 - Computer Science
 - Business&Administration
 - Medicine (contact departmental coordinator)
 - Law (contact departmental coordinator)

www.uni-saarland.de/global/erasmus/incomings

Certificate of Departure



- **Mandatory** to de-register with the Erasmus office!
- Send the departure certificate by email **OR** bring it to the Welcome Center
- Include your **departure date!**
- Signature **no more** than 5 days prior to departure. Check if your university requires the signature date to be same as departure date!

International Office
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erasmus@uni-saarland.de

Maïke Lauterbach
Erasmus Officer
Sandra Neumann
Erasmus Officer

Certificate of ERASMUS studies
Attestation de séjour ERASMUS

Name Surname	Tom Thompson
Area of studies	Computer Science
Home institution	Cardiff University
Host institution	Universität des Saarlandes
Erasmus Code	D SAARBRU01
Dates of Erasmus stay	from 01/04/24 to 12/08/24

To be filled by the host institution:

Name:	
Function	

Date and signature of the coordinator