

# Going abroad with Erasmus+

Organizing your mobility with Erasmus+  
SMS (Student Mobility for Studies)

Fabienne Adolphe – Erasmus+ University Coordinator

**New: From summer semester 2026: Ekaterina Klüh** – Erasmus+ University  
Coordinator

**Svenja Heinrich**, Erasmus+ Advisor  
International Relations Division  
Erasmus KA131

**DAAD**

Deutscher Akademischer Austausch Dienst  
German Academic Exchange Service



**Erasmus+**

# BEFORE YOUR MOBILITY

- Application, selection, nomination: Subject coordinator (FK)
- Declaration of acceptance to Erasmus+ team (online), exception: online applications
- Online Language Support (OLS): Provided by the European Commission shortly before the stay
  - Mandatory for EVERYONE (except native speakers of the destination language)
  - Free of charge
  - A language test will be assigned to you in the language of instruction (by email):

**CURRENTLY AN OLS TEST is NOT mandatory BEFORE the stay!!!**  
**However, you have the option to participate voluntarily in free online language courses (please send an email request to [erasmus@uni-saarland.de](mailto:erasmus@uni-saarland.de))**

# BEFORE YOUR MOBILITY

- Learning Agreement (LA): MANDATORY!
- Since winter semester 24/25: only OLA (Online Learning Agreement):
  - If this is not technically possible for the partner university, then as a PDF
- LA or OLA must be signed in full and sent to the International Office as a PDF

### My Personal Information

Firstname *	Max			Surname *	Mustermann		
Date of birth *	01.01.2000	Gender *	Male	Nationality *	Germany (287)		
Field of education *	Economics (0311) (759)			Study cycle *	Bachelor or equivalent first cycle (EQF level 6) (19)		

☒ I have read and agree to the Terms and Conditions and Privacy Policy \*

[Terms and Conditions and Privacy Policy](#)

Save

# BEFORE YOUR MOBILITY

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

## Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

## Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

## Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

# BEFORE YOUR MOBILITY

Academic year \*

2024/2025

**Sending**

**Sending Institution**

Country \*

Germany x

Name \*

UNIVERSITÄT DES SAARLANDES x

Faculty/Department \*

Fakultät für Empirische Humanwissenschaften und Wirtschaftswissenschaft

Address \*

Saarbrücken

Erasmus Code \*

D SAARBRU01

# BEFORE YOUR MOBILITY

Exemplary for  
Business students:  
Departmental  
coordinator  
Waldemar  
Schwarzkopf

w.schwarzkopf@  
wiwipa.uni-  
saarland.de

### Sending Responsible Person

First name(s) \*

Last name(s) \*

Position \*

Email \*

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

### Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

# BEFORE YOUR MOBILITY

## Receiving Responsible Person

First name(s) \*

Sergio

Last name(s) \*

Terzi

Position \*

Responsible person at the Receiving Institution

Email \*

international-dig@polimi.it

Phone number

+

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

## Receiving Administrative Contact Person

First name(s)

Sergio

Last name(s)

Terzi

Position

Responsible person at the Receiving Institution

Email

international-dig@polimi.it

Phone number

+

# BEFORE YOUR MOBILITY

- Table A: List of courses that you are taking abroad (Minimum: 15 ECTS credits per semester). You must sit the examinations for all of the courses listed in Table A.

**Failure to pass an exam has no effect on your grant!**

If you do not know the component code, just enter '-'

Planned start of the mobility \* 01.10.2024

Planned end of the mobility \* 01.03.2025

**Table A - Study programme at the Receiving institution \***

Component to Table A Remove

Component title at the Receiving Institution (as indicated in the course catalogue) \*

Musterkurs

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code \* 12345

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion \* 15

Semester \* First semester (Winter/Autumn)

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

**At least 15 ECTS credits per semester !!!**

Add Component to Table A



- **Table B:** List of courses that are recognized at Saarland University. If not yet known, please enter 0 CP in the 'Mobility window'. The ECTS credits may differ from those in Table A.

**Table B - Recognition at the Sending institution \***

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) \*

Musterkurs UdS

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *	Semester *
234567	15	First semester (Winter/Autumn) ▾

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

☒ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

- Sign the OLA (signature date must be **BEFORE** the start of the stay): *The subject coordinator is required to sign on behalf of the sending institution!!*

### Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

By clicking on "Sign and send" you also give express consent for your personal data contained herein to be transmitted to the HEI or Organisation of destination.

Previous

Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email / Phone	Position	Date	Signature
Student					
Commitment	Name	Email / Phone	Position	Date	Signature
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

**BEFORE YOUR MOBILITY:** Online: The Online Learning Agreement must first be signed by the student, then by the subject coordinator at Saarland University and finally by the subject coordinator at the partner university.

- Recognition of academic credits is **ONLY** arranged by the subject coordinator/examinations office!
- The International Office is not involved in credit recognition and credit transfer procedures!

**DURING YOUR MOBILITY:** Changes: It is possible to make changes during your stay:

- Tables A2 and B2 must be adjusted accordingly
- The exams for the courses listed in A2 must be taken
- The subject coordinator, the partner university and the student must sign part 2 again
- The Erasmus+ team must be informed of any changes in the Learning Agreement and requires a copy of part 2 of the Learning Agreement: 'During the mobility' as a PDF **which must be uploaded via the application portal**
- 15 ECTS credits in Table A2 (or in total with A) must still be ensured! Table B/B2 may contain a different number of ECTS credits!

## MISCELLANEOUS

- Certificate of enrolment from Saarland University (for the current semester [application period] and the semester(s) abroad, **re-registration at Saarland University via the SIM portal is required!**)
- Proof of health insurance (EHIC or certificate of private insurance for abroad)
- International liability insurance\*
- International personal accident insurance\*
- Repatriation insurance\*

\*optional, but strongly recommended (see grant agreement)!

Compare with the insurance offered by the DAAD: [www.daad.de/versicherung](http://www.daad.de/versicherung)

## IN ADDITION (please check individually)

- A leave of absence is NOT mandatory, please clarify with the subject coordinator whether a leave of absence makes sense / is possible. -> If yes, you need a trilingual Erasmus+ certificate. Requests for leave of absence must be submitted to the Admissions Office.
- BAföG student loan for studying abroad (Form 06 [BAföG] or trilingual Erasmus+ confirmation from subject coordinator)
- Semester travel ticket refund (General Student Committee (AStA))
- Applications you may need to make for additional individual funding (top-up funding or green travel) **Important: Applications must be made 4 weeks BEFORE the start of the stay – top-up funding/green travel funding will not be approved after this date (exception: stays starting in August)! Supporting documents can be submitted up to 2 weeks after the start date**

# BEFORE YOUR MOBILITY

**TOP-UP FUNDING** (the Erasmus team will send you a declaration of honour (self-certification) that you will need to submit):

- Students with fewer opportunities: top-up of **€250 per month**
  - Rating of at least 20% on the German disability status scale (copy of disability card, medical certificate)
  - Chronic illness (medical certificate, without specifying exact name of illness!)
  - Students going abroad with their child/children (copy of birth certificate)
  - Students from a non-academic background (declaration by parents) (the amount of BAföG support you receive while abroad will be reduced accordingly)
  - Employed students who have earned between €450/month and €850/month on average in the last 6 consecutive months prior to their mobility (the amount of BAföG support you receive while abroad will be reduced accordingly)
- **To be submitted 4 weeks before the start of your mobility (except for students who start their stay in August already)**
- Further information
- Funding of up to two travel days for non-environmentally friendly travel is available for all students (automatically, no application needed)

# BEFORE YOUR MOBILITY

- **ERASMUS FUNDING IS NOT POSSIBLE WITHOUT A GRANT AGREEMENT**
- The grant agreement must be signed **BEFORE** your stay!!!
- The grant agreement will be filled in by us after submitting all mandatory documents. We will send it to each student individually via e-mail.
- Grant agreement:
  - Please download the file and **digitally sign the Grant Agreement** and then save it
  - Submit it **by uploading it**

**Erasmus+ - Study  
GRANT AGREEMENT**

**AGREEMENT : ERASMUS+ MOBILITY FOR INDIVIDUALS**

Projekt-Code: \_\_\_\_\_

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Area: Higher education  
Academic year: 2024/25  
Erasmus+ Mobility ID No: n/a

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Saarland Universität (UdS) - Erasmus Code: D SAARBRU01  
International Office (IO) - Campus Center - Postfach 15 11 50 - 66041 Saarbrücken

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Herinafter referred as „the Institution“ , represented for the purposes of signature of this agreement by Ms Fabienne Adolphe, ERASMUS+ Institutional Coordination at Saarland University, on the one part  
and

Mr/Ms Last name: \_\_\_\_\_ Name: \_\_\_\_\_

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Personal data:  
Gender: ☐ female ☐ male ☐ undefined  
Date of Birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
Nationality: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Tax ID: \_\_\_\_\_  
Responsible tax office: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Registration No: \_\_\_\_\_  
*(Please enclose a copy of your certificate of enrolment)*

Bank details:  
Bank account holder (if different than participant): \_\_\_\_\_  
Name of the Bank: \_\_\_\_\_  
IBAN: \_\_\_\_\_  
BIC / SWIFT: \_\_\_\_\_

Study details:  
Study cycle: ☐ Bachelor ☐ Master ☐ State exam ☐ PhD  
Subject area: \_\_\_\_\_ ISCED Code: \_\_\_\_\_  
Aimed Degree: \_\_\_\_\_  
Number of completed higher education study years (prior to mobility): \_\_\_\_\_

Study abroad:  
Departmental coordination at Saarland University: \_\_\_\_\_  
destination country: \_\_\_\_\_ Host university: \_\_\_\_\_

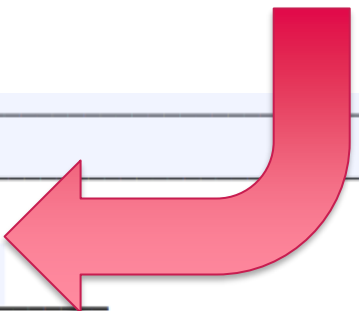
# BEFORE YOUR MOBILITY

- **Grant agreement**

- Important additional information to be included in the grant agreement:

- **Tax Identification Number:**

- Where do you get this? -> From your responsible tax office
  - **International students** can obtain this number from the **Residents' Registration Office (Bürgeramt)** where their **place of residence in Germany** is registered. It will be sent by post to the **registered address!**
- Name of your responsible tax office (determined by your registered address)
- Home address (if your registered address is still with your parents)



Home address: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Responsible tax office: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_



- **Certificate of Arrival:** The first instalment will be paid after receipt of your Certificate of Arrival (as soon as all required documents have been received): **80% of the total grant amount**
- The first instalment will be paid within 30 days provided **ALL** documents have been submitted with your Certificate of Arrival (see grant agreement)
- Send your Certificate of Arrival to the Erasmus team directly after you arrive at the host university
- *If you are staying for two semesters, please include this information on your Certificate of Arrival!*
- Please complete in full!

## EXTENDING OR SHORTENING YOUR STAY:

- Application for possible extension of stay ⇔ new grant agreement.
- Extension is approved **without financial** funding (zero grant)
- Applications must be submitted at least **4 weeks before the start** of the extension!
- Notification that you intend to shorten your stay  
The grant amount will be adjusted!
- Shortening of stay to less than 60 days ⇔ **Repayment of the entire grant**  
**Exception:** force majeure (see grant agreement)

# DURING YOUR MOBILITY

## GRANT AMOUNT:

- **Only the actual duration of the stay is financed!**
  - From the first day of courses
  - If applicable: from the first day of the orientation units or language courses
  - Until the last day of **your examinations** at the host university (if shorter than **4 / 8 months**)
  - 1 month = 30 days
  - **However, the maximum grant period for 1 semester is 4 months, for 2 semesters 8 months! Any mobility days beyond this are supported on a zero grant basis!**
  - If the second semester is shortened, a maximum of 4 months will be funded, the rest will be supported on a zero grant basis!
- Grant amount by country:
  - **Group 1 (€20 per day or €600/month)** BE, DK, FR, FI, IE, IT, LI, NL, NO, SE, IS, LU, AT and also UK, CH, Faroe Islands
  - **Group 2 (€18 per day or €540/month)** EE, ES, GR, LV, PT, MT, CY, SK, SI,
  - **Group 3 (€18 per day or €540/month)** BG, HR, HU, LT, PL, RO, FYROM, TR, CZ

## TOP-UP FUNDING:

- Funding of up to 6 travel days for **environmentally friendly means of transport** (Green Travel: 'green travel' or 'environmentally friendly travel' is defined as travel in which more than half of the total distance is covered using low-emission modes of transport, such as bus, train, bicycle, or car sharing.
  - A declaration of honour is required (will be sent by the Erasmus+ team)

### **Travel days are calculated as follows:**

The distance in kilometres is calculated using the [Erasmus distance calculator](#) and the number of allocated travel days is determined based on the following distance bands:

#### **environmentally friendly means of transport (Green Travel)**

Distance	Travel days
10 to 100 KM	2
101 to 1500 KM	4
1501 to 2200 KM	5
2201 and more KM	6

## TOP-UP FUNDING:

Funding of up to 2 travel days for **non-environmentally friendly means of transport** (for example, via plane or boot)

### Travel days are calculated as follows:

The distance in kilometres is calculated using the [Erasmus distance calculator](#) and the number of allocated travel days is determined based on the following distance bands:

#### Non-environmentally friendly means of transport

Distance	Travel days
10 KM to 500 KM	1
501 KM or more	2

# NEW: Travel allowance (non-green travel or green travel)

Distance	Standard traveling	Green Travel
10 und 99 KM	28 EUR	56 EUR
100 und 499 KM	211 EUR	285 EUR
500 und 1999 KM	309 EUR	417 EUR
2000 und 2999 KM	395 EUR	535 EUR
3000 und 3999 KM	580 EUR	785 EUR
4000 und 7999 KM	1.188 EUR	1.188 EUR
8000 KM oder mehr	1.735 EUR	1.735 EUR

If **no application for Green Travel** is submitted, we will **automatically charge the travel allowance for a standard** trip for your stay.

The distance in kilometres is calculated using the [Erasmus distance calculator](#) and the amount of the travel allowance is determined accordingly (depending on whether green travel has been recognized or not)

- **Certificate of Erasmus+ Stay:**

- Please pay attention to the dates on the Certificate of Arrival! There is a tolerance of up to 5 days (shorter or longer than in Certificate of Arrival)!
- Must be signed on exactly the same day **of your last exam** (**not** before!)
- Complete in full! ('date of the end of physical classes' and 'date of the end of physical examinations' must be filled in)

If the stay was **shorter than 4 months** (for 1 semester) or **8 months** (for an academic year), then the grant will be calculated based on **the exact number of days**

If the stay is **longer than 4 or 8 months**, **only 4 or 8 months will be funded**. The **rest of the time is** approved on a **zero grant** basis and students retain their Erasmus+ status.

- Erasmus status with zero grant (stay is longer than 4 or 8 months) ≠ Grant period (maximum grant period = 4 or 8 months)
- **Zero grant extensions still count towards the period eligible for funding (Bachelor: 12 months, Master: 12 months, PhD: 12 months; exception: degree programmes with state examination (teacher training, law, medicine))**

- Mandatory **online report** (participant report) : Will be requested by the EU Commission **by email** (check your spam folder!).
- If the recognition procedure has not yet been completed at the end of your stay, you will receive a new request for a separate report after about 6 weeks.
- Payment of the second instalment: the payment will be adjusted according to your actual stay (if shorter than **4 or 8 months**)!
  - Stay = Certificate of Arrival: 20%
  - Stay > Certificate of Arrival: 20%, rest of the time zero grant
  - Stay < Certificate of Arrival: Partial repayment
  - Stay < 60 days: Repayment of the grant amount received (exception: force majeure)

A tolerance of 5 days (+ or -) difference is allowed in the calculation

***The second instalment will only be paid if all documents are complete and the online report has been submitted! You may be asked to pay back the entire grant if documents are missing!***



- The **Transcript of Records** from the host university: a copy for the Erasmus+ team is mandatory (stamped and signed as a PDF), must match OLA/changes
- Recognition of credits earned abroad must be agreed with your subject coordinator/the examinations office!
- **Diploma Supplement:** An important document for recognition purposes: the Diploma Supplement can list all academic achievements that are not directly credited to your study programme. Internships abroad can also be included in the Diploma Supplement. The document is automatically issued by your examinations office at the end of your study programme together with your examination certificate.

# THE ERASMUS PROGRAMME IS BECOMING MORE INCLUSIVE

- **Erasmus short-term mobilities are possible under certain circumstances**
  - ⇒ Only if long-term mobility is not possible
  - ⇒ Only if combined with virtual component
  - ⇒ Only if at least 3 ECTS credits are earned
  - ⇒ Stay must last min. 5 days and max. 30 days
  - ⇒ If all requirements are met => grant amount: €79 per day
  - ⇒ Top-ups are also possible. For details please see the [website](#).

# NEW: UPLOADING THE DOCUMENTS



- Help us to reduce the mountains of paper!
- Online portal for applications/ uploading Erasmus+ documents
  - **Follow-up form Bank details outgoing**
  - **Follow-up form Updating my mobility information**
- Please upload and submit **ALL** documents **digitally** (insurance, enrolment certificate, Online Learning Agreement, grant agreement, applications for top-up funding, green travel and relevant documentary proof, Transcript of Records ...) via the **online portal** using the **provided form** (you can choose between English and German at the top right; It is possible to send the form various times, If possible, reduce the size of the files (combine PDFs))

# NEW: UPLOADING THE DOCUMENTS

For all students not submitting an online application:

- Please register in advance using your Teams ID!
- You can then fill in and send the follow-up form bank details outgoing
- Please fill in and submit the follow-up form Updating my mobility information with all the documents you can submit by now
- You will then receive the Grant Agreement from us with a request for your signature > Upload the document using the same follow-up form and submit it

For all students submitting an **online application (Business Administration, Medicine, Computer Science and English Studies)**:

- Sign in to the application portal with your Teams ID
- You can then fill in and send the follow-up form bank details outgoing
- Please fill in and submit the follow-up form Updating my mobility information with all the documents you can submit by now
- You will then receive the Grant Agreement from us with a request for your signature > Upload the document using the same follow-up form and submit it

➤ If you are experiencing technical problems with the registration process/uploading documents, please contact [mobility@uni-saarland.de](mailto:mobility@uni-saarland.de)

# NEW: UPLOADING THE DOCUMENTS

Do NOT start a new application, navigate to the follow-up forms on the page!

## Online Services

Here you can find all application forms for Outgoings at Saarland University

Form	Status
Application for <b>outgoing students</b>	<a href="#">Start</a>
Application for <b>outgoing traineeships in Europe</b>	<a href="#">Start</a>
Application for UdS - Outgoings <b>GradUS global</b>	<a href="#">Start</a>
<b>Follow-up form bank details outgoing</b>	<a href="#">Start</a>
Follow-up form <b>Updating my Mobility Information</b>	<a href="#">Start</a>








## Follow-up form bank details outgoing

- Bank details: enter IBAN, BIC, including Tax Identification Number, tax office
- International Student Identity Card: virtual International Student Identity Card (ISIC) with integrated European Card (ESC): You must consent to data processing > Click Yes if you agree and wish to take advantage of the benefits

# UPLOADING DOCUMENTS – Erasmus Study

## Follow-up form Updating my mobility information

### Updates to my mobility

Please select the type of your stay abroad/ Programme*	<input type="radio"/> Erasmus+ Internship / PROMOS <input checked="" type="radio"/> Erasmus+ Study	
Choose your stay*	<div>Please select</div>	
Please indicate at which stage of your stay abroad you currently are*	<div>Before the mobility</div>	
<b>Before the mobility/Grant Agreement</b>		
Did you apply for any other Scholarship (DAAD)?	<input type="radio"/> Yes <input type="radio"/> No	
Planned start date*	<div>Day / Month / Year</div>	
Planned end date*	<div>Day / Month / Year</div>	
Grant Agreement	<div>Datei auswählen</div> Keine Datei ausgewählt	
OLA "Before the Mobility"	<div>Datei auswählen</div> Keine Datei ausgewählt	
Health insurance abroad	<div>Datei auswählen</div> Keine Datei ausgewählt	
Enrolment certificate	<div>Datei auswählen</div> Keine Datei ausgewählt	
Top up application	<div>Datei auswählen</div> Keine Datei ausgewählt	
Other	<div>Datei auswählen</div> Keine Datei ausgewählt	

Make sure you select **Erasmus Study** and 'Before the mobility'

Enter your planned start and end dates (beginning of orientation/language course/ lecture or date of arrival if afterwards and end of classes/examination)






Upload all relevant documents here; Please note the instructions

Beware: You will only receive the Grant Agreement after you have uploaded all other mandatory documents.

# UPLOADING DOCUMENTS – Erasmus Study

Make sure you select  
Erasmus Study and 'During the stay mobility'

## Updates to my mobility

Please select the type of your stay abroad/ Programme*	<input type="radio"/> Erasmus+ Internship / PROMOS <input checked="" type="radio"/> Erasmus+ Study	
Choose your stay*	<div>Please select</div>	
Please indicate at which stage of your stay abroad you currently are*	<div>During the mobility</div>	
<b>During the mobility</b>		
Do you want to submit a certificate of Arrival?	<input type="radio"/> No <input type="radio"/> Yes	
Do you want to submit changes on the end date of your stay?	<input type="radio"/> No <input type="radio"/> Yes	
OLA Changes	<div>Datei auswählen</div> Keine Datei ausgewählt	
Other	<div>Datei auswählen</div> Keine Datei ausgewählt	

← Upload the Certificate of Arrival

← Upload your OLA with the required three signatures and any **missing** documents

# UPLOADING DOCUMENTS – Erasmus Study

Make sure you select  
Erasmus Study and After the mobility

## Updates to my mobility

Please select the type of your stay abroad/ Programme\*

☐ Erasmus+ Internship / PROMOS ☒ Erasmus+ Study



Choose your stay\*

Please select



Please indicate at which stage of your stay abroad you currently are\*

After the mobility



### After the mobility

Confirmation of stay\*

Datei auswählen

Keine Datei ausgewählt



Start date\*

Day



/

Month



/

Year



End Date stated on the certificate of stay\*

Day



/

Month



/

Year



Field report (not mandatory)

Datei auswählen

Keine Datei ausgewählt

May the field report be published on the Saarland Uni website?

☐ No ☐ Yes

ToR

Datei auswählen

Keine Datei ausgewählt



Other

Datei auswählen

Keine Datei ausgewählt



Upload the  
Certificate of Erasmus+ Stay

Experience report is  
not necessary for  
Erasmus Study!

Upload your Transcript  
of Records



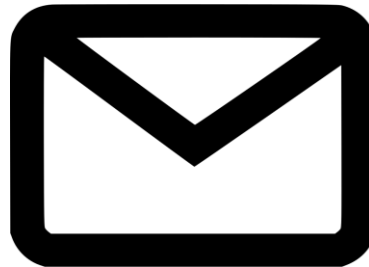
# TO ENSURE SMOOTH PROCESSING

- **Send us good quality documents!**
- Please use one of the many free scan apps for your smartphone!
- Fill in documents carefully and in full, please read them through again before sending!
- For Learning Agreements that could not be completed online: Please fill in the Learning Agreement (Word) on the computer, insert table columns (if necessary) and add up the ECTS credits! A copy with the required three signatures is to be sent **via upload** as a PDF to the Erasmus+ team!



# TO ENSURE SMOOTH PROCESSING

- **Communication: Svenja Heinrich is now your main contact for Erasmus+ Study**
- Read the documents provided!
- Do you need to withdraw, extend or cancel your stay? Please contact us!
- Questions, problems or requests? Please contact us!
- Please include your name in all emails
- Please use **erasmus@uni-saarland.de** if you want to ask any questions!



# ERASMUS+ INTERNSHIP (SMP – Student Mobility for Internships)

- Contact: **Valentina Tibesh (erasmuspraktikum@uni-saarland.de)**
- Grants are available for internships of 60 days or longer (shorter internships can be combined with Erasmus+ SMS on a zero grant basis!)
- Internships relevant to your study programme
- Full time
- Erasmus internship is still possible after completing your study programme for a period of one year
- Additional Top-up funding of €150 is possible for internships
- Apply at least 4 weeks before the start of your internship
- All information about the application process can be found on the [website](#)!
- **Erasmus grant:**
- Up to 12 months per study cycle (Bachelor, Master, PhD)
- Up to 24 months for state examinations (Staatsexamen)
- 12 months for PhD
- **However, the maximum grant period for 1 semester is 4 months, for 2 semesters 8 months! Any mobility days beyond this are supported on a zero grant basis! Erasmus International Mobility: maximum grant period: 3 months**



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**WE WISH YOU AN ENJOYABLE  
ERASMUS+ STAY ABROAD!**

**THANK YOU FOR YOUR ATTENTION!**