

Study Abroad with Erasmus+ Information and the Step-by-Step Process

If you have decided to study abroad in one of the 33 participating program countries (**28 EU countries as well as Iceland, Liechtenstein, Macedonia, Norway and Turkey**), then you have the opportunity to receive financial support from the EU Erasmus+ program.

To receive financial support, you must complete the following steps:

- ✓ After a consultation session with the international coordinator from your faculty, you can apply to study abroad. This application (**letter of motivation with at least two selected countries, curriculum vitae, and transcript**) should be turned in to your faculty's international coordinator by the respective **deadline**.
- ✓ Your application documents, as well as a list of the approved applicants from the faculty, will be sent to the International Office (IO) in Schmalkalden after the deadline has passed. Thereafter, you will receive an e-mail from the IO with the request to confirm the offered placement.
- ✓ Approximately six months before your semester abroad begins, you will **be nominated** by the International Office to study at the partner university. You will then receive information from the partner university to prepare you for your time abroad.
- ✓ As soon as you receive the "Letter of Acceptance" from the partner university and you have forwarded it to the IO, you will receive the "Grant Agreement", the "Declaration of Acceptance", the "Learning Agreement" and the Student Charter.
- ✓ Please fill out and sign the **Grant Agreement** and the **Declaration of Acceptance** and turn it in to the IO.
- ✓ The **Learning Agreement** is filled out together with the faculty, signed by the faculty's international coordinator, and sent to the partner university; you will keep the **Student Charter** for your own information.
- ✓ Next you will receive a link for a mandatory online language test (No. 1). It is imperative that you complete this test, as it is mandatory for receiving future financial support.

Which partner universities am I considering, and when are the application deadlines?

The international coordinator from your faculty can offer guidance. You can get further information about this in your faculty.

When will I get feedback about my application?

After the deadline, the faculties send the applications to the International Office. You will then be contacted approximately six months before the start of your semester abroad.

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How are my grades calculated upon my return?

The faculty is responsible for calculating the grades. You must hand in a copy of your transcript to the faculty.

Is it possible to receive funding from multiple sources?

When you apply for financial support, it is mandatory that you inform the International Office of any other financial aid or scholarships that you are receiving or applying for from the IO (e. g., the Promos Scholarship) or from other institutions (e. g., political foundations, Deutschlandstipendium, GFF Scholarships, BAföG, a salary, etc.). You must also inform us of the amount you are receiving (euros/month or the total amount in euros).

Before your departure and throughout your stay abroad, the IO will send you information, documents and important pointers via e-mail.

Immediately **after arriving at the partner university**:

- ✓ Send your **“Confirmation of Arrival”** to the IO (all students receive this document via e-mail before the start of their semester abroad). After the IO receives this document, the first payment (approximately 70 %) of your Erasmus+ scholarship will be transferred.

After your return you must submit the following documents to the IO:

- ✓ **Learning Agreement**, completely filled out (before, during, and after the mobility period including the faculty's recognition of completed courses and with all the necessary signatures)
- ✓ **Confirmation** of the exact length of your **stay abroad**
- ✓ **Transcript of Records** (at the latest a month after your return)
- ✓ **Online Report** (you will receive a link after the end of your time abroad)
- ✓ **Report** about your experience abroad as a PDF, ideally with photos
- ✓ **Online Language Test** (No. 2) is mandatory (you will receive a link for the test via e-mail).

Once all documents are completed, the last payment (approximately 30 %) of the Erasmus+ scholarship will be transferred.

You can find further information about the Erasmus+ program here:

https://eu.daad.de/neu/info_studierende/praktische_tipps/de/37056-praktische-informationen-zum-erasmus-auslandsaufenthalt/

http://www.hs-schmalkalden.de/schmalkaldenmedia/Erasmus_p-29674.pdf

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If you have questions about studying abroad, contact us via e-mail to set up an advisory meeting in our office.

We hope you have an unforgettable experience abroad!

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