

## Student mobility schedule

at a partner university in Europe  
including application for Erasmus funding



### Before the mobility

Register planned stay abroad by submitting a declaration of intent at <a href="https://www.hs-kl.de/en/international/international-office/partner-universities">https://www.hs-kl.de/en/international/international-office/partner-universities</a> within the indicated deadlines	Official nomination at your host university (as early as possible)
<u>Create</u> an <b>Online Learning Agreement (OLA)</b> and sign it -> <a href="#">INSTRUCTION</a>	
Enter the name of your <a href="#">Departmental Coordinator</a> under „Responsible Person“ (he/she approves the OLA)	Signs OLA online
Check whether your host university also requires an online application (most universities do), submit everything by the specified deadlines	Host university checks LA and approves it online, possibly, a Letter of Acceptance is also sent out
Receive LA/Letter of Acceptance and information about housing, visa, etc. from your host university	
	In case of Erasmus funding: sends information about <b>Grant Agreement (GA)</b> , online language test and other necessary documents to student by email
Fill out GA and send <u>original</u> document to IO	Completes GA and sends it back to student by email
In case of Erasmus funding: <b>online language test</b> (link sent by email) and, if needed, online language course	
Check insurance cover for stay abroad (health insurance, liability, and accident insurance), see <a href="#">DAAD Recommendations</a>	
Re-enrolment at HSKL (enrolment during stay abroad is compulsory), send confirmation <a href="#">by email to IO</a> <b>Register stay abroad</b> with Studierendensekretariat and Dekanat, check examination status (possibly postponement of compulsory registrations)	

Status: March 2022



## During the mobility

Send <b>confirmation of arrival</b> <a href="#">by email to IO</a>	
	In case of Erasmus funding: IO-HSKL allocates the first instalment of the grant (80%)
Just before departure, obtain <b>Confirmation of Stay (CoS)</b> from IO of your host university	

### If changes are necessary:

In case of Erasmus funding: fill out the section „Changes to Learning Agreement“ in the OLA, department checks and approves	Signs changes online
For an extension of the stay abroad contact IO-HSKL at last 4 weeks before departure	Checks and sends information how to proceed to student by email

## After the mobility

Send CoS <a href="#">by email to IO</a>	
In case of Erasmus funding: fill out participant report after the link was sent by email	In case of Erasmus finding: allocates final instalment (20%)
	IO of your host university sends <b>Transcript of Records (ToR)</b>
Send ToR <a href="#">by email to IO</a>  Download the <b>form for the recognition of study and examination achievements acquired abroad</b> <a href="#">from IO website</a> , fill it out and submit it together with ToR to the department and relevant examination office	