

Dear students,

You have been selected by your Faculty for a stay abroad at one of Bielefeld University's Partner Universities as part of the Erasmus+ program in the academic year 2023/2024. Within the framework of this exchange program you will receive an Erasmus+ partial grant.

International mobility is currently no longer possible due to the coronavirus. However, we hope that the Erasmus+ program will be able to run regularly again from the coming winter semester.

Here we would like to give you an overview of the next steps for organizing your stay.

<input type="checkbox"/>	<p>Bielefeld University will inform your Host University (HU) that you will be coming. (Students wanting to leave during the winter semester will be nominated shortly or already have been nominated. Students starting at a Partner University in summer semester 2024 will be registered with the Host University from August).</p>
<input type="checkbox"/>	<p>Check on the homepage of the HU (e.g. under "application procedure for exchange students" or "incoming students" or "international students") which documents/signatures/language skills are required for registration at the HU. Submit these documents to the HU in due time!</p>
<input type="checkbox"/>	<p>A transcript in English is generally required for registration at the HU. You can translate your German transcript yourself and have it checked and confirmed at the International Office. Please deal with this as early as possible. You can find a sample transcript and translation aids at https://www.uni-bielefeld.de/studium/studierende/international/go-out/downloads/ Further information can be found at: transkript-io@uni-bielefeld.de (A. Kay Lofthouse)</p>
<input type="checkbox"/>	<p>Find out about the range of courses offered by the HU, including language courses. Find out which working language will be used in your course of study and prepare yourself for this language accordingly.</p>
<input type="checkbox"/>	<p>Find out whether the HU will provide you with accommodation. If not, start looking for accommodation as early as possible. You can find general information regarding your chosen country (including costs of living) at: https://www.daad.de/de/laenderinformationen/</p>

<input data-bbox="268 232 312 277" type="checkbox"/> <input data-bbox="268 472 312 517" type="checkbox"/>	<p>Contact your health insurance, and third-party liability and accident insurance companies to find out if you are covered for your stay abroad. If necessary, take out additional private insurance (e.g. DAAD group insurance cover).</p> <p>Please observe the re-registration dates at Bielefeld University. You may wish to take a leave of absence for the semester abroad. You can obtain the relevant application form from the Student Office.</p> <p>https://www.uni-bielefeld.de/studium/studierende/studienorganisation/beurlaubung/</p>
<input data-bbox="268 663 312 707" type="checkbox"/>	<p>Any further applications for grants (e.g. Auslands-Bafög) should be submitted in good time. Please note that the local Bafög office is <u>not</u> responsible for such grants.</p> <p>https://www.xn--bafg-7qa.de/SiteGlobals/Forms/bafoeg/weltkarte/weltkarte_europa_formular</p>
<input data-bbox="268 943 312 987" type="checkbox"/>	<p>In order to receive the Erasmus+ grant and the corresponding documents, you need to continuously work on your workflow on Mobility Online. Please try to do so and consider that some of the documents need to be checked by the Erasmus+ Team from the International Office, which might lead to minor delays.</p> <p>Should you need confirmation in advance (in English, French or German), please contact us by email: erasmus-outgoings@uni-bielefeld.de</p>