Checklist for your ERASMUS Mobility

**Application Process**

- All documents uploaded in the “move on” online portal
- Online Application completed, all data checked carefully
- Application form printed
  - Signed by you
  - Signed by your Erasmus coordinator at your home institution
- Photo
- Proof of Languages
- Transcript of Records
- Learning Agreement
  - Choose courses
  - Signed by responsible person in the home university
- Sent by post to the International Office in Magdeburg before the deadline

**Before departure**

- Visa (if needed)
- Accommodation (starting from the day of your arrival)
- Validity of Health-Insurance
- Application for German Course
- Pick-Up Form (if needed)

**After Arrival**

- Payment of your Semester fee
- Rental contract
- Registration at the Citizen’s Office
- Enrolment at the International Office with Ms Behnert
  
  Needed documents:
  - National ID Card / Passport
  - 1 photo in biometric format
  - Health insurance
  - Confirmation of payment of the semester fee
- Activation of your student account
- Confirmation of arrival signed at the International Office

**During the Semester**

- Changes of the Learning Agreement must be approved

**End of Semester / Before Departure**

- In Case of Prolongation: Prolongation Application signed before the deadline
- Exmatriculation
- Deregistration from the Magdeburg authorities
- Confirmation of departure signed at the International Office