



ATTENTION:

The following number of ECTS has to be achieved:

- at least 25 per exchange semester
- at least 18 per exchange trimester

Using this QR Code you can access our forms and the Erasmus+ Charta



Contact

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Erasmus+

Your guide through the administration jungle

WHAT do I submit
WHERE and
WHEN?



Prior to departure

- **Receive the Letter of Award in June for the winter semester, in October for the summer semester**
- **Grant Agreement**
Submit the duly completed and signed Grant Agreement within the period stipulated. Please note, that the original document has to be submitted (first as an email to nicole.schimko@tu-berlin.de).
- **Learning Agreement**
Upload of the duly signed Learning Agreement to your Workflow on Mobility Online.
[FAQ and leaflet via quick access 187668](#)
The following signatures are required:
 - Your signature
 - Signature of the audit committee of your faculty
 - Signature of the host university
- **OLS Language Test**
Complete the OLS language test within the period stipulated after receiving the invitation by email.

Upon arrival

- **Certificate of Enrollment**
Upload the signed Certificate of Enrollment to your Workflow on Mobility Online.
ATTENTION: Please provide the lecture period, not the semester period.
- **1st disbursement of the Erasmus+ scholarship**
- **If necessary, Change of Learning Agreement**
In the case of changes to the original Learning Agreement, please submit the amended documentation duly completed and signed within the first five weeks upon arrival (via your Workflow on Mobility Online).
[Template for change documentation via quick access 40498](#)
- **If applicable, Interim Report**
If the exchange period exceeds one semester, an interim report should be uploaded prior to the 31.01. to your Workflow on Mobility Online.
[Guideline for compiling an interim report via quick access 40498](#)

After returning

- **EU Survey**
Invitation will be sent via Email.
- **Final Report**
Submit the report via your Workflow on Mobility Online.
[Guideline for compiling a final report via quick access 40498](#)
- **Confirmation of Exchange**
Uploading the signed Confirmation of Exchange to your Workflow on Mobility Online.
[Quick access 40498](#)
- **Transcript of Records**
Upload the Transcript of Records to your Workflow on Mobility Online.
- **2nd disbursement of the Erasmus+ scholarship**
As soon as we have received all of your documents

After successful recognition
- **Proof of recognition**
Submission of QISPOS form or equivalent proof via your Workflow on Mobility Online.

If you have any questions please contact nicole.schimko@tu-berlin.de