Check List & timeline Erasmus Outgoing students

What	When	Submission	Note	Format	Instalments		
	_						
You are	February	You will receive	If you haven't	Moveon form	No yet		
taking up on		an email	been notified				
the offer		notification,	by the				
(either your		click on the link	beginning of				
1/2/3 choice)		within 7 days	March, contact				
, ,		and accept the	the outgoing				
		offer	team at WiWi				
Nomination	March/April			nation to your host			
period		your host university has accepted your nomination, the incoming team					
		will set in contact with you and send further instructions.					
Registration	April/June	Follow	the instructions se	nt by your host uni	versity.		
period at host							
institution							
Grant	May/June	Letter post	Handwritten	International	First instalment		
Agreement	,,,,,	P	signature	Office	of your		
Agreement			5.8.1444.5	School of	scholarship		
				Business and			
				Economics			
				Spandauer Str.			
				1			
				Room 2/3			
				D-10178 Berlin			
Online	No later than 4	Complete the	The test is	You will receive	First instalment		
	weeks after	test within the	conducted in	an email	of your		
Linguistic	you have	OLS platform	your main	notification	scholarship		
Support (OLS)	received the	OLS plationin	language of	after your	Scholarship		
Language	link		instruction	email account			
Test 1	IIIIK		IIIStruction	has been			
				activated			
Online	Before the start	Submit your	Both your host	The outgoing	First instalment		
	of the lecture	preliminary	and home	team at WiWi	of your		
Learning	period in your	selection of	institutions	will activate	scholarship		
Agreement	host institution,	courses within	need to accept	your account in	Scholarship		
(OLA) 1	no later	your OLA	your choice of	-			
Before the	110 later	•	=	May/June.			
mobility		account	courses				
Confirmation	No later than 3	Upload your	Download the	https://huberli	First instalment		
of	weeks after the	document into	document from	n.moveon4.de/	of your		
registration	start of the	Moveon via the	our Moodle	form/5f6dc79f3	scholarship		
registration	lecture period	link hereto	group, fill it	9c2f4603f07d3	,		
			out, sign it and	8c/eng			
			submit it for				
			approval/signat				
			ure at your				
			host institution				
Online	No later than 3	Submit your	Both your host	You can only	First instalment		
Learning	weeks after the	final selection	and home	submit your	of your		
_	start of the	of courses	institutions	final selection	scholarship		
Agreement	lecture period	within your	need to accept	of courses if	σειτοιαισιπρ		
(OLA) 2	icetare period	OLA account	your choice of	your			
During the		OLA account	courses	preliminary			
mobility			courses	selection of			
				courses was			
				accepted on			
				the first place			

Confirmation of stay Alumni report	No later than 3 weeks after your last exam at your host institution	Upload your document into Moveon via the link hereto Upload your	Download the document from our Moodle group, fill it out, sign it and submit it	https://huberli n.moveon4.de/ form/5f6dc9ed 17084a478336 5a68/eng (please upload	Second instalment of your scholarship Second
·	weeks after your last exam at your host institution	document into Moveon via the link hereto	document from our Moodle group ("Erfahrungsbe richt"), fill it out and submit it	those 2 documents together)	instalment of your scholarship
Online Linguistic Support (OLS)Languag e Test 2	No later than 4 weeks after you have received	Complete the test within the OLS platform	The test is conducted in your main language of instruction	You will receive an email notification when the test is available	Second instalment of your scholarship
EU Online Survey	No later than 4 weeks after you have received	Click on the link you have received and complete the online survey	The data is collected by the erasmus division at the EU Commission	Online form	Second instalment of your scholarship
Confirmation of credit transfer (Anerkennun gsnachweis)	As soon as you can and no later than November 30 th	Request transfer of your credits to the examination office. Download the "Anerkennungs nachweis" from our Moodle group	The examination office will forward your document to the erasmus team at wiwi, you don't need to it yourself.	PDF form	Second instalment of your scholarship
Transcript of records	As soon as you can and no later than November 30 th	Upload your document into Moveon via the link hereto	If the International Office receives your transcript we will forward it to you and upload it in your stead.	https://huberli n.moveon4.de/ form/5f6dcbad 820ac2094247 b5c6/eng	Second instalment of your scholarship