



Checklist: Studies Abroad

Step by step towards a successful semester abroad

Gather your First Bits of information (8-12 months beforehand)

Contact person: International Office (IO)/the Faculties' Departmental Coordinators

- Information event by the IO and the faculties → "Ab ins Ausland" ("Go Out")
- Check the partner universities of your own faculty/check your language skills
- Check reports of previous students on the International Blog or other webpages (e.g. studieren-weltweit and DAAD) for potential host countries and host universities
- Dates (winter semester/summer semester) and financial feasibility → funding options
- Compare courses on offer at the host university with your own study plan → First conversation about recognising courses with the Departmental Coordinators

Application (6-8 months beforehand)

- Decision on preferred countries and host universities (priority 1-3)
- Check semester times and necessary documents (e.g. proof of language skills)
- Complete application via Mobility Online (online mobility management by IO)
→ **Adhere to application deadlines**
1 February (winter term), 1 July (summer term)
- Alternatively, organise a semester independently as a free mover/visiting student at another university worldwide

Mobility Preparation (4-6 months beforehand)

- Study place allocation by IO (Feb./Mar. for winter term, Jul./Aug. for summer term)
- Accept the study place, then you will get nominated to host university by IO
- Apply to the host university; see info sheets for documents and deadlines
- Plan the study programme for abroad and clarify recognition with certainty:
 - Learning Agreement (signed by the Departmental Coordinator)
 - preliminary application for recognising courses from abroad (signed by the Examination Committee)

After Host University Confirmation/Apply for Funding (2-4 months beforehand)

- Upload documents for ERASMUS+ funding to Mobility Online BEFORE departure (Learning Agreement, Grant Agreement)
- Alternatively: punctual application for a scholarship for a stay abroad outside of ERASMUS+ (call for applications for PROMOS/Bavarian scholarships in March/April)

Before Departure (2-3 months beforehand)

- Normal re-registration at TH Rosenheim (optional: apply for a semester of leave)
- Organise accommodation in the host country/plan your journey
- Check travel entry requirements (visa, passport, vaccinations)
- European Health Insurance Card (EHIC) or take out private overseas health insurance; consultation from your own health insurance company/DAAD
- Apply for an international driving licence if necessary, int. student card ISIC and credit card
- If you are participating in ERASMUS+: OLS language test in the main teaching language

In the Host Country

- Comply with the registration obligations in the host country
- ERASMUS+: submit confirmation of arrival
- Finalise the choice of courses: clarify recognition again if there are any changes to the Learning Agreement;
- Upload an updated Learning Agreement to Mobility Online, deadline: 4 weeks
- Before your return: get the host university to confirm your stay (ERASMUS+: confirmation of stay)
- Please note: re-registration as usual to TH Rosenheim during the semester abroad

After your Return to Rosenheim

- Upload documents in Mobility Online:
 - Confirmation of Stay and EU Survey (ERASMUS+)
 - Report of your experiences
 - Learning Agreement (ERASMUS+)
 - Transcript of Records
- Submit the application for recognising courses to the Examinations Office
- Become an IO ambassador and present your experiences at our event „Go on a world tour with us“.

Your Contact

Studies Abroad



Mon
1-3 pm
Thu
10 am-12 pm

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