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## Erasmus+ Key Action 131 (KA 131) – Student Mobility Checklist and Further Information for Outgoing Students

(valid for stays in the winter semester 2025/26 and summer semester 2026)

Congratulations! You have been selected for an Erasmus+ study abroad stay in a [program country \(KA 131\)](#)! To ensure successful participation, it is essential that

- mandatory documents are submitted completely and on time, and
- any changes or problems are communicated to us promptly and in a binding manner.

This checklist is designed to help you keep track of the required documents and steps.

### Your Contacts:

Overview of contacts for the [Erasmus+ program coordinators in the faculties](#)

Erasmus+ KA 131 team of the Göttingen International Department:

Program Coordination:	Karen Denecke
Mobility Funding:	Sandra Ludwig
Study Abroad Advising:	Patricia Missler
Study Abroad Advising:	Elina Klenke
Contact:	<a href="mailto:erasmus@uni-goettingen.de">erasmus@uni-goettingen.de</a>
Address:	Von-Siebold-Str. 2, 37075 Göttingen

### Links and Important Notes

- Documents, information, and templates can be found here: [Erasmus+ KA 131 for student mobility](#)
- Information will only be sent to your [@stud.uni-goettingen.de](mailto:@stud.uni-goettingen.de) address. Please check your inbox (including the spam folder) regularly.
- Form for submitting relevant documents: „ **Upload of Erasmus+ / SEMP Documents** “
  - Always use this link to access the [Erasmus+ KA 131 portal](#).
  - Ensure correct categorization in the form: „Erasmus+ KA 131 Study“.
  - You will receive a confirmation email upon successful upload.
  - Do not send uploaded documents via email.
  - Submitted documents will be reviewed and processed as soon as possible. Grant payments are made in batches once all requirements are met.
- In general, assume that emails and documents sent to us will be received and processed accordingly. Due to the high number of mobilities, we are unfortunately unable to respond to individual inquiries about receipt confirmations and payment timelines.
- **If you are unable to meet a deadline, inform us via email by the deadline at the latest:**  
[erasmus@uni-goettingen.de](mailto:erasmus@uni-goettingen.de)

## CHECKLIST for an Erasmus+ KA 131 Funded Semester Abroad

### Before the Mobility

<p><b>Nomination at the University of Göttingen</b> <i>After receiving the placement offer, you must confirm acceptance or decline the offer.</i></p>	Deadline depends on the faculty	<input type="checkbox"/>
<p><b>Registration at the Partner University</b> <i>Your Erasmus+ program coordinator will handle the nomination at the partner university. Only after this step will you receive relevant information about the registration process.</i></p>	Dependent on the partner university	<input type="checkbox"/>
<p>Application for <b>Additional Funding: <a href="#">Travel</a> and <a href="#">Social Inclusion</a></b> <i>You will receive the link to the application form via email from the Göttingen International Department.</i></p>	Deadline: See email	<input type="checkbox"/>
<p><u>If applicable:</u> Submit Language Certificate <i>Required only if starting in the summer semester!</i></p>	31.07.	<input type="checkbox"/>
<p><b>Online Learning Agreement for Studies (OLA)</b> <i>Your Erasmus+ program coordinator will assist you. Important: The OLA is a mandatory requirement for grant approval. (See "What is the Online Learning Agreement for Studies?")</i></p>	As soon as possible – no later than four weeks before the planned start	<input type="checkbox"/>
<p>The following <u>mandatory</u> insurance applies: <b>Health insurance.</b> <i>Check your existing insurance coverage early. It is strongly recommended to obtain additional coverage for international health insurance, accident insurance and liability insurance.</i></p>	Before receiving the grant agreement	<input type="checkbox"/>
<p><b>Info-Sessions for Nominated Participants by Göttingen International</b> <i>You will receive an invitation via email. Participation is required.</i></p>	June & July / November	<input type="checkbox"/>
<p><b>Erasmus+ KA 131 Grant Agreement</b> <i>Review, sign, and receive the agreement during the info sessions—provided that an OLA has been submitted. (See "What is the Grant Agreement?")</i></p>	Distributed during the info session	<input type="checkbox"/>
<p><b>Online Language Support (OLS)</b> <i>Participants are encouraged to use the <a href="#">eu academy</a>. You can find a registration guide <a href="#">here</a>.</i></p>	<i>Before the start of mobility</i>	<input type="checkbox"/>

<p><b>Certificate(s) of Enrollment</b> <i>Submit your enrollment certificate(s) from the University of Göttingen for the winter semester (WiSe). If staying for two semesters or starting in the summer semester (SoSe), also submit the summer semester certificate.</i></p>	<p>Immediately after re-registration</p>	
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**During the Mobility**

<p>Upload <b>Certificate of Arrival</b> <i>Upload to the Erasmus+ KA 131 Portal. The first grant installment will be processed within 30 days after the document is received!</i></p>	<p>Within 4 weeks after the start of your stay</p>	
<p><u>If required:</u> Submit <b>Revised Online Learning Agreement</b> if changes to the agreed learning objectives are necessary. <i>Please check the information on our <a href="#">website</a>.</i></p>	<p>Within the first 5 weeks after the start of your stay</p>	
<p>Obtain <b>Certificate of Stay</b> from the partner university. <i>Confirms the academically mandatory stay: Start date: Beginning of lectures End date: Date of the last academic exam Upload to the Erasmus+ KA 131 Portal.</i></p>	<p>Within 4 weeks after the end of your stay</p>	
<p>Change of Planned End Date If the planned end date (as stated in the grant agreement) changes, you must submit the update via the Erasmus+ KA 131 portal.</p>	<p>At least 30 days before the planned end date</p>	
<p><b>You need to end your stay earlier or extend for another semester? Please refer to the section "Who needs to be informed about changes to the planned mobility period and by when?" or check our <a href="#">website</a>.</b></p>		

**After the Mobility**

<p>Upload <b>Certificate of Stay</b> (see above) <i>Confirms the academically mandatory stay</i></p>	<p>Within 4 weeks after the end of your stay</p>	
<p><b>EU-Online-Survey</b> <i>You will receive an invitation via email. Fill out and submit the report.</i></p>	<p>As soon as possible after receiving the invitation</p>	
<p><b>Erasmus+ Experience Report</b> <i>Fill out and submit in the Erasmus+ KA 131 portal.</i></p>	<p>Within 4 weeks after the end of your stay</p>	

<p><b>Transcript of Records</b> <i>Upload to the Erasmus+ KA 131 portal.</i> <b>Note:</b> <i>In some cases, there may be delays in the issuance of the Transcript of Records (ToR) by the partner university. If this occurs, please inform the Erasmus+ KA 131 team before the deadline at: <a href="mailto:erasmus@uni-goettingen.de">erasmus@uni-goettingen.de</a></i></p>	<p>Within 4 weeks after the end of your stay</p>	<p><input type="checkbox"/></p>
<p><b>The final grant installment will be processed within 45 days after receiving the last required document.</b></p>		
<p>Recognition Application <i>Submit this to your faculty.</i> <i>For questions, please contact your Erasmus+ program coordinator.</i></p>	<p>Usually within one year after the end of your stay</p>	<p><input type="checkbox"/></p>

## GUIDE for an Erasmus+ KA 131 Funded Study Abroad Semester

### Why are current Enrollment Certificates required?

When applying through your faculty, you must show that you are currently enrolled as a regular student at the University of Göttingen. Therefore, please submit the enrollment certificate valid at the time of your application (winter semester). Only students officially enrolled at the university are eligible for funding during their study abroad period. Remember to upload the corresponding enrollment certificate to the Erasmus+ KA 131 portal after re-registration for the winter semester (for a winter semester stay) or the summer semester (for a second semester or summer semester stay) (see above).

### What is the "Nomination" at the University of Göttingen?

Once your faculty has officially selected you for participation in the Erasmus+ program, you will receive an official placement offer, which you must accept. You will receive relevant information from your Erasmus+ program coordinator in February/March.

### What is the "Registration" at the Partner University?

You will need to be nominated and registered at the partner university. Typically, your program coordinator will nominate you, and after that, you will complete the partner university's registration process. Different partner universities have different procedures, so it's best to stay in contact with your program coordinator and clarify the process for both nomination and registration at the receiving university.

Nominations and registrations through Göttingen International are only for central exchange places within the ENLIGHT Network.

During this phase, the Online Learning Agreement (OLA) should also be created, which will outline the planned courses at the partner university.

## What is the Erasmus+ Key Action 131 - Online Learning Agreement for Studies (OLA)?

Before your stay begins, you must create an Online Learning Agreement for Studies (OLA), which must be signed by you, your Erasmus+ program coordinator, and the relevant person at the partner university.

The use of the [Online Learning Agreements](#) is mandatory.

Please consult your program coordinator early to understand the procedure and deadlines for submitting the OLA to the partner university, either through the [exchange database Gö abroad](#) or the partner institution's website. Please note that least 60% of the credits must be taken in your major field of study at the partner university. This also ensures smooth recognition of the courses abroad, according to [§ 13, Abs. 3 of the Examination Regulations \(APO\)](#). At least 50% of the courses must be taken in the primary teaching language for which you submitted the required language certificate with your application.

**Important: Without the Online Learning Agreement for Studies, no Grant Agreement will be issued.**

**Please note:** We recommend uploading a PDF of the OLA, signed by you and your Erasmus+ program coordinator (the so-called "preliminary OLA"), to the Erasmus+ KA 131 portal as soon as it is created. Students who do this before the Info Sessions in July/November will be able to review and sign the Grant Agreement during those sessions.

The OLA, signed by all parties (participant, home university, and host university) – the so-called "complete OLA" – must be uploaded to the Erasmus+ KA 131 portal of the Göttingen International department **immediately upon receipt**, but no later than four weeks before the start of your academic stay at the partner university.

**Important: Without the complete OLA, the Grant Agreement will not be signed by Göttingen International, and no Erasmus+ KA 131 funding will be issued.**

If you need to make changes to your learning objectives at the start of your stay, you can create a Revised Learning Agreement (under "Changes during the Mobility" in the OLA) after consulting with your Erasmus+ program coordinator and the contact person at the host university. This must be uploaded to the Erasmus+ KA 131 portal within five weeks after the start of your stay.

## What is the Online Language Support (OLS)?

Participants are encouraged to use the Online Language Support (OLS) provided by [eu|academy](#) before the start of their mobility.

## What is the Grant Agreement (GA)?

The Grant Agreement signed by you and the Göttingen International department is the basis for your Erasmus+ KA 131 participation. The document contains all relevant information regarding the requirements and conditions for the Erasmus+ KA 131 funding.

If a preliminary OLA has been submitted by mid-June/November, you will have the opportunity to review and sign the Grant Agreement during the Info Sessions in July (for the winter semester start) or November (for the summer semester start). If a complete OLA is submitted, the signed Grant Agreement will be provided during the Info Session itself. Participation in the Info Sessions is therefore required.

Students who cannot attend the Info Sessions will receive further information via email after the sessions.

### What are Travel Advisories, Safety Warnings, and Travel Warnings?

*Travel advisories* contain information, among other things, about entry requirements for a country, medical advice, and any criminal or customs-related peculiarities. They are regularly reviewed and updated.

*Safety advisories* alert travelers and Germans living abroad about particular risks. They may include recommendations to avoid or limit travel, or in some cases, warnings against non-essential travel or all travel. These safety advisories are also regularly reviewed and updated.

*Travel warnings* are urgent appeals from the Foreign Office advising against traveling to a country or a region within a country. They are issued only when there is an acute threat to life and safety. Germans living in such a country may be asked to leave.

### What is the Certificate of Arrival (CoA)?

The Certificate of Arrival (CoA) is a confirmation of your arrival, documenting the official start of your stay. Please use the CoA provided online by the Göttingen International department as a template. In certain cases, confirmations from partner universities may be accepted if they contain the necessary minimum information (see CoA University of Göttingen). You should have it signed **promptly** or at the latest within 4 weeks after the start of your academic stay and upload it to the Erasmus+ KA 131 portal.

### Who must be informed and by when in case of changes to the planned duration of stay?

#### Extension of the current stay:

If you need to extend your semester stay by a few days, this must be reported on time using the form “Erasmus+ KA 131 Study Stays - Inquiry on End Date of Academic Stay” in the Erasmus+ KA 131 portal. The deadline for this is 30 days before the planned end date (as per the Grant Agreement).

Example: Your last exam is scheduled later than originally planned.

#### Cancellation:

Please immediately fill out the form “Erasmus+ KA131 Program - Cancellation or Withdrawal of Mobility” in the Erasmus+ KA 131 Portal. We will contact you to discuss the processing of your funding. We are also available for individual consultations: [erasmus@uni-goettingen.de](mailto:erasmus@uni-goettingen.de)

#### Extension by one semester:

First, it needs to be checked whether an extension is contractually possible (e.g., via “Gö abroad” or by consulting with the program coordinators). If yes, you will need the approval of both the home and host university program coordinators. Please create a PDF of both approvals. Then, fill out the form “Erasmus+ KA 131 Study Stays - Inquiry on End Date of Academic Stay” in the mobility database and upload the above PDF. The deadline for requesting an extension is 30 days before the planned end of the stay (as per the Grant Agreement).

Please note that:

- Financial support for the extended semester is excluded.
- Extensions beyond the academic year are generally not possible.

### What is the Certificate of Stay (CoS)?

The Certificate of Stay (CoS) confirms the start date (beginning of lectures) and end date (date of the last academic exam) of your academic stay at the host university. If you participate in Orientation Days or Welcome Week at the host institution, please have these dates confirmed as well on the CoS.

You must upload the CoS to the Erasmus+ KA 131 Portal no later than four weeks after your last day at the partner university.

Some partner universities already use digital certificates. In order for these to be recognized by your home university, they must contain the following information:

- First and last name
- Home university
- Start and end dates of the stay
- Digital signature and date or QR code

This confirmation should not be signed before the end of the academic stay. A deviation of up to 5 days is tolerated.

### What is the Transcript of Records (ToR)?

The Transcript of Records (ToR) records the academic achievements you completed at the partner university. You need this document in order to have your grades transferred to the University of Göttingen. The recognition of the achievements should take place within five weeks after receiving the ToR.

Please note that each partner university has its own procedure for issuing the ToR: you may need to pick it up locally (system printout), have it sent to the home university, or receive it directly from the university.

The ToR must also be uploaded to the Erasmus+ KA 131 Portal. It is also advisable to keep the ToR safe, as some universities may request it when applying for a Master's or PhD program.

### What must be considered for recognition? *Notes and Legal Basis*

A workload of 30 ECTS per semester is recommended. The subjects/departments of both the home and host universities may set a minimum number of subject-related ECTS.

Please note that for eligibility for funding, a minimum of 10 ECTS per semester must be documented in the ToR at the end of the stay.

The legal basis for the recognition of academic achievements abroad is the Lisbon Convention, which was ratified by Germany on October 1, 2007.

A guide to recognition, as well as relevant information for recognition officers and students, can be found on [www.hrk-nexus.de/themen/anerkennung](http://www.hrk-nexus.de/themen/anerkennung) (under Downloads, only available in German).

- [Further information about the European Credit Transfer System](#) (only available in German).