

When?	What?	Where?/Who?	Consulting Hours/Website/Contact
Fall 31/01	<input type="checkbox"/> <u>Obtain info</u> - Info event (approx. middle of November) - Field reports (website) - Special information on the website of the respective partner university  Inform yourself about possibilities to get in contact with foreign (exchange) students (ESN Göttingen, Foyer International, FB Gruppe, InDiGU Study Buddy Program,...)	Erasmus Tutors	<b>Business</b> Tuesdays 4-5 pm in the Service Centre (OEC 1.135) and Thursdays 2-3 pm via BBB: <a href="https://meet.gwdg.de/b/era-9ay-ctn">https://meet.gwdg.de/b/era-9ay-ctn</a> bwl.erasmus@uni-goettingen.de <b>Economics</b> Tuesdays 3-4 pm in the Service Centre (OEC 1.135) and via BBB: <a href="https://meet.gwdg.de/b/era-afz-zdc-j9v">https://meet.gwdg.de/b/era-afz-zdc-j9v</a> vwl.erasmus@uni-goettingen.de <b>Website</b> <a href="https://www.uni-goettingen.de/de/598041.html">https://www.uni-goettingen.de/de/598041.html</a>
	<input type="checkbox"/> <u>Application</u> - Until January 31 for the next academic year (winter & spring semester) - Double applications for BWL and VWL or other exchange programs are possible (please indicate in the application documents!) - Acceptance/Rejection: mid/end of February	MoveOn portal	<b>Web link</b> <a href="http://www.uni-goettingen.de/de/erasmus-online-anmeldungnominierung/45554.html">http://www.uni-goettingen.de/de/erasmus-online-anmeldungnominierung/45554.html</a>
	<input type="checkbox"/> <u>Erasmus+ KA131 Nomination for funding</u> - Sign the form and send it by mail (until March 31)	MoveOn portal Erasmus Tutors	
	<input type="checkbox"/> <u>Info Event Outgoer</u> - Mandatory event - End of April/Mid-May	Erasmus Tutors	<b>Business:</b> bwl.erasmus@uni-goettingen.de <b>Economics:</b> vwl.erasmus@uni-goettingen.de
	<input type="checkbox"/> <u>Nomination and enrolment</u> - Application to the host university - After nomination by Erasmus Tutors, independent enrolment at the partner university	Host university Erasmus Tutors	
	<input type="checkbox"/> <u>Grant Agreement &amp; GI Info Event</u> - Conclusion with GI - June (Winter) & November (Spring)	Göttingen International	<b>Webseite</b> <a href="http://www.uni-goettingen.de/de/erasmus-key-action-103-outgoing-studierende/480919.html">http://www.uni-goettingen.de/de/erasmus-key-action-103-outgoing-studierende/480919.html</a>
	<input type="checkbox"/> <u>(Online) Learning Agreement</u> - Coordination and finalisation with the Erasmus Tutors - Winter semester: mid-June; Summer semester: mid-November	Erasmus Tutors, Upload to the MoveOn portal	<b>Business:</b> bwl.erasmus@uni-goettingen.de <b>Economics:</b> vwl.erasmus@uni-goettingen.de
	<input type="checkbox"/> <u>Requests for recognition (if necessary)</u> <a href="https://www.uni-goettingen.de/de/anerkennungen/481541.html">https://www.uni-goettingen.de/de/anerkennungen/481541.html</a>	Study abroad counselling	<b>Office hours</b> Tuesdays 12:30-3 pm in the Service Centre (OEC 1.135) and Thursdays 10 am -12:30 pm via BBB: <a href="https://meet.gwdg.de/b/aus-mt2-vt6">https://meet.gwdg.de/b/aus-mt2-vt6</a> auslandsstudium@wiwi.uni-goettingen.de
	<input type="checkbox"/> <u>Erste First participation in the OLS language test</u> - Notification by mail		
	During the stay	<input type="checkbox"/> <u>Certificate of Arrival</u> - Have arrival confirmation signed (Orientation/First Lecture)	Host university, Upload to the MoveOn portal
<input type="checkbox"/> <u>Revised (Online) Learning Agreement</u> a) Coordinate with Erasmus Tutors within the first 5 weeks. b) (new applications for recognition) - <b>Note:</b> The Revised LA must be signed again by all three parties		a) Erasmus Tutors b) Study abroad counselling, Upload to the MoveOn portal	<b>a) Business:</b> bwl.erasmus@uni-goettingen.de <b>Economics:</b> vwl.erasmus@uni-goettingen.de <b>b) Study Abroad Counselling:</b> auslandsstudium@wiwi.uni-goettingen.de
<input type="checkbox"/> <u>Certificate of Stay</u> - Get residence certificate signed (Last Exam/Lecture)		Host university, Upload to the MoveOn portal	
After the stay	<input type="checkbox"/> <u>Transcript of Records</u> - Preparation and forwarding by host university	Host university, Erasmus Tutors, Upload to the MoveOn portal	<b>Business:</b> bwl.erasmus@uni-goettingen.de <b>Economics:</b> vwl.erasmus@uni-goettingen.de
	<input type="checkbox"/> <u>Write two field reports</u> a) Online in the MoveOn Portal b) Free text to be sent to Erasmus tutors	a) MoveOn portal b) Erasmus Tutors	<b>Business:</b> bwl.erasmus@uni-goettingen.de <b>Economics:</b> vwl.erasmus@uni-goettingen.de
	<input type="checkbox"/> <u>Second participation in the OLS language test</u> - Notification by mail		
	<input type="checkbox"/> <u>Crediting of courses</u> - <b>Note:</b> after presentation of the original ToR	Examination Office	Oec 1st upper floor <a href="https://www.uni-goettingen.de/de/anerkennungen/500600.html">https://www.uni-goettingen.de/de/anerkennungen/500600.html</a>

STAY UPDATED via the website, Facebook group, office hours or via mail!