

Erasmus+ Program Documents

BEFORE THE STAY

Before the stay programme documents must be submitted via the online form "EUROPE|Erasmus+ Studies: Step 2" and "Online Learning Agreement". Once the documents are complete and have been reviewed by the International Office in Siegen, the first instalment (70% of the grant) is paid. [↗ Visit MoveON Outgoing Portal](#)

Submission Deadlines:

Studies in winter semester: **30. Juni**

Studies in summer semester: **30. November**

If the partner uni issues individual documents after the deadline, later submission is possible. All remaining documents should be uploaded in the outgoing portal.

1

Enrolment Certificate

As participation in the Erasmus+ program requires full-time enrolment at the University of Siegen, students must submit an *unisono* enrolment certificate (*Studienbescheinigung*) for the semester and as proof of student status. [↗ Visit unisono](#)

2

Declaration on Honor

Students who are eligible for the **Social Top-up** and/or additional travel days for **Green Travel** must submit a scan of the hand-signed Declaration on Honor. The original remains with the student in case of random sample checks. [↓ Download template](#)

3

OLS Placement Test

The Online Language Support (OLS) placement test is mandatory! The language placement test must be completed by all students - except native speakers - in the main language of instruction abroad, via the eu | academy platform. A certificate is available for download upon completion of the test. [↗ Visit eu | academy](#)

4

Letter of Acceptance

After the successful application abroad, students receive a letter of acceptance from the partner university. The document is usually sent by e-mail. It includes the planned start and end date of the Erasmus+ studies. The planned duration is used by the International Office in Siegen to calculate the Erasmus+ grant.

5

Online Learning Agreement

The Online Learning Agreement (OLA) must be initiated via the MoveON Outgoing Portal and must be approved by students, **Designated OLA-Contacts of the University of Siegen** and the respective contact persons of the partner uni. The OLA must include all courses planned abroad (at least 15 ECTS) and, if applicable, the matching modules or module elements of the degree programme in Siegen for recognition purposes. Further information on how to initiate and approve the OLA are provided in the **OLA Info-Sheet** and the **OLA Guidelines**. [↗ Visit MoveON Outgoing Portal](#)