

Process Erasmus+ Studies

FROM SEAT OFFER TO GRANT PAYMENTS

APPLICATION & ADMISSION AT THE PARTNER UNI

Once seat offers have been accepted, students are nominated by the International Office in Siegen and apply individually at the partner university abroad.



Check application deadlines and requirements of the partner uni abroad in due time!



Important information are usually published on „Incoming Erasmus“ websites of the partner unis!

DOCUMENTS & INSTALMENT #1 BEFORE THE STAY

The payment of the first instalment (70% of the grant) requires the submission of all programme documents via our **MoveON Outgoing-Portal** by the given deadline.



Deadline for studies in winter semester: 30.06.

Deadline for studies in summer semester: 30.11.



If the partner uni issues individual documents after the deadline, later submission is possible.

START OF STUDIES AT THE PARTNER UNI

Once all documents have been submitted, the grant agreement is sent to the students and the first instalment is paid. Students depart and start their studies abroad.



Changes to the Learning Agreement must be fully approved within 4 weeks after studies started abroad.



Re-registration at the University of Siegen is required! Students enrolled at home and host university!



Any extension of stay must be applied for at least 30 days before the planned end date!*

*An extension for a second semester requires an updated learning agreement and letter of acceptance!

DOCUMENTS & INSTALMENT #2 AFTER THE STAY

After the stay remaining programme documents are submitted via our **MoveON Outgoing-Portal** and the second instalment (30% of the grant) is paid.



All Documents must be submitted within 2 months after the official end date of the studies abroad!



In case of problems or delays contact the International Office in Siegen immediately!