

# Checklist

## Erasmus Funding Winter Semester 2026/2027

Before the Semester Abroad			
You receive	What	Deadline / Schedule	Done?
	Application for Erasmus Study-Place at International Faculty Office (IFO) of your faculty/IFO.	01. March 2026	<input type="checkbox"/>
March 2026	IFO/IfM nominate students at the Partner University  Afterwards  Student receives Information on the application process from the partner university		<input type="checkbox"/>
	Student applies at the partner university	Pay attention to the information from the partner university	<input type="checkbox"/>
April 2026	Invitation with link to the Online-Erasmus: <b>Information Event on the Erasmus Funding</b>	Mo. 27. April 2026 13.30 – 14.15 PM via ZOOM	<input type="checkbox"/>
April 2026	Invitation with link to the Online-Erasmus: <b>Information Event on the Erasmus Digital Learning Agreement (DLA)</b>	Di. 28. April 2026 13.30 – 14.15 PM via ZOOM	<input type="checkbox"/>
30. April 2026	Create <b>Digital Learning Agreement_Before Mobilty</b> according to the click instructions in Mobility Online (MO) or download Word/Pdf template, if necessary, only if PHS is yet to use DLA.	01. August 2026  Before the start of the semester abroad should be signed by the student, faculty and partner university.  Please pay attention to the long holidays at the partner university.	<input type="checkbox"/>

You receive	What	Deadline / Schedule	Done?
1. June 2026	Information by e-mail: Fill out the <b>questionnaire</b> in Mobility Online to create the Grant Agreement.	15. June 2026	<input type="checkbox"/>
15. June 2026	Access to the language online language test. (required)  Participation in Online Course is optional.	01. June 2026	<input type="checkbox"/>
15. July 2026	<b>Grant Agreement</b> Download in Mobility Online	01. August 2026  To be uploaded with a scanned signature in Mobility Online.	<input type="checkbox"/>
15. July 2026	When necessary, the <b>Declaration of Honour</b> for the social top up / green mobility.	01. August 2026  To be uploaded with a scanned signature in Mobility Online.	<input type="checkbox"/>
August 2026	<b>Payment of the 1st Installment (70%), only when</b> all documents above are there.		<input type="checkbox"/>

## During the Semester Abroad

You receive	What	Deadline / Schedule	Done?
After the start of the semester abroad	Answer the question in <b>Mobility Online</b> , if there is any course change	Immediately, if known	<input type="checkbox"/>
	<b>Only when there is course change:</b> Enter the new courses/changes in Mobility Online ( <b>DLA_During</b> ).	At the latest 4 weeks after the start of semester abroad.	<input type="checkbox"/>
	<b>Only for WiSo students:</b>  Upload the <b>Final Learning Agreement</b> in Mobility Online with all signatures	Spätestens 4 Wochen nach Beginn des Auslandssemesters	<input type="checkbox"/>

## After the Semester Abroad

You receive	What	Deadline / Schedule	Done?
December 2026	Upload the <b>Confirmation of Stay</b> signed at the end of the study abroad period by the partner university, in Mobility Online	At the latest 4 weeks after the end semester abroad.	<input type="checkbox"/>
After the end date of your stay abroad	<b>EU-Survey Online Questionnaire.</b> Invitation to fill in the questionnaire will be sent per E-Mail	To be filled in until 30 days after receiving the email at the latest.	<input type="checkbox"/>
After the end date of your stay abroad	Upload an <b>experience report</b> in Mobility Online and answer the questionnaire on consent for publication in Infothek	After the end date of your stay abroad	<input type="checkbox"/>
After the end of the study abroad	Student receives <b>Transcript of Records</b> from the partner university and upload it in Mobility Online	At the latest 3 months after the end of the semester abroad	<input type="checkbox"/>
After returning to Germany	Calculation of the funding according to the exact number of days abroad and the <b>payment of the 2nd installment.</b>	At the latest 45 days after all above documents are submitted.	<input type="checkbox"/>

More information: [www.hs-osnabrueck.de/erasmus.html](http://www.hs-osnabrueck.de/erasmus.html)

Documents to be submitted digitally shall be uploaded in the application portal Mobility

Online (MO): <https://www.service4mobility.com/europe/LoginServlet>

Sign in to Mobility Online with : [Hochschul-Username@hs-osnabrueck.de](mailto:Hochschul-Username@hs-osnabrueck.de) + Intranet password of Hochschule Osnabrück

In the case of technical problem, please send an e-mail to [mo@hs-osnabrueck.de](mailto:mo@hs-osnabrueck.de)