



Checklist: Studies Abroad

Step by step towards a successful semester abroad

Gather Your First Bits of Information (8-12 months beforehand)

Contact person: International Office (IO)/the faculties' Departmental Coordinators

- Information event by the IO and the faculties → "Ab ins Ausland" ("Go Out")
- Check the partner universities of your own faculty/check your language skills
- Check reports of previous students on the International Blog or other webpages (e.g. studieren-weltweit and DAAD) for potential host countries and host universities
- Dates (winter semester/summer semester) and financial feasibility → funding options
- Compare courses on offer at the host university with your own study plan
→ First conversation about recognising courses with the Departmental Coordinators

Application (6-8 months beforehand)

- Decision on preferred countries and host universities (priority 1-3)
- Check semester times and necessary documents (e.g. proof of language skills)
- Complete application via Mobility Online (online mobility management by IO)
→ **Adhere to application deadlines**
1 February (winter semester), 1 July (summer semester)
- Alternatively, organise a semester independently as a free mover/visiting student at another university worldwide

Mobility Preparation (4-6 months beforehand)

- Study place allocation by IO (Feb./Mar. for winter semester, Jul./Aug. for summer semester)
- Accept the study place, then you will get nominated to host university by IO
- Apply to the host university; see info sheets for documents and deadlines
- Plan the study programme for abroad and clarify recognition bindingly:
→ Learning Agreement (signed by the Departmental Coordinator)
→ Preliminary application for recognising courses from abroad (signed by the Examination Committee)

After Host University Confirmation/Apply for Funding (2-4 months beforehand)

- Upload documents for Erasmus+ funding to Mobility Online BEFORE departure (Learning Agreement, Grant Agreement)
- Alternatively: timely application for a scholarship for a stay abroad outside of Erasmus+ (call for applications for PROMOS/Bavarian scholarships in March/April)

Before Departure (2-3 months beforehand)

- Regular re-registration at TH Rosenheim (optional: apply for a leave of absence)
- Organise accommodation in the host country and plan your journey
- Check travel entry requirements (visa, passport, vaccinations)
- European Health Insurance Card (EHIC) or take out private overseas health insurance; consultation from your own health insurance company or DAAD
- Apply for an international driving licence if necessary, int. student card ISIC and credit card
- If you are participating in Erasmus+: OLS language test in the main teaching language

In the Host Country

- Comply with the registration obligations in the host country
- Erasmus+: submit "Confirmation of Arrival"
- Finalise the choice of courses: clarify recognition again if there are any changes to the Learning Agreement
- Update the Learning Agreement to Mobility Online, deadline: 4 weeks
- Before your return get the host university to confirm your stay (Erasmus+: Confirmation of Stay)
- Please note: re-registration as usual to TH Rosenheim during the semester abroad

After your Return to Rosenheim

- Upload documents in Mobility Online:
 - "Confirmation of Stay" and EU Survey (Erasmus+)
 - Report of your experiences
 - Learning Agreement (Erasmus+: Section „After the mobility“)
 - Transcript of Records
- Submit the application for recognising courses to the Examinations Office
- Become an IO ambassador and present your experiences at our info session „Go Out“ or our event „Travel the world with us“

Your Contact

Studies Abroad



Mon
1-3 pm
Thu
10 am-12 pm

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More Information:

