



Erasmus+ Checklist for Study Stays abroad

for stays from 1 August 2025

Students must submit the following documents to the International Centre (*Stabsstelle Internationales, SI*) within the [portal for stays abroad](#).

You can find further information and all forms listed here on the [SI website](#).
Find an overview of submitted documents in the [Online storage cloud](#).

If you have any questions, please contact us by email at erasmus.studium@uni-leipzig.de.

Before the Start of your Erasmus+ Study Stay abroad

Nomination by Erasmus+ Coordinator

- contact your [coordinator](#) for information on application and deadlines
- apply for your stay abroad in the following academic year
- receive nomination signed by your Erasmus+ coordinator

Erasmus+ Study Stay abroad Online-Registration

- application deadline: 15 March – 15 June (winter term) /
1 September – 1 November (summer term)
- fill in registration, upload nomination and submit
- sign PDF electronically, digitally or scanned and upload

Erasmus+ Grant Agreement/Notification

- digitally provided by International Centre
- find out more about Erasmus+ funding and your financial support
- sign PDF electronically, digitally or scanned and upload

Digital Learning Agreement

- link to online form and guidelines provided via email
- to be completed and approved by student, coordinator of Leipzig University and receiving university before the start of mobility period

During your Erasmus+ Study Stay Abroad

Certificate of Enrolment

- within 4 weeks after the start of mobility period
- to be filled in and signed by the receiving institution

Transfer of the first instalment of Erasmus+ financial support by SI

Erasmus+ Changes of Learning Agreement

- to be changed and approved by student, Erasmus+ coordination of Leipzig University and receiving institution
- send within 4 weeks after the start of mobility period

If applicable, [Extension of Mobility Period](#)

Erasmus+ Confirmation End of Study Stay abroad

- as soon as possible, within 4 weeks after officially leaving
- to be filled in and signed by the receiving institution

After your Erasmus+ Study Stay abroad

If applied for, proof of “Green travel”

- receive link by email and complete the online form "Green travel"
- upload proof of "green" means of transport and, if applicable, travel days

If applicable, transfer of the second instalment of Erasmus+ financial support

Online Erasmus+ Participant Report – within 2 weeks via [email](#)

- receive link by email from EU Corporate Notification System (check spam folder), fill in and send

Transcript of Records

- to be send from receiving institution

Recognition Results

- have the form filled in and signed by the person responsible for recognition at your department and upload it
- reporting in your AlmaWeb account via the faculty's study office

Write “Entdecker-Story” – [SI website](#)