ERASMUS CHECKLIST

BEFORE YOUR STAY:

- After you have been confirmed as a prospective ERAMUS- Student, contact your ERASMUS- coordinator (as soon as possible!)
- apply for Auslands- Bafög (application forms provided by AAA, Studentenwerk or http://www.auslandsbafoeg.de/) (At least 6 months before)
- Submit your application to your university abroad (usually provided by the university homepage in the ERASMUS section, or by your coordinator)
- Choose your modules from an (online) module guide of your university abroad and make an ECTS Learning agreement (http://www.zv.uni-leipzig.de/fileadmin/user_upload/Studium/akademisches_auslandsamt/texte/erasmus-auslandstudiumwegzehrung_als_worddokument.doc)
- Online enrolment for the ERASMUS-programme (Link will be available shortly before you leave)
- Start looking for accommodation!
  - www.gumtree.com
  - www.easyroommate.com
- Book a flight! (The earlier you book, the cheaper your flight will be!)
  - www.easyjet.de
  - www.ryanair.de
  - you don’t always need a direct flight, try:
    - www.nationalexpress.com
    - www.megabus.com/uk/
    - www.arrivatrainswales.co.uk
  - or consider staying one night at a hostel (for instance, if your flight should be very late)
    - http://www.yha.org.uk/ (you don’t need to be a member! )
- If you’re staying longer than 3 months, you might think about getting a credit card (www.dkb.de - free credit card and online banking)
- Do you need special medication? A doctor’s certificate?
- Don’t forget to pay your fees at your home university, if you didn't take the time off (Urlaubssemester)!
- Try to contact other students from your home university who spent an ERASMUS- semester at your future University abroad. They might be able to help you with module choice, prices for accommodation etc.
**DURING YOUR STAY**

- Do not forget to submit the **missing forms** for your application for Auslands-Bafög, such as: Certificate of Tenancy, Certificate of Enrolment etc. (Check whether these forms contain all the information needed, such as the subjects you will be studying at your university abroad etc.)
- **Register with a doctor (General practicioner GP)** immediately if you are staying longer than 6 months
- report **changes in your ECTS - Learning Agreement** to your project responsible, as soon as you have your final timetable - using this form: [http://www.zv.uni-leipzig.de/fileadmin/user_upload/Studium/akademisches_auslandsamt/texte/erasmus-auslandstudium_wegzehrung_als_worddokument.doc](http://www.zv.uni-leipzig.de/fileadmin/user_upload/Studium/akademisches_auslandsamt/texte/erasmus-auslandstudium_wegzehrung_als_worddokument.doc)
- sign up for the university **library** and **university clubs & associations**! Don’t stick around with other students from your home country all the time!
- You might miss your home university’s library, while writing essays - it’s about time to start using online resources like:
  - JSTOR
  - PROJECT MUSE
  - LITERARY ENCYCLOPEDIA
  - OXFORD ENGLISH DICTIONARY
  - VICTORIAN WEB etc.
- Contact your Erasmus, Course or Erasmus coordinator if you have questions or problems, if you don’t tell them about your problems, they won’t be able to help you!

**WHEN YOU’RE BACK HOME:**

- Module Accreditation: Talk to your course coordinator (BA Anglistik: Dr. Ronthaler and Dr. B. Seidel) about which modules in your programme can be replaced by the ones you did abroad!
- Submit your final transcript (i.e. the list of modules and marks) to your **ERASMUS- Coordinator and the AAA (Akademisches Auslandsamt)**
- Help future ERASMUS- students by participating in the KISS survey - you should be emailed the link once you're back!