



Overview of application procedure

Before your stay

- **Gather information:** We recommend that you start learning about the application process and deadlines in your department one to one and a half years before your Erasmus+ stay.
- **Apply:** Submit your application to the Erasmus+ departmental coordinator of your faculty/department.
- **Register:** After you have been selected by your department and nominated by the International Office, you will receive a link to register for the mobility platform Mobility-Online. The platform will support you throughout your entire Erasmus+ stay. You will use it to upload all necessary documents and keep track of the next steps.
- **Plan:** Experience reports from previous Erasmus students will be available via the ILIAS platform starting in summer semester 2023.
- **Document:** All the documents that you need to prepare and submit are made available via Mobility-Online. With the exception of the Grant Agreement, the documents can also all be uploaded to the mobility platform. Complete the following documents before the start of your stay: registration form, Digital Learning Agreement - Pre-Mobility (DLA1), OLS test.
- **Obtain funding:** The Grant Agreement is the central agreement between you and the University of Freiburg regarding funding during your Erasmus+ study visit. You create this document on the mobility platform by applying for the relevant funding. Please then submit the Grant Agreement in duplicate with an original signature on paper to the International Office. It will then be signed by the International Office. One copy will remain in the International Office, the other will be returned to you by post. The grant agreement must also be submitted prior to the start of your stay.
- **Note:** Please find out in advance which deadlines apply at your host university. Generally, you will also need to register on the mobility platform there.

During your stay

- **Document:** Please upload the following documents to the mobility platform Mobility-Online: Certificate of Arrival and enrolment certificate from the host university. If you need to make changes to your course selection, please do so via the Digital Learning Agreement – During Mobility (DLA2) on the mobility platform.

After your stay

- **Document:** Please upload the following documents to the mobility platform: Certificate of Departure, transcript of records (alternatively Learning Agreement After Mobility), EU survey, experience report.
- **Recognition of achievements:** The Erasmus+ departmental coordinator and the respective examination office will recognise achievements from abroad in accordance with the stipulations of the Learning Agreement. Please verify in advance with documents you will need for recognition.