

# General checklist for your stay abroad



## First steps

- Consult the International Office (IO)
- Choose a country and a university
- Check courses offered abroad
- Find out admission and language requirements (if necessary, attend a language course at the University of Oldenburg)
- If applicable, check additional conditions (e.g. students with a disability or single parenting students)
- Hand in your documents in time (for Erasmus+ at your Departmental Coordinator/ outside Europe at the IO)
- Once accepted for Erasmus+: hand in the application at the host university in time (follow our Erasmus+ Checklist for further steps)
- Once accepted for an exchange outside Europe: hand in the required documents for the host university at the International Office in time
- If you are a "Free Mover:" enquire about application process and documents at your host institution/organisation  
Find out if the credits earned abroad will be approved by the University of Oldenburg (please contact your „Fachvertreter für Anrechnungsangelegenheiten“)

## When your application was successful

- Receive documents/confirmation from the host institution
- (Optional) Apply for language course at host institution
- Sort out accommodation abroad (wherever possible)
- Decide what to do with your flat in Oldenburg (subleasing, terminating lease, using the Private Accommodation Database for International Students of the "Studentenwerk Oldenburg," ... )
- Purchase health insurance plan for your stay abroad (if applicable)
- Sort out other relevant insurance policies (travel accident, travel cancellation and baggage insurance)
- Read safety instruction for stays abroad at: <https://uol.de/en/wege-ins-ausland>
- Sort out required vaccinations and/or certificate of blood group
- Apply for academic leave of absence at the University of Oldenburg (registrar's office)
- Sort out requirements for entering and staying in the country (including visa, if required)
- Determine date of departure
- Inform the IO about your studies abroad (this applies to all who are spending time studying abroad)  
(Optional) Apply for an international student identity card (obtainable e.g. at the "Studentenwerk Oldenburg")

## Costs and finances

- Sort out costs for tuition and fees and required payment methods
- Find out about living costs (room and board, going out, excursions)
- Sort out/apply for grants or funds (scholarships, Auslands-BAföG, student loan, funding for students with disability or single parents)
- Get your money changed
- Buy tickets
- Check possibilities for working abroad

## Upon your return

- Sort out credit transfer with the Examinations Office of the University of Oldenburg
- Hand in experience report at the IO