

You will find explanations of the documents, as well as the time and procedure for submission, in your [>>> Checklist for Study Abroad](#)

Overview of mandatory documents for studying abroad

Document	Exchange Category				
	KA131 + EMK	KA171	Bilateral	BIP	
	Europe	worldwide	worldwide	short-term	
1. Rate ERASMUS (70%)	Application documents for Bauhaus-Uni	X EMK ¹	X	X	-
	Application for ERASMUS scholarship	X	X	-	X
	Grant Agreement ²	X	X	-	X
	Declaration of Honor für Top-Ups ³	X ³	X ³	-	X ³
	Acceptance confirmation of partner university ⁴	X EMK ⁵	X	-	X
Enrolment certificate of Bauhaus-Uni	X	X	(X) ⁶	X	
2. Rate ERASMUS (30%)	Confirmation of Arrival	X EMK ⁷	X	-	X
	Confirmation of Departure	X	X	-	X
	Participation in the OLS language test of EU ⁸	X	-	-	-
	If applicable current enrolment certificate of Bauhaus-Uni ⁹	X	X	-	-
	Online Learning Agreement (before mobility)	X EMK ¹⁰	X	-	X
	Online Learning Agreement (changes / during mobility) ¹¹	X	X	-	-
	Transcript of Records ¹² OR Learning Agreement (after mobility)	X	X	X	X
	Participation in the EU Survey ¹³	X	X	-	X
	Personal experience report for the International Office ¹⁴	X	X	X	-
	Proof(s) for Top-Ups ¹⁵	X	X	-	X
Anerkennung der Kurse an der Bauhaus-Fakultät ¹⁶	X	X	-	X	
In case of extension					
Extension application	X EMK ¹⁷	X	X	-	
New ERASMUS Application	X	X	-	-	
Current enrolment certificate of Bauhaus-Uni	X	X	X	-	
New Grant Agreement	X	X	-	-	
New Online Learning Agreement (changes/during mobility)	X	X	-	-	

¹ Note for EMK students: You have already been accepted for the double degree programme and do not need to apply for a stay in Lyon.

² The „Grant Agreement“ is the only document in the ERASMUS programme that must be submitted in the original to the International Office.

³ If you have applied for one of the [>>> Top-Ups](#), your "Grant Agreement" contains a pre-filled "Declaration of Honour", which you must also sign.

⁴ Please submit here e.g. your "Letter of Acceptance" or a screenshot of the confirmation email from the partner university.

⁵ Note for EMK students: You will not receive a „Letter of Acceptance“ from Lyon; instead, submit the confirmation of acceptance / letter of admission for the double degree programme.

⁶ Students on bilateral exchange must ensure that they are enrolled at Bauhaus-Universität during their stay abroad, but it is not compulsory to submit a certificate of enrolment to the International Office.

⁷ Note for EMK students: please use the [>>> EMK from template for „Confirmation of Stay“](#) on our [>>> Website for EMK students](#).

⁸ Proof does not need to be submitted to us. Verification of participation in the OLS test (if participation was technically possible) takes place automatically.

⁹ The certificate of enrolment must cover the date on which the study abroad programme ends if this is not covered by the 1st certificate of enrolment.

¹⁰ Note for EMK students: The "Online Learning Agreement" may only contain the courses that you will take at Lyon 2 during your ERASMUS funding period.

¹¹ It is completely normal for students to submit 2 or more „Learning Agreements (changes/during mobility)“, as there are always changes. Please always submit updated „Learning Agreements“ to us.

¹² Instead of the "Transcript of Records", the " Learning Agreement (after mobility)" can also be submitted.

¹³ This document does not need to be submitted to us. Verification of participation in the EU Survey is automatic.

¹⁴ The "Personal Experience Report" is submitted online via the [>>> "Portal for Your Study Abroad "](#). The submission is checked automatically.

¹⁵ Proof(s) for „Top-Ups“ must only be submitted upon request by the International Office of Bauhaus-Uni.

¹⁶ Students must [>>> apply for recognition at their faculty](#). The faculties are responsible for submitting the recognition to the International Office.

¹⁷ Note for EMK students: There is no possibility for EMK students to extend their ERASMUS funding.