

Concise overview of the compulsory documents to be submitted for your studies abroad

Please pay close attention to which documents are relevant for your [exchange category](#) (KA131/103, KA107/171 or bilateral)!
You must submit the documents listed here to the International Office at Bauhaus-Universität Weimar.
Please also pay attention to documents that you have to submit to the partner university (e.g. for your individual application to the partner university).

For more detailed information on the process of your study abroad, please also refer to the ["4 Checklists for Your Study Abroad"](#) and the [presentation on part 2 of the information event](#) for your study abroad. The document templates for the submission of the mandatory documents can be found in the [download center of the International Office](#).

Do you have more questions?

If you have any questions regarding the organization of your study abroad program or the documents to be submitted, please contact outgoing@uni-weimar.de
If you have any questions concerning the subject or content of your studies abroad (e.g. preparation of the Learning Agreement), please contact the [International Counsellor of your faculty](#).



Exchange category			Compulsory Documents for Bauhaus-Universität Weimar ¹	Deadline	To be submitted via	✓
KA131/103 Europe	KA107/171 worldwide	Bilateral worldwide	BEFORE THE MOBILITY²			
X	X	X	Required application documents for your online application ³ (1 st application round)	in December/January ⁴	Portal for Your Study Abroad	
X	X	X	where necessary, required application documents for your online application (2 nd application round)	in February/March ⁵	Portal for Your Study Abroad	
X	X	-	Application for ERASMUS Scholarship	For stays in the winter: 01 April to 31 May For stays in the summer: 01 Oct to 30 Nov	Portal for Your Study Abroad	
-	-	X	Application für PROMOS Scholarship ⁶	for stays in the winter semester: beginning of May For stays in the summer semester: In December	By e-mail to andrea.weber@uni-weimar.de	
X	X	(-) ⁷	Learning Agreement (section "before mobility") ⁸	To be submitted after the nomination, but before the start of your mobility	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Learning Agreement (before mobility)	
X	X	-	Grant Agreement	to be submitted before the start of mobility	By mail or in person with your original signature (no scan or copy!) to the International Office of the Bauhaus-Universität	
X	-	-	Participation in the OLS Language Test of the EU	to be completed before the mobility; approx. 2 months after the deadline for applying for the ERASMUS scholarship.	proof of participation does not need to be submitted to the International Office; this is done automatically	
X	X	(X) ⁹	Certificate of enrollment from Bauhaus-Universität for the period in which your semester abroad starts ¹⁰	to be submitted before the start of mobility	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Immabescheinigung	
X	X	-	Submission of proof of "Acceptance by the partner university" ¹¹	to be submitted before the start of mobility	by e-mail to outgoing@uni-weimar.de with the subject [DOK] Annahme Partneruniversität	

¹ In addition, please note the compulsory documents that you must submit when applying independently at the partner university.

² for more details, please check [»Checklist 2: before mobility«](#)

³ Please refer to the »Information on the application documents« in the [downloadcenter of the International Office of Bauhaus-Universität](#).

⁴ The online application form for the 1st application round will be activated on the [»Portal for Your Study Abroad«](#) during the application period.

⁵ The online application form for the 2nd application round will be activated on the [»Portal for Your Study Abroad«](#) during the application period.

⁶ Further information about the PROMOS application modalities can be found [on our homepage](#).

⁷ We recommend our students who are doing a bilateral exchange to fill in a »Learning Agreement«. In this way, the content of the study abroad can be better planned and the later recognition of the credits earned abroad is facilitated. For bilateral mobilities the »Learning Agreement« is not a compulsory form.

⁸ The »Learning Agreement« must be signed by the student, the responsible person at the partner university and the International counsellor or subject advisor of your faculty. This can be done either before departure to the partner university or immediately after arrival, e.g. if it is not possible for you to obtain the signatures in time.

⁹ Students on bilateral exchange must ensure that they are enrolled at Bauhaus-Universität, but submission of the enrollment certificate to the International Office is not mandatory.

¹⁰ You can download your enrolment certificate via the [BISON portal](#).

¹¹ e.g. the "Letter of Acceptance" or the screenshot of a mail confirming your acceptance.

Exchange category			Compulsory Documents for Bauhaus-Universität Weimar	Deadline	To be submitted via	✓
KA131/103 Europe	KA107/171 worldwide	Bilateral worldwide	DURING THE MOBILITY¹²			
X	X	-	Confirmation of Stay (Section: Arrival) ¹³ (Form template can be found in the download center)	To be submitted max. 2 weeks after the start of the mobility	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Confirmation of Arrival	
X	X	(-) ⁷	If applicable, subsequent submission of the signed »Learning Agreement« (section "before mobility") ¹⁴	To be submitted max. 2 weeks after the start of the mobility	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Learning Agreement (before mobility)	
X	X	-	If applicable, Learning Agreement (section "during mobility") ¹⁵	To be submitted max. 5 weeks after the start of the semester at the partner <u>and</u> extensions	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Learning Agreement (during mobility)	

Exchange category			Compulsory Documents for Bauhaus-Universität Weimar	Deadline	To be submitted via	✓
KA131/103 Europe	KA107/171 worldwide	Bilateral worldwide	IN CASE OF EXTENSION¹⁶			
X	X	X	Application for an Extension of Stay (Form template can be found in the download center)	To be submitted at least 30 days before the end of the original mobility	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Verlängerungsantrag	
X	X	-	New Grant Agreement in case of extension	To be submitted before the start of the extended period	Postal or in person with your original signature (no scan or copy!) to the International Office of the Bauhaus-Universität	
X	X	-	New Learning Agreement (section "during mobility") ¹⁷ in case of extension	To be submitted max. 4 weeks after the International Office of the Bauhaus-Universität has sent the new "Grant Agreement" by e-mail	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Learning Agreement (during mobility)	
X	X	(x) ⁹	Current certificate of enrollment from Bauhaus-Universität Weimar in case of an extension ¹⁸	To be submitted before the start of the extended period	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Immabescheinigung	

¹² see also [»Checklist 3: during mobility«](#)

¹³ The Confirmation of Arrival is the first part of the Confirmation of Stay.

¹⁴ This obligation applies if you have not managed to obtain all signatures on the »Learning Agreement« (section "before mobility") before your departure.

¹⁵ This document must be submitted if anything has changed in the original »Learning Agreement« (section "before mobility"). This is usually always the case.

¹⁶ see also [»Checklist 4: in case of extension«](#)

¹⁷ This document must be submitted if anything has changed in the original »Learning Agreement« (section "before mobility"). This is usually always the case.

¹⁸ It must be ensured that you are enrolled at Bauhaus-Universität Weimar for the entire period of your study abroad. Should you wish to extend your stay, you must submit the enrollment certificate covering the period of the extension accordingly.

Exchange category			Compulsory Documents for Bauhaus-Universität Weimar	Deadline	To be submitted via
KA131/103 Europe	KA107/171 worldwide	Bilateral worldwide	AFTER THE MOBILITY¹⁹		
X	X	-	Confirmation of Stay (Section: Departure) ²⁰ (Form template can be found in the download center)	2 weeks after the end of mobility	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Confirmation of Departure
X	X	(x) ⁹	If applicable, current certificate of enrollment from Bauhaus-Universität covering the time of the end of your study abroad	2 weeks after the end of mobility	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Immabescheinigung
X	X	X	Transcript of Records	max. 30 days after the end of mobility	by e-mail to outgoing@uni-weimar.de with the e-mail subject [DOK] Transcript of Records
X	X	-	Participation in the EU Survey	within 30 days after receiving the automatic email by the EU	proof of participation does not need to be submitted to the International Office; this is automatically carried out
X	X	X	Personal Experience Report for Bauhaus-Universität ²¹	max. 30 days after the end of mobility	Portal for Your Study Abroad

We hope that we could help you with these overviews in organizing your study abroad and wish you a lot of fun & success with your study abroad!

¹⁹ see also »[Checklist 5: after mobility](#)«

²⁰ The Confirmation of Departure is the second part of the Confirmation of Stay.

²¹ The personal experience report does not replace the participation in the EU Survey. It is an experience report that we would like to make available to future exchange students. Please make sure that the wording is sensitive to data protection (e.g. no names).