

Application for Extension of Your Study Abroad

Information for Students of Bauhaus-Universität Weimar

Persons eligible to apply

Dear student of the Bauhaus Universität Weimar,

we are pleased that you would like to extend your stay abroad!

If you have any questions regarding this document, please contact: outgoing@uni-weimar.de



Please complete this application only if you wish to extend your stay by **at least 30 calendar days**.



If you would like to extend your stay by a full semester, you will need to work out another »Learning Agreement (during mobility)« with the contact person at your Bauhaus-faculty and your hosting university.

Deadlines for Submission

At least 30 days before the originally agreed end date of the stay abroad¹!

Important Information for Your Extension

After submitting the extension, your application will be reviewed both administratively and academically. After the evaluation process is completed, you will receive an email with the (positive or negative) decision to approve the extension of your stay.



An extension can only be approved if in doing so the contractually agreed number of exchange places at the partner university is not exceeded or the place is additionally approved. For reasons of fairness, an extension from the summer semester to the winter semester is only possible if the places at the partner university remain unfilled in the application procedure, as it is a new academic year.



For ERASMUS students: An approval of the extension of your stay is not necessarily accompanied by a continuation of your ERASMUS scholarship. This possibility depends on the available funds and will be automatically checked by us.

¹ For the agreed end date, please refer to your »Grant Agreement« (for ERASMUS stays) or the Letter of Acceptance from your host university (for bilateral stays).

Application for an Extension of Stay for Bauhaus-Students

I. Student's Personal Data

- This section is to be filled out by the student -

Full name:
E-Mail Address:
Name of the hosting university:
Country of the hosting university:

FOR ERASMUS STUDENTS ONLY: ERASMUS study period granted according to »the Grant Agreement«:
from (dd.mm.yyyy) to (dd.mm.yyyy)

Planned extension period:
from (dd.mm.yyyy) to (dd.mm.yyyy)

II. Confirmation of the Hosting Institution

- This section is to be filled out by the student's hosting institution -

Institutional Code (e.g. ERASMUS or OID):

We hereby confirm that Ms./Mr.
may extend her/his stay at our institution for the above mentioned planned extension period.

Full name of signatory:
Position and function of signatory:

Signature:
Place and date of signature:

Stamp of the
hosting institution:

This extension of stay is approved and counted towards the exchange balance
This extension of stay is approved in addition to the contractually agreed exchange places

III. Confirmation of the Sending Institution (Bauhaus-Universität Weimar)

- This section is to be filled in by the student's sending institution -

Faculty coordinator at Bauhaus-Universität Weimar (academic review)

Name:
Date:
Signature:

approved:
not approved:

Coordination of student mobility at the International Office at Bauhaus-Universität Weimar (contractual review)

Name:
Date:
Signature:

approved:
not approved:

FOR ERASMUS STUDENTS ONLY:

Coordination of finances at the International Office at Bauhaus-Universität Weimar (financial review for ERASMUS grant)

Name:
Date:
Signature:

Grant extension approved:
Grant extension not approved: