

Checklist for ERASMUS KA171 exchange students at Bauhaus-Universität Weimar in Wintersemester 2023-24

Dear KA171 scholarship holder,

Being selected by your home university for an ERASMUS KA171 scholarship is a sign of appreciation for your academic achievements and commitment – congratulations!

As your exchange takes place within the framework of the ERASMUS programme of the European Union, there are certain bureaucratic requirements to which we and you must adhere. Essentially, this involves the submission of a set of documents. To make it easier to keep track, we have created this checklist for you.

Together with the contact person(s) at your prospective Bauhaus-faculty (you can find your faculty at Bauhaus on your “Letter of Acceptance”), we (the International Office) will support you in preparing and submitting the documents!

The checklist is divided into 3 sub-sections, which follow the chronology of steps you need to take:

Checklist 1: before your arrival

Checklist 2: after your arrival

Checklist 3: before leaving Weimar

Please feel free to contact us at any time if you have any questions (incoming@uni-weimar.de) or visit our [website for ERASMUS KA171 incoming exchange students](#). We look forward to welcoming you to Weimar soon!

Important note

Please note that this checklist only includes your KA171 Scholarship obligations. Therefore, please also read the general ["Checklist for Exchange Students"](#) carefully.

Each faculty at Bauhaus-Universität Weimar has its own International Counsellor. While we (the International Office) are your main contact point for organizational questions regarding your stay at Bauhaus-Universität Weimar, the International Counsellor can answer your questions concerning your studies (e.g. issuing the Learning Agreement) and faculty-specific questions (e.g. classes or access to workshops).

>>> [Please find the International Counsellor of your Bauhaus faculty here.](#)

CHECKLIST 1: BEFORE YOUR ARRIVAL

Who?	What?	Why?	How?	Where?	When?	✓
KA171 only	Receival of the "Confirmation of Scholarship"	The "Confirmation of Scholarship" is proof that you have been selected for an ERASMUS KA171 scholarship. Together with your "Letter of Acceptance", which has been sent to you in the previous e-mail, the "Confirmation of Scholarship" can facilitate your application for a study visa to Germany.	By e-mail from the International Office at Bauhaus-Universität	By e-mail from us.	Before the e-mail with instructions on how to apply for the ERASMUS grant	
KA171 only	Application for KA171 ERASMUS Scholarship	In order for us to determine the amount of your KA171 scholarship, we need an ERASMUS scholarship application from you, stating your planned date of arrival and departure.	Please fill in the application for an ERASMUS KA171 scholarship until the deadline. Please note In the application, you can also indicate whether you have an increased need for financial and organizational support due to children or a chronic illness or disability.	Online. You will receive an e-mail with a link to the form.	7 days after receiving the respective e-mail from us asking you to fill in the ERASMUS application.	
KA171 only	Receival of your "ERASMUS Grant Agreement"	The »Grant Agreement« is the legally binding document in the ERASMUS programme confirming the amount of your scholarship grant.	Please fill in the blank spaces in the »Grant Agreement«, which you will receive from us by E-Mail after you have submitted your application for KA171 ERASMUS Scholarship (see above).	By e-mail. Please hand in a copy/scan of your fully signed "Grant Agreement" by e-mail to incoming@uni-weimar.de with the subject [DOK171] Grant Agreement	The Grant Agreement must be signed and submitted to us before the start of your mobility.	
KA171 only	Preparation of your "Learning Agreement" (section "before mobility")	In the ERASMUS programme a so-called »Learning Agreement« must be issued. This document states which courses you are planning to attend during your stay at Bauhaus-Universität Weimar. It consists of three sections that need to be handed (1) before your mobility, (2) during your mobility and (3) after mobility OR Transcript of Records.	Please fill in the template for »Learning Agreement« which can be found on our website for KA171 exchange students . Please note The »Learning Agreement« is being negotiated and must be signed by three parties: 1. you 2. the responsible person at your home university 3. the contact person at your prospective Bauhaus-faculty	By e-mail. Please hand in a copy/scan of your fully signed "Learning Agreement" by e-mail to incoming@uni-weimar.de with the subject [DOK171] Learning Agreement (before mobility)	The »Learning Agreement« needs to be issued and handed in at least 4 weeks before the start of your stay at Bauhaus-Universität Weimar Please note Unfortunately, Bauhaus-Universität Weimar's course catalogue is often published / updated right before the start of the semester. In this case, please fill in your Learning Agreement with courses from the previous semester.	

CHECKLIST 2: AFTER YOUR ARRIVAL

Who?	What?	Why?	How?	Where?	When?	✓
KA171 only	Cash Check Pick-Up for the first installment of your ERASMUS Scholarship	<p>We assume that, when you arrive in Weimar, you will not have a German bank account to which we can transfer your scholarship. For this reason, you will receive your first installment in the form of a cash check.</p> <p>Please note The reason why you need to open a German bank account is that high fees apply if we transfer scholarship money to a foreign bank account. This fee would have to be deducted from your scholarship installment.</p>	<p>Please note We can only hand out your cash check if we have received all necessary documents from you:</p> <ol style="list-style-type: none"> 1. ERASMUS KA171 Application 2. »Learning Agreement« (before mobility) 3. signed »Grant Agreement« (in original) 4. certificate of enrollment of Bauhaus-Universität Weimar, which you will be handed out during "Enrolment Days" 5. Confirmation of Stay (Section: Arrival), which may be signed upon pick-up of your Cash Check 	<p>In person at the International Office.</p> <p>You will need to pick up the cash check at the university's Finance Department; you will receive instructions how to get there during the Registration Days.</p>	During Welcome Days / right after your arrival in Weimar	
KA171 only	Cashing the cash check	In order for you to have some money to get started in Weimar, you may cash your cash check for the first installment of your KA171 scholarship at the bank by showing your ID.	Please make sure to bring your check and an ID document (e.g. Passport) to the bank.	<p>At the bank "Sparkasse Mittelthüringen"</p> <p>Address: Graben 4 99423 Weimar</p> <p>Opening Hour Cash Desk Monday to Friday: 9.00am – 12.00 noon</p>	Right after your cash check pick-up (please mind the opening hours of the Cash Desk)	
KA171 only	Open a German bank account	Transferring your scholarship to a foreign bank account may incur high fees, which would have to be deducted from your scholarship amount. To avoid these fees, we kindly ask you to set up a German bank account.	<p>You need to bring the following documents if you want to open a German bank account:</p> <ol style="list-style-type: none"> 1. ID (e.g. Passport) 2. »Meldebescheinigung« (Registration Certificate) – more information on obtaining this certificate can be found in the general "Checklist for exchange students" 	<p>At the bank "Sparkasse Mittelthüringen"</p> <p>Address: Graben 4 99423 Weimar</p>	Right after you have received your »Meldebescheinigung« (Registration Certificate)	

KA171 only	German bank account details	<p>To enable us to transfer the second installment of your scholarship, please send us the details of your German bank account.</p> <p>Please note If you do not provide us with the details of your German bank account, we cannot transfer the monthly installment.</p>	<p>Please send us the following details:</p> <ul style="list-style-type: none"> • Name of account holder • Name of Bank • IBAN • BIC 	<p>By e-mail.</p> <p>Please send us your bank account details by E-Mail to incoming@uni-weimar.de with the e-mail subject</p> <p>[DOK 171] Bank Account Details</p>	<p>After you have opened a German bank account and received the bank account details</p>
KA171 only	Preparation of your "Learning Agreement" (section "during mobility")	<p>As mentioned above, the »Learning Agreement« states which courses you are planning to attend during your stay at Bauhaus-Universität Weimar.</p> <p>The Learning Agreement (during mobility) is the second part of this series of documents. It needs to be handed in whenever there is a change in your list of courses.</p> <p>Please note Due to the fact, that our course catalogue is only being published 2 weeks before the start of the semester (sorry about that), it is most likely that there will be changes to the courses listed in the Learning Agreement (section "before mobility")</p>	<p>Please fill in the template for »Learning Agreement« which can be found on our website for KA171 exchange students.</p> <p>Please note The »Learning Agreement« is being negotiated and must be signed by you, the responsible person at your home university and the contact person at your prospective Bauhaus-faculty.</p>	<p>By e-mail.</p> <p>Please hand in a copy of your <u>fully signed</u> Learning Agreement (during mobility) by e-mail to incoming@uni-weimar.de with the subject</p> <p>[DOK 171] Learning Agreement (during mobility)</p>	<p>Please hand this document in every time there is a change in your choice of courses.</p> <p>Please note A number of 2-3 Learning Agreements (during mobility) is common.</p>

CHECKLIST 3: BEFORE LEAVING WEIMAR

Who?	What?	Why?	How?	Where?	When?	✓
KA171 only	Closing your bank account	Please close your bank account before leaving Weimar. Until the account is officially closed, you will be charged account maintenance fees.	<p>Please go to your German bank and close your bank account before you leave Weimar.</p> <p>Please note Most of the banks want you to be there in person to close your bank account for reasons related to identity verification and data protection.</p>	In person at your German bank.	after you have received and cashed out the last installment of your ERASMUS KA171 scholarship	
KA171 only	Apply for a »Transcript of Records«	<p>The »Transcript of Records« serves as a confirmation of which classes you took at Bauhaus-Universität Weimar including your grades and earned credit points (ECTS).</p> <p>You need your Transcript of Records to have your academic achievements be recognized by your home university.</p>	<p>Please get in touch with the contact person at your Bauhaus-faculty to arrange an appointment for the application.</p> <p>Please note You may download Transcript of Records from the BISON Portal, however it only becomes official when it is signed and stamped by your Bauhaus-faculty.</p>	At your Bauhaus-faculty.	2 weeks before the end of your stay at Bauhaus-Universität Weimar	
KA171 only	Participation in the EU-Survey	Participation in the EU-Survey is mandatory for exchange students in the ERASMUS program. The survey serves the purpose of quality assurance. You are also welcome to give us your feedback in a personal conversation.	Please fill in the EU-Survey after you have received the link by e-mail.	<p>Online.</p> <p>A link to the survey will be sent to you automatically from an EU tool.</p>	Ca. 30 days before the end of your stay at Bauhaus-Universität Weimar.	

We are glad to have had you at Bauhaus-Universität Weimar. We hope that you enjoyed your stay with us!