

CHECKLIST 2024/25

OUTGOING Students (Partner Universities outside Europe)

All forms, deadlines, additional information can be found under
<https://www.leuphana.de/einrichtungen/international-center/wege-in-die-welt/angebote-fuer-studierende/studium-an-partnerhochschulen.html>

Portal for Stays Abroad: <https://leuphana.moveon4.de/locallogin/58aee17c85fb96cc2a7b51ba/deu#>

⇒ Please keep a copy of all documents for your personal records!

Declaration of Acceptance:	Original copy by mail or in person to IC-mailbox in C14, 2nd floor
Learning Agreement / any questions regarding LA:	La.outgoing@leuphana.de / Zoom consultation (see website)
All other documents (pdf only):	Upload in portal
General questions:	outgoing@leuphana.de
Office hours (no appointments requested):	Tuesday and Thursday from 10 to 12.30 in C14.112

Before the Mobility	Deadline	Done
Send Declaration of Acceptance (original copy) to IC	See acceptance email of IC	<input type="checkbox"/>
Submit application to host university	Deadline of host university	<input type="checkbox"/>
Upload application or letter of acceptance	immediately	<input type="checkbox"/>
Read information on academic recognition and grade conversion		<input type="checkbox"/>
Create Learning Agreement as explained and send to IC for review and signature	Up to 5 weeks after start of semester at host university	<input type="checkbox"/>
Upload „Notification of a Study Abroad“	Before re-registration deadline (Rückmeldefrist)	<input type="checkbox"/>
Purchase insurance for study abroad: health insurance (mandatory), travel, accident and liability insurance (recommended)	Before departure/beginning of mobility	<input type="checkbox"/>
Apply for visa and, if necessary, extend passport/ID	At least 4 months prior to mobility	<input type="checkbox"/>
Scholarship application if applicable: Promos for one semester stays Non-EU, SEMP for Switzerland, other scholarships see link above)	See deadline of scholarship programs	<input type="checkbox"/>

During the Mobility	Deadline	Done
Upload Confirmation of Arrival	Immediately after start of mobility	<input type="checkbox"/>
If necessary, create modified Learning Agreement as explained and send to IC for review and signature	Up to 5 weeks after start of semester at host university	<input type="checkbox"/>
If applicable: Upload Request for Extension of Stay	One month prior to end of first semester at the host university	<input type="checkbox"/>
Upload Confirmation of Departure	1-3 days before end of mobility	<input type="checkbox"/>

After the Mobility	Deadline	Done
Upload signed Experience Report	Within 4 weeks after end of mobility	<input type="checkbox"/>
Upload Transcript of Records	Immediately after receipt	<input type="checkbox"/>
Submit Transcript of Records and Learning Agreement to student service in order to transfer grades/credits	After the mobility	<input type="checkbox"/>