

## CHECKLIST 2024/25

## Freemover

All forms, deadlines, additional information can be found under  
<https://www.leuphana.de/en/institutions/international-center/going-abroad/opportunities-for-students/free-mover.html>

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

Learning Agreement / any questions regarding LA: [La.outgoing@leuphana.de](mailto:La.outgoing@leuphana.de) / Zoom consultation (see website)  
 All other documents (pdf only) / general questions: [outgoing@leuphana.de](mailto:outgoing@leuphana.de)  
 Office hours (no appointments necessary): Tuesday and Thursday from 10 to 12.30 in C14.112

Before the Mobility	Deadline	Done
Read information for freemovers on website		<input type="checkbox"/>
Read information on academic recognition and grade conversion		<input type="checkbox"/>
Check if the host university is a state or state-recognized higher education institution. According to RPO §21, only examinations taken at a recognized higher education institution abroad are eligible for recognition; recognized higher education institutions with H+ status are listed in the information portal for the recognition of foreign educational qualifications and examinations: <a href="https://anabin.kmk.org/anabin.html">https://anabin.kmk.org/anabin.html</a>	Before applying to host university	<input type="checkbox"/>
Submit application to host university	Deadline of host university	<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"/>
Send „Notification of a Study Abroad” with H+ confirmation und Letter of Acceptance to IC	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
If necessary, create modified Learning Agreement as explained and send to IC for review and signature	Within 5 weeks after start of semester at host university	<input type="checkbox"/>

After the Mobility	Deadline	Done
Send signed Experience Report to IC	Within 4 weeks after end of mobility	<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"/>