

# Study Abroad for students

## Checklist



**Tip:** Use the interactive table of contents to go to the relevant page.

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## Application

### Application in the International Office at the Mozarteum University Salzburg

Send the following application documents by e-mail to [international@moz.ac.at](mailto:international@moz.ac.at):

- [Application form](#) (in German)
- Prüfungspass* (Application through the Director of Studies / Bologna Process Department)

### EASY online application

Applicants must also create an account in the [EASY](#) application system.

**Tip:** Find more information on the registration process, submission and the Learning Agreement in the [EASY User Manual](#).

The following documents or media must be uploaded in EASY:

- Transcript of Records
- Letter of recommendation from the main subject teacher(s) (in English for non-German-speaking countries)
- CV (in English or in the respective national language)
- Letter of motivation (in English or in the respective national language)
- Video recordings (YouTube etc.) or a portfolio (stage design, fine arts, art and craft education).

**Tip:** Students are advised to upload works from different styles/periods/techniques for the application.

### Application to the desired institutions

Applicants must also apply to a maximum of three institutions of their choice.

- Submit all the above documents in the respective application tool of the desired institutions.

## Before the stay abroad

After an acceptance, there are a few things required to apply for the grant.

Applicants must send the following completed documents to the International Office (Schranngasse 10a, 2nd floor) by hand or post with the original signature:

- Grant Agreement:** the contract, which is sent to students by e-mail must be printed out in duplicate and signed.
- Vorausankennung:** Complete and sign the "Vor Antritt des Aufenthaltes" section with details of the courses, hours and/or ECTS credits.
- Liability Exemption**

### Learning Agreement

- Complete and sign the Learning Agreement in the [OLA-Tool](#)

### Notification at the Mozarteum University Salzburg

Submit the following forms to the **Study and Examination Management Department** at [studieninfo@moz.ac.at](mailto:studieninfo@moz.ac.at):

- Tuition waiver ([Antrag auf Erlass des Studienbeitrags](#))
- University registration form ([Meldungsblatt](#))

Other important tasks:

- Pay the mandatory **Students' Union (ÖH) fee**
- Notify main subject teacher of absence
- Take the OLS language test after e-mail notification
- Insurance: Participants are obliged to have sufficient health, accident and liability insurance coverage for their stay abroad

## During the stay abroad

- Fully enroll at the host institution.  
**Tip:** Instructions on how to enroll can usually be found on the respective International Office's page.

### Learning Agreement:

- Make any necessary changes within one month of the start of the mobility.  
**Important!** Students should not sign until all changes have been entered. The Learning Agreement will then be signed by all other parties (host and home institution).

## Transcript of Records:

- Request Transcript of Records from the host institution **before departure**.  
**Important!** The officially signed document should contain information on semester hours and/or ECTS points and grading.

## After the stay abroad

### Accreditation:

- Complete the accreditation of courses in the Director of Studies' ([Studiendirektor](#)) office **within 2 months after return**.  
**Exemption:** Students who finish their stay at the end of June or later must complete the accreditation by the end of November.

### Other documents

The following documents must be handed in to the **International Office of the Mozarteum University** after your return:

- Transcript of Records of the host institution
- Curriculum of the study programme at the host university
- Vorauserkennung* (see above): Fill in the part "*Nach Beendigung des Auslandsaufenthalts*" with details of the completed courses.

At the earliest **1 week before** and at the latest **within 30 days** after the end of the stay, the following documents must also be submitted to the International Office:

- [Confirmation of Stay](#)
- Invoices or receipts

## Contact

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