

Study stay with Erasmus+

Checklist



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

Contents

<u>Application</u>	1
<u>Before the stay abroad</u>	2
<u>During the stay abroad</u>	2
<u>After the stay abroad</u>	3
<u>Contact</u>	3

Application

Application in the International Relations Office at the Mozarteum University Salzburg

Send the following application documents by e-mail to international@moz.ac.at:

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

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 Relations Office (Schrannengasse 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](#)

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: ERASMUS+ 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 Relations 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/Bolognaprozess](#)) office **within 2 months after return.**

Other tasks

- Fill in report (EU survey) on e-mail request

Other documents

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

- Transcript of Records of the host institution
- Curriculum of the study programme at the host university
- Vorausankennung* (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 Relations Office:

- [Confirmation of Stay](#)
- [Declaration of Honour](#)
- Invoices or receipts (e.g. for "green travel" or inclusion grants, if relevant).

Contact

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