

Check List & timeline Erasmus Outgoing students

What	When	Submission	Note	Format	Instalments
You are taking up on the offer (either your 1/2/3 choice)	February	You will receive an email notification, click on the link within 7 days and accept the offer	If you haven't been notified by the beginning of March, contact the outgoing team at WiWi	Moveon form	No yet
Nomination period	March/April	We will formally submit your nomination to your host university. Once your host university has accepted your nomination, the incoming team will set in contact with you and send further instructions.			
Registration period at host institution	April/June	Follow the instructions sent by your host university.			
Grant Agreement	May/June	Letter post	Handwritten signature	International Office School of Business and Economics Spandauer Str. 1 Room 2/3 D-10178 Berlin	<i>First instalment of your scholarship</i>
Online Linguistic Support (OLS) Language Test 1	No later than 4 weeks after you have received the link	Complete the test within the OLS platform	The test is conducted in your main language of instruction	You will receive an email notification after your email account has been activated	<i>First instalment of your scholarship</i>
Online Learning Agreement (OLA) 1 Before the mobility	Before the start of the lecture period in your host institution, no later	Submit your preliminary selection of courses within your OLA account	Both your host and home institutions need to accept your choice of courses	The outgoing team at WiWi will activate your account in May/June.	<i>First instalment of your scholarship</i>
Confirmation of registration	No later than 3 weeks after the start of the lecture period	Upload your document into Moveon via the link hereto	Download the document from our Moodle group, fill it out, sign it and submit it for approval/signature at your host institution	https://huberlin.moveon4.de/form/5f6dc79f39c2f4603f07d38c/eng	<i>First instalment of your scholarship</i>
Online Learning Agreement (OLA) 2 During the mobility	No later than 3 weeks after the start of the lecture period	Submit your final selection of courses within your OLA account	Both your host and home institutions need to accept your choice of courses	You can only submit your final selection of courses if your preliminary selection of courses was accepted on the first place	<i>First instalment of your scholarship</i>

Confirmation of stay	No later than 3 weeks after your last exam at your host institution	Upload your document into Moveon via the link hereto	Download the document from our Moodle group, fill it out, sign it and submit it	https://huberlin.moveon4.de/form/5f6dc9ed17084a4783365a68/eng	<i>Second instalment of your scholarship</i>
Alumni report	No later than 3 weeks after your last exam at your host institution	Upload your document into Moveon via the link hereto	Download the document from our Moodle group ("Erfahrungsbericht"), fill it out and submit it	<i>(please upload those 2 documents together)</i>	<i>Second instalment of your scholarship</i>
Online Linguistic Support (OLS) Language Test 2	No later than 4 weeks after you have received	Complete the test within the OLS platform	The test is conducted in your main language of instruction	You will receive an email notification when the test is available	<i>Second instalment of your scholarship</i>
EU Online Survey	No later than 4 weeks after you have received	Click on the link you have received and complete the online survey	The data is collected by the erasmus division at the EU Commission	Online form	<i>Second instalment of your scholarship</i>
Confirmation of credit transfer (Anerkennungsnachweis)	As soon as you can and no later than November 30 th	Request transfer of your credits to the examination office. Download the "Anerkennungsnachweis" from our Moodle group	The examination office will forward your document to the erasmus team at wiwi, you don't need to do it yourself.	PDF form	<i>Second instalment of your scholarship</i>
Transcript of records	As soon as you can and no later than November 30 th	Upload your document into Moveon via the link hereto	If the International Office receives your transcript we will forward it to you and upload it in your stead.	https://huberlin.moveon4.de/form/5f6dcbad820ac2094247b5c6/eng	<i>Second instalment of your scholarship</i>