

Study stay with Erasmus+

Checklist

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• Application

Mobility Online application

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

The following documents or media must be uploaded:

- ☐ Application form (Please note this document must be signed by the head of the department and your main teacher)
- ☐ *Prüfungspass* (Application through the Director of Studies / Bologna Process Department)
- ☐ Confirmation of registration (Meldebestätigung)
- ☐ 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 (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.

Digital Learning Agreement

- ☐ Complete the Learning Agreement in the [Mobility Online \(MO\)](#) and send for approval to international@moz.ac.at

Other important tasks:

- ☐ Pay the mandatory **Students' Union (ÖH) fee**
- ☐ Notify main subject teacher of absence
- ☐ 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 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' 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.

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 and confirmed in Mobility Online:

- Fill in report (EU survey) on e-mail request
- Transcript of Records of the host institution
- Confirmation of Stay
- Declaration of Honour
- Invoices or receipts (e.g. for „green travel“ or inclusion grants, if relevant).
- Testimonials for Mozarteum University Salzburg

• Contact

Mozarteum University Salzburg

International Relations

Mirabellplatz 1

5020 Salzburg / Austria

Office: Schranngasse 10a, 2. Stock

Tel.: +43 676 88122 418 / +43 676 88122 336

E-Mail: international@moz.ac.at

www.moz.ac.at