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| **Hand in the following documents for your application** |
| **Current Curriculum Vitae** | The International Office will inform you about the deadlines |  |
| **Letter of Motivation** (Please explain your planned study project at the partner university, max. 500 words) |  |
| **„Learning Agreement before the Mobility“** (respect the requirements of ECTS, signed by the director of studies) |  |
| **Transcript of records** |  |
| **Language certificate** |  |

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| **BEFORE THE ERASMUS+ STAY** |
| **Apply at host university** (see the university’s website for information) | **in due time** |  |
| **Learning Agreement before the Mobility** must be signed by host university as well, hand in a copy in the International Office | during or after application at host university, before the beginning of stay |  |
| **Fill out grant agreement** (you will receive it once you have been nominated for the mobility by the LBS International Office)  |  |  |
| **Receive 80% of your ERASMUS+ grant or Top-Up**  | at the beginning of your stay |  |
|  | Pay the fee for the Austrian Students‘ Union („ÖH Beitrag“) | **in due time** |  |

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| **DURING YOUR STAY** |
| if applicable: adjust your study plan in the **Learning Agreement during the Mobility** (all changes to the Learning Agreement must be approved by your director of studies! | **at the beginning of your stay** |  |
| Check with your host university when and to whom they will send your **transcript** | on departure |  |
| Get your **confirmation of attendance** signed and stamped by the host university | at the earliest 1 week before departure |  |

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| **AFTER YOUR STAY** |
|  | **Hand in the confirmation of attendance (original)** | To the LBS International Office | **at the latest 4 weeks after the end of stay** |  |
| Fill in the **online report (EU-survey)** (you will receive an invitation mail) | after your stay |  |
| Receive the **second part of your ERASMUS+ grant or Top-Up** (paid by the LBS) | after handing in confirmation of stay |  |
| Write a report about your stay (min. 500 words + 5 photos) and submit it (if u do not submit – your ECTS will not be credited) | At the latest 2 months after your stay |  |
| Have your **ECTS credits recognized** by your director of studies | within 2 months or (if your stay was until July or longer) until November 15th |  |
| Hand in a copy of the **Learning agreement after the mobility** or academic recognition form, as well as your transcript of records to the International Office | winter term: end of June at the latest  |  |
| **ONLY if you are EXPRESSLY instructed to do so:** hand in the notification of academic recognition to the OeAD | 2020 or later |  |

# A SIGNED GRANT AGREEMENT WITH THE LBS IS ABSOLUTELY MANDATORY FOR YOUR ERASMUS STAY!

Every outgoing ERASMUS+ student is **obliged** to sign the grant agreement with the Lauder Business School prior to their stay abroad.

# RECIPIENTS OF FEDERAL AID FOR STUDENTS IN AUSTRIA

Please note: If you receive federal aid for students in Austria (Studienbeihilfe) and are planning to go on ERASMUS+, you  **must** apply for additional financial aid for your stay abroad (Auslandsbeihilfe) at the Austrian Study Grant Authority (Stipendienstelle). **You will ONLY be entitled to receive the Top-Up payment after handing in the confirmation of financial aid for your stay abroad at the LBS International Office.** The amount of the Top-Up will be based on the regular ERASMUS+ grant (depending on host country) minus the financial aid for your stay abroad payed out by the Austrian Study Grant Authority.

# STUDENTS WITH CHILDREN and STUDENTS WITH SPECIAL NEEDS

Students with children and students with special needs can **apply for special financial aid** (“Sonderzuschuss”) in addition to the ERASMUS+ grant to cover additional costs that might occur due to their stay abroad. Please contact the International Office for further information.

# HOUSING ANYWHERE: A PLATFORM FOR TEMPORARY ACCOMODATION

In case you would like to let your room/apartment while you are abroad, we recommend [http://www.housinganywhere.com](http://www.housinganywhere.com/) However, neither do we mediate between landlords and tenants, nor do we accept any liability.