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| **Application Documents to prepare:** | **Check** |
| **Current Curriculum Vitae** |  |
| **Letter of Motivation** (explain your motivation for your stay at the partner university, max. 500 words) |  |
| **Learning Agreement before the Mobility** (respect the requirements of 30 ECTS, discuss it with the director of studies) – See template on the [website](https://www.lbs.ac.at/international/erasmus-outgoing/erasmus-studies/) section “Necessary Documents and Downloads” |  |
| **Transcript of records at LBS** |  |

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| **Once you are accepted by the host university:** | **Check** |
| **Complete and sign the grant agreement documents** (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** |  |
| **Pay the fee for the Austrian Students‘ Union („ÖH Beitrag“)** |  |
| **Pay the Tuition Fee at LBS** (you’re exempted for any tuition fees from the host university) |  |

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| **During your stay at the host university:** | **When?** | **Check** | |
| **Learning Agreement during the Mobility** (if there are any changes in the course list or numbers of ECTS compared to the formerly signed Learning Agreement BEFORE Mobility: fill in a Learning Agreement DURING Mobility, sign it and get the signature of the responsible person in the host university and send it to the [LBS International Office](mailto:international@lbs.ac.at). This document must get signed by both universities: LBS director of studies and the host university responsible | **December** |  |
| Check with your host university when and to whom they will send your **transcript of records** | **February** |  |
| Get your **confirmation of attendance** signed and stamped by the host university | **February** |  |

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| **AFTER YOUR STAY** | | **When?** | **Check** |
|  | **Send the confirmation of attendance (original)** to the [LBS International Office](mailto:international@lbs.ac.at) | **Not later than 4 weeks after your return** |  |
| Fill **in the online report (EU-survey)** (you will receive an invitation mail from OeAD) | | **As soon as you receive the invitation to fill it in** |  |
| Write a report about your stay (min. 500 words + 5 photos) and submit it (if you do not submit the rest of the money will not be transferred to your bank account) | | **Not later than 5 weeks after your return** |  |
| Have your **ECTS credits recognized** by your director of studies | | **within 2 months after your handing in the transcript** |  |
| **ONLY if you are EXPRESSLY instructed to do so:** hand in the notification of academic recognition to the OeAD | | **As soon as you receive the invitation to do so** |  |

# A SIGNED GRANT AGREEMENT WITH 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. This document will be issued by the LBS International Office and must be signed in their office.

# 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](mailto:international@lbs.ac.at) 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.