

When?	What?	At:	Office hours/website/contact
Before the stay	<input type="checkbox"/> <u>Get info</u> <ul style="list-style-type: none"> <li>- Info event</li> <li>- Testimonials (website)</li> <li>- Special information on the website of the respective partner university</li> </ul> Inform yourself about possibilities to get in contact with foreign (exchange) students (request at the International Office: <a href="mailto:international-office@uni.li">international-office@uni.li</a> )	International Office	Tuesday: 13:00 – 16:00 Wednesday: 09:30 - 12:00 Thursday: 09:30 - 12:00 13:00 – 16:00 Friday: 10:00 - 12:00  <b>Website</b> <a href="https://www.uni.li/de/universitaet/services/internationales">https://www.uni.li/de/universitaet/services/internationales</a>
	<input type="checkbox"/> <u>Application</u> <ul style="list-style-type: none"> <li>- by March 1 or September 14 for the next academic year (WiSe &amp; SoSe)</li> <li>- Acceptance/Rejection: mid-March/end of September</li> </ul>	Mobility Online	<b>Weblink Mobility Online Application</b> Please register as a student first: <a href="#">Login</a>  Log-in for students already registered in Mobility Online students: <a href="#">Login application process</a>
	<input type="checkbox"/> <u>Nomination</u> <ul style="list-style-type: none"> <li>- after nomination by International Office independent application to the partner university</li> </ul>	International Office	<b>Weblink partner university</b> <a href="https://www.uni.li/de/universitaet/services/internationales/partneruniversitaeten-netzwerke">https://www.uni.li/de/universitaet/services/internationales/partneruniversitaeten-netzwerke</a>
	<input type="checkbox"/> <u>Letter of Acceptance</u> <ul style="list-style-type: none"> <li>- Forward Letter of Acceptance from host university to International Office</li> </ul>		
	<input type="checkbox"/> <u>Scholarship Application -Financial Agreement (Erasmus Scholarships)</u> <ul style="list-style-type: none"> <li>- Scholarship application must be received by the International Office by June 15 / November 15</li> <li>- Financial Agreement will be prepared by the office</li> </ul>	Upload on Mobility Online  International Office	
	<input type="checkbox"/> <u>(Digital) Learning Agreement</u> <ul style="list-style-type: none"> <li>- Coordinate and close with study program manager</li> <li>- Deadline: May 15(WS); October 15(SS)</li> </ul>	Mobility Online	BSc Business administration: <a href="mailto:Bianca.Aust@uni.li">Bianca.Aust@uni.li</a> MSc Entrepreneurship: <a href="mailto:Tobias.Fitz@uni.li">Tobias.Fitz@uni.li</a> MSc Information Systems: <a href="mailto:Daniel.Knapp@uni.li">Daniel.Knapp@uni.li</a> MSc Finance: <a href="mailto:Patrick.Krause@uni.li">Patrick.Krause@uni.li</a>  MSc Architecture: <a href="mailto:Alina.Sonea@uni.li">Alina.Sonea@uni.li</a> BSc Architecture: <a href="mailto:Jasmin.Kozlica@uni.li">Jasmin.Kozlica@uni.li</a>
	<input type="checkbox"/> <u>First participation in the OLS language test</u> <ul style="list-style-type: none"> <li>- Notification by mail</li> </ul>		
<input type="checkbox"/> <u>Changes Learning Agreement</u> <ul style="list-style-type: none"> <li>- Reconcile within the first 5 weeks with study program manager</li> <li>- <b>Note:</b> the changed LA must be re-signed by all three parties</li> </ul>	Study program manager  Upload on Mobility Online		
During the stay	<input type="checkbox"/> <u>Certificate of Stay</u> <ul style="list-style-type: none"> <li>- Have residence certificate signed</li> </ul>	Host university, Upload on Mobility Online	
	<input type="checkbox"/> <u>Transcript of Records</u> <ul style="list-style-type: none"> <li>- Preparation and transmission by host university</li> </ul>	Host university / International Office Upload on Mobility Online	
	<input type="checkbox"/> <u>Write final report</u>	Upload on Mobility Online	
After the stay	<input type="checkbox"/> <u>Second participation in the OLS language test</u> <ul style="list-style-type: none"> <li>- Notification by mail</li> </ul>		
	<input type="checkbox"/> <u>Course credit</u> <ul style="list-style-type: none"> <li>- After receipt of the ToR Recognition notice issued</li> </ul>	International Office Study service	<a href="mailto:international-office@uni.li">international-office@uni.li</a>