

Checklist Exchange Semester Bachelor

International Office

Study Regulations & Credit Transfer Office

Before your semester abroad

After your nomination:

Preparation:

- Carefully read the [fact and info sheets](#) and get to know your partner university.
- Connect with fellow students who will study at the same partner university. Contact information can be picked up in person at the IO Front Office.
- Come to our [small group advisory meetings](#) after your nomination.
- Prepare your documents for the partner university (e.g. language certificate, financial statement, medical report).

To dos at WU:

One semester before your stay abroad:

- For BESC (BSc WISO) students: registration and attendance of the **mandatory intercultural skills training seminar**.
- Attendance of the **mandatory Grants and Credit Transfer Session** (invitation will be sent to you via [email](#)).

Communication with and registration at the partner university

- You will be contacted either directly by your partner university or the IO. Dates may vary.
- Registration at partner university (submit required documents in time e.g. language certificates, financial statement, etc.)
- Handle visa formalities.
- Organize insurance.
- Organize arrival and housing.

After the Grants and Credit Transfer Session:

[Erasmus+ Grant](#) (28 EU-member states, Norway, Turkey):

- Apply for the grant in time via [Online services for students](#).
- You will be informed about the receipt of the grant via e-mail and asked to fill in your personal data in the Erasmus database.
- Online-application: Pre-recognition notice (Feststellungsbescheid) + (if applicable) check your IBW international experience via [Online services for students](#).
- By submitting the pre-recognition notice you will receive the **Learning Agreement** (all the documents are provided online).
- Do not forget to send your signed grant agreement to the OeAD Erasmus office (agreement can be downloaded 20 days before starting your semester abroad at the earliest).

[Joint Study Grant](#) (all countries which are not part of the Erasmus+ program)

- Apply for the grant in time via [Online services for students](#).
- Information on the receipt of the grant will be sent out via mail.
- Return notice of acceptance to the IO in time.
- Online-application: Pre-recognition notice (Feststellungsbescheid) + (if applicable) check your IBW international experience via [Online services for students](#).

Students who receive a federal grant (if applicable) have to submit two parallel applications: one for an/a Erasmus+/Joint Study grant and one for federal financial aid for a stay abroad (Beihilfe für ein Auslandsstudium, BAS), to the Austrian Study Grant Authority. Form no. SB-AS1 is available at the SSC — counters 1-3 at WU.

Checklist Exchange Semester Bachelor

International Office

Study Regulations & Credit Transfer Office

During your semester abroad:

- Complete courses worth 30 ECTS credits or the full workload required by the respective partner university.
- IBW international experience (if applicable): Complete business or economics related courses worth 24 ECTS credits.

Erasmus+ Grant:

- Minimum requirement for the grant:
⇒ 3 ECTS credits per month that you will have to transfer to your WU program after returning (free electives can be transferred as well).
- The **Learning Agreement and the Confirmation of Stay** must be signed by the partner university.

Joint Study Grant:

- Minimum requirement for the grant:
⇒ For a stay of up to 5 months: 15 ECTS credits
⇒ For a stay of over 5 months (Double Degree): 30 ECTS credits
⇒ You will have to transfer your credits to your WU program after returning (free electives can be transferred as well).

After your semester abroad:

International Office

- Complete the outgoing survey (online survey which will be sent to your WU email account).
- Upload the exchange report within 3 months after the end of the semester in the [Online services for Students](#) platform.
- Pick up your verified transcript of records at the IO (your coordinator will contact you as soon as the transcript is ready to be picked up).

Study Service Center — Study Regulations & Credit Transfer Office:

- Submit application for credit transfer within 3 months after your exchange semester. Verified transcript is required.
- Erasmus+ students (if applicable): submit a copy of your Learning Agreement to the SSC, original stays with the student.
- IBW international experience (if applicable): submit application for the confirmation of your IBW international experience.
- If you receive a federal grant: the SB-AS2 form has to be signed by the Regulations & Credit Transfer office.

Erasmus+ Grant:

- **Confirmation of Stay** must arrive at OeAD Erasmus+ office within 4 weeks (incl. signature & stamp).
- Erasmus exchange report must be finalized in the Mobility Tool (link will be sent via email by the Erasmus+ office).
= **Requirement for payment of the last installment of your grant**
- OLS Language Assessment after your stay abroad (link will be provided via email).
- Submit your notification of credit transfer to the IO.

Joint Study Grant:

- Submit your notification of credit transfer to the IO.
= **Requirement for payment of the last installment, together with exchange report.**
- Upload the exchange report within 3 months after the end of the semester in the [Online services for Students](#) platform.

Optional:

- Participate in our IO consultation offer „[Welcome Back](#)“.
- Send us the best picture from your stay to zas@wu.ac.at and we will share it on our [Instagram](#)!
- Promote your partner university at the [Go Global exchange fair](#) in October.