



OTTO VON GUERICKE
UNIVERSITÄT
MAGDEBURG

WW

FACULTY OF ECONOMICS
AND MANAGEMENT

STEP by STEP: FEM's Student Study Abroad Checklist

18 - 15 months before you go ...

Search for information ...

- OVGU homepage: "International - Outgoings" + info sessions
- FEM's homepage: "Study, Internship Abroad"
- Check partners: international database of OVGU's exchange options

Decide on ...

- Internship, semester abroad, summer school, etc.
- Kind of program (OVGU-FEM cooperation, worldwide, ERASMUS, Free Mover, etc.)
- Duration (how long, semester, ...)
- Required language skills, register for language course(s).

Note: Consider 2-3 semesters for one language level.

Create a "To Do List" and hold onto to it!

15 - 12 months before ...

Get personal consultations, if necessary:

- OVGU International Office (detailed)
- FEM's Office of International Affairs (faculty related)

Be certain on ...

- Your exchange university (study, apartment, lifestyle habits, differences)
- Create a "STUDY PLAN" for the study abroad stay, draft your motivation

Note: Study abroad stays should have academic reasoning or boost your future career!

- Be sure about required documents (application, visa, etc.)
- Keep deadlines (semester start, application period, etc.)
- Be sure about finance matter (tuition fees, scholarship applications, etc.)

12 - 6 months before ...

Apply for the stay abroad and financing ...

OVGU worldwide: 01/12 and/or OVGU Erasmus (EU): 01/02

Note: Check deadlines online as they may be subject to change!

- Application selection made by FEM +IO (ca. 31/12 + 28/02)
- International Office (IO) notifies the partner school about candidates
- Contact: partner school with candidates
- Send requested application documents to the partner university

Note: *The Learning Agreement "Before Arrival" may already be applicable.*

6 - 3 months before ...

Arrange:

- Insurance coverage (e.g. health and travel insurance, etc.)
- Necessary documents: signed, ready
- Participate in preparation seminars "Study Abroad", if offered
- Verify the recognition of modules from the partner university
- Get finally done your learning agreement
- Arrange the accommodations, etc. (home + abroad)

3 - 0 months before ...

Book flight/train tickets, be sure about entry + residence regulations, receive your visa, get the necessary vaccinations, consider an international driver's license, take care of your banking, create a travel essentials checklist, draft a list of important contacts, get an international student ID card, pack your bags, arrange a farewell party, etc.

Become an ambassador of our school FEM and your exchange partner university!

Email: isp@ovgu.de

6. FINALLY! Have a great stay abroad!

7. Afterward: We are looking forward to your stories and pictures!

- Fill in requested documents
- Take part in offered info session for prospective study abroad students

Links:

OVGU's International Office:

https://www.ovgu.de/unimagdeburg/en/International/Outgoing+_Ways+Abroad-p-75998.html

FEM's Office of International Affairs:

<https://www.fww.ovgu.de/fww/en/Teaching/DURING+YOUR+STUDIES/Stay+Abroad-p-1120.html>

DAAD:

www.studieren-weltweit.de