

## Checklist Erasmus+ 2025/26

### Mainz University (D MAINZ01)

What?	When?	Where?
<input type="radio"/> <b>Registration at the partner university</b>	After you have been nominated by your Erasmus+ coordinator in Mainz	Information on the partner university's website
<input type="radio"/> <b>Accommodation</b>	After you have been nominated by your Erasmus+ coordinator in Mainz	Information on the partner university's website
<input type="radio"/> <b>Certificate confirming international health insurance</b>	After you have been nominated by your Erasmus+ coordinator in Mainz	Contact your health insurance provider
<input type="radio"/> <b>Academic leave of absence from JGU</b>	Before you re-register for each semester for the entire study abroad period	Information and application: <a href="http://www.studium.uni-mainz.de/en/during-your-studies/organizing-your-studies/leave-of-absence/">www.studium.uni-mainz.de/en/during-your-studies/organizing-your-studies/leave-of-absence/</a>
<input type="radio"/> <b>Enrollment at the partner university on site</b>	After you arrive at the partner university	Information on the partner university's website
<input type="radio"/> <b>Reimbursement of the semester ticket fee</b>	28.10.2025 for WiSe 2025/26 28.04.2026 for SoSe 2026	Application and information: AStA Department of Transport, <a href="http://en.asta.uni-mainz.de/sb/asta/transport/semester-ticket-refund/">en.asta.uni-mainz.de/sb/asta/transport/semester-ticket-refund/</a>
<input type="radio"/> <b>Confirmation of arrival</b>	1 month after the official start of your studies abroad	To be emailed to the International Office (with signature/stamp)
<input type="radio"/> <b>Online Learning Agreement (OLA)</b>	1 month after the official start of your studies abroad	Online
<input type="radio"/> <b>Online Learning Agreement (OLA) Changes to the original OLA</b>	ONLY necessary if changes are made	Online
<input type="radio"/> <b>Confirmation of departure</b>	1 month after the official end of your studies abroad	To be emailed to the International Office (with signature/stamp)
<input type="radio"/> <b>EU online survey</b>	Once you receive the link to the corresponding portal from the EU	To be filled out online (Within 30 days)
<input type="radio"/> <b>Transcript/Relevé de Notes (= certificate issued by the host institution)</b>	Within 2 months after the official end of your studies abroad <b>(by August 31, 2026, at the latest!)</b>	To be emailed to the International Office (with signature/stamp)
<input type="radio"/> <b>Transcript of records Sending institution (= Credit transfer recognition from JGU)</b>	About 2 months after the official end of your studies abroad <b>(by August 31, 2026, at the latest!)</b>	To be emailed to the International Office (with signature/stamp)

**Postal address:**  
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**Email:**  
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**Phone:** +49 6131 3926783

**If you lose Erasmus+ forms (e.g., Confirmation of arrival) you can download them at any time from the following link:**

[jgu.to/studium/erasmus-dokumente](http://jgu.to/studium/erasmus-dokumente)