









Semester Abroad Timeline – Business Academy Aarhus





Step 1: Apply Online

-  Choose up to 4 different universities for your application.
 -  Submit your application through the **online form**.
 -  **Deadlines:** 1 March (autumn semester) / 15 September (spring semester).
 -  Write a **motivational letter** in English.
-



Step 2: Nomination

-  You'll be nominated for one of your chosen universities (**not necessarily your first choice**).
 -  Accept your nomination via **MoveON** (link in email).
 -  The host university will contact you with their application details (**check spam folder**).
 -  This process can take **1-3 months**, depending on the university.
-



Step 3: Application at Host University

-  Apply through the host university's application system.
 -  Choose your subjects and get them approved by your **International Coordinator**.
 -  Some universities may require a **language test**.
 -  Prepare your **Learning Agreement** via MoveON portal.
-




Step 4: Documentation

-  Send your **final letter of acceptance** and **signed Learning Agreement** to the International Office.
 -  If you're going to an **EU country (Erasmus+ Program)**, your **Erasmus grant** will be prepared at least **one month before departure**.
-

Step 5: During Your Stay

-  Always inform the International Office if there are **any changes** to your subjects.
 -  Update your **Learning Agreement** accordingly.
-

Step 6: After Your Stay

-  Send the following documents to the International Office:
 -  **Signed Certificate of Attendance**
 -  **Transcript of Records** (*Make sure it matches your Learning Agreement!*)
-

 Safe travels &  Enjoy your experience abroad!