

Steps you need to take after your mobility

1. Send your "Confirmation of Study Period" to the International office right after returning from your mobility. Only after the International Office has checked and confirmed your confirmation, the checkbox "Confirmation of study period submitted" will be ticked in Mobility and you are able to continue with the following steps.
2. Complete the Mobility Online experience report and publish it on Mobility.
3. Upload the Transcript of Records of your Guest University.
4. **Send an email to ausland@wiwi.uni-marburg.de with the following content: "I have now uploaded all the necessary documents to Mobility and kindly request the initiation of my recognition."**
5. Wait for an answer or follow-up questions from the Study Abroad Counselling Service. You will then receive your "Äquivalenzbescheinigung" from Mrs Reck within 2 weeks at the latest. Your recognition is then finalised and your credits will be registered in the Marvin system.
6. To complete your mobility and receive your **second rate**, you must now upload your "Äquivalenzbescheinigung" in Mobility under "Übersicht der anerkannten Studienleistungen (Learning Agreement After Mobility bzw. Äquivalenzbescheinigung / Anerkennungsbogen Ihres Fachbereichs) hochgeladen".
7. Enter your ECTS credits and wait for the International Office to accept your TOR and the Äquivalenzbescheinigung.
8. You have now reached the end of your mobility and receive your second rate payment.

If you have any questions, please contact ausland@wiwi.uni-marburg.de