

Instructions for filling out the Application Documents

ERASMUS+ Partner Universities

Application documents

(to be upload in the online application and submitted by email)

- Online application** (complete and submit once for all 3 preferences, upload accompanying documents, sign the generated PDF document and submit by email together with all supporting documents and evidence)
- Curriculum Vitae** (1x, in English or German, required information: Date/place of birth, current address, home address if applicable, phone number, email address, nationality).
- Letter of Motivation** (max. 1 page in German or English, for each university separately, reference to specific study intentions at the host university)
- Transcript of Records** (signed by the examination office)
- Bachelor Certificate** (only required Master students in the first semester)
- Preliminary course list** (for each university separately, 30 ECTS/semester)
- Language Certificates** (pay attention to the level and type of certificate required and accepted by the partner universities)
- If applicable, other supporting documents** (e.g. about previous stays abroad)

General Information:

- **The application deadline for the entire academic year 2024/25 (WS 2024/25 and/or SoSe 2025) is February 1, 2024!**
- Link to the [online application](#); you first need to create an account.
- The Erasmus+ grant can also be applied for in the online application.
- Up to 3 exchange preferences can be indicated in the online application in order of priority. It is also possible to combine departmental, Erasmus+ and university partnerships. In this case, please ensure that the other application documents are submitted in the correct positions (applications for university partnerships are submitted to the International Office, Erasmus+ applications to the respective department).
- Please use the comment field in the online application to indicate any language courses that are currently running or planned.
- **Submit the Erasmus+ application documents (signed online application + accompanying documents and certificates in PDF format) to Mareike Tudor at the Office for Study Abroad & International Cooperation of FB01 (by email to mareike.tudor@uos.de).**

Preliminary Course List:

- According to the Erasmus+ guidelines, 30 ECTS per semester or 60 ECTS per year must be studied abroad in order to receive funding.
- If the courses offered for the academic year 2024/25 are not yet available, please use this year's offer as a guide (it will still be possible to adjust your course selection at a later date).
- Please make sure when selecting courses that they will be offered at your study level (BA/MA) and in the specific partner department of the host university (courses from other departments are sometimes possible, but require individual agreement).
- The recognition of courses from the study abroad program will be agreed in a Learning Agreement after you have been accepted for a study place and before the start of your stay abroad. Contact persons for this are the respective international coordinators of the institutes at FB01.