

*This document only complements the information material provided by the International Office and does not serve as a substitute.*



## **Are you interested in studying abroad?**

All students have the option to integrate a stay abroad into their program of study. Applying for an exchange program with one of the partner universities is the easiest way to go abroad. The important thing is that you have the necessary language skills and start planning early on. The International Office and the departmental exchange coordinators are happy to support you. Students wanting to go abroad via an exchange program of the University of Mannheim first have to undergo an internal application and selection process. First, please attend one of the [mandatory basic information events](#), which give you an overview of programs, procedures and funding opportunities.

## **Choice of potential partner institutions**

The University of Mannheim has entered into exchange agreements with many universities worldwide. Oftentimes, these exchanges are limited to certain programs of study, since not all international universities offer courses in subject areas that match the departments of the University of Mannheim exactly.

In the [database of partner universities](#) you can search for suitable institutions. Depending on the region you want to apply for, the following search settings are recommended:

	<b>Bewerberkreis (Abschluss)</b>	<b>Bewerbungsschluss</b>	<b>Bewerberkreis (Fächer)</b>
<b>Overseas</b>	Master	15.10. (Master)	Volkswirtschaftslehre
<b>Europe</b>	Master	31.01. (Bachelor, Master, Staatsexamen)	Volkswirtschaftslehre

In the right column of the search results the language of instruction (Unterrichtssprache) and the required proof of language proficiency are listed. If you click on “weitere Infos” or the university’s name a new window with further information appears. Here you can get some general information and access the experience reports. Many universities have brochures for exchange students on their websites that may contain a lot of useful information on campus, course system, housing, recreational activities, etc. (search engines may help you find these documents).

When applying for an exchange semester you should be sure that you are willing to go abroad in case you get selected. This means that you should not only make sure that interesting courses are offered, but also that you are willing to invest time and money into a stay abroad. The moment you receive the offer should not be the first time that you think about how to fund your exchange semester.

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## **Application procedure**

Read the [application instructions](#)! Follow the application instructions!

After you narrowed down your choice of suitable partner universities you can start with the [online application](#). The application portal will open one month before the deadline. Please prepare the necessary digital copies/scans in advance, so you can upload them when the portal opens. Please print out the automatically generated form, sign it, scan it, upload it, and submit the original application form together with the rest of your hardcopy documents at the International Office.

Do not wait until the last minute before you upload your documents! Ideally you should upload them a few days before the deadline in case you have technical difficulties or other questions. That way you are less likely to miss the deadline.

Even though there is no dominant strategy for ordering partner universities in such a way that you will certainly end up with your (true) highest preference, the following consideration may be useful: if you do not have very strong preferences for a specific partner university it may be useful to list “less known” (and maybe less preferred) universities higher in your ranking. Please note that it is impossible to predict for which universities and programs students apply. As a consequence, we are unable to make any predictions on what your chances are.

### **Important notes regarding application documents:**

- You need to hand in the documents mentioned below as a **hardcopy and** you need to **upload** them on the online application portal “Mobility Online” (both within the deadline).
- Before you hand in your application as a hardcopy, please put your documents in the order mentioned in the application instructions.
- Please hand in a **complete** application, it is not possible to hand in single components.
- All application documents should be handed in as a **single copy** in German **or** English.
- Please do not enter more preferences than allowed.
- It should be clear from your letter of motivation that you have made yourself familiar with the study options at the universities and respectively the academic institutions that you have selected. The motivation letter should complement your CV and help us understand your personal and academic reasons for your choice.