

**Application Instructions
for Students Studying within the Degree Course
“Mannheim Master in Management”**

**Application Deadline 31 October 2023
for a Study Abroad Period in Fall 2024 or Spring 2025**

This document serves as a general guide for the completion of your application. It is applicable to all programs that are mentioned in the pdf document “*List of Exchange Programs for MMM Students*” published online at University of Mannheim → Academics → Going Abroad → Studying Abroad → Application → [Application Instructions](#) → [Business School](#)

If you are considering an exchange in a country whose citizenship you have, you might not be eligible. Please check with both the International Office and your advisor at the Business School whether applying makes sense.

How Can I Find Information?	2
Which Programs Can I Apply For?	3
Application Requirements.....	3
Note on Data Protection	4
Nationality and Visa Issues.....	5
Costs and Financial Aid.....	6
Application Documents	6
Overview of Application Components (Checklist).....	7
Application Components: Details.....	8
Handing in the Application.....	11
Confirmation of Application Receipt.....	11
Check the Validity of your Passport/ID Card	11
Selection Process	12
What’s next?	13

How Can I Find Information?

Information Provided by Your School

Make sure you attend the information session on MMM semester abroad options! It will be held on 15 September at 3.30 p.m. via Zoom. You can find details on our [info page for first year students](#) and all enrolled students will be invited via e-mail.



The International Office's webpages:

<https://www.uni-mannheim.de/en/> → Academics → [Going Abroad](#)

Starting with the webpage [Going Abroad](#) the International Office is offering the following:

- the [list of exchange programmes for MMM students](#) (the preliminary list from the end of August, the final list from the end of September. Please take note of all information regarding the possible partner universities.)
- a [database of partner universities](#) showing all available study abroad programs and also reports from former exchange students
- extensive information on [proof of language proficiency](#)
- information on [financial aid](#) and much more

If you have questions about a specific report, the International Office can ask the author of a report to get in touch with you. Just send an e-mail with the report's ID number to outgoings@uni-mannheim.de.

Please also note the [Business School's website for MMM Outgoings](#).

Study Abroad Fair at the University of Mannheim

The **Study Abroad Fair** will take place **from 18 – 22 September**. At this event, you can look forward to a lot of great talks and workshops about studying abroad and our numerous partner universities. On Tuesday, 19 September, you can also meet staff from the International Office and your school in person at an info booth at the Ehrenhof and in front of the Mensa.

Contact to the partner institutions

Please do not contact our partner institutions until you have officially been nominated by the International Office! If you have any questions, contact your advisors in Mannheim (see below)!

Individual Advisory Sessions at the International Office

The International Office is happy to help you with your questions concerning the application and the organization of your study abroad experience. You can find the contact information of the individual advisors [on our website](#).

Please contact us via e-mail or book an appointment for a **digital consultation meeting**: <https://www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/virtual-consultation-study-abroad> We offer open office hours on Tuesdays from 9 – 11 a.m. in addition to our virtual consultation hours. Just drop by without an appointment!

Advice from your School / Department

With regards to academic questions (e.g. course selection and recognition) and the selection process, please contact your School's Exchange Coordinators at the Dean's Office, [Annabel Müller and/or Janna Ried](#) (if you are unsure who's in charge, please copy both in the same e-mail). For questions regarding the EMT Program, please contact [Jennifer Thum](#). As a starting point for information about courses at partner universities, you can research their websites and also take a look at the experience reports of your predecessors (but please note

there is no guarantee you will be able to take or transfer the same classes, you will need to discuss them individually with your advisor right before your semester abroad).

Which Programs Can I Apply For?

The programs available to you are listed in the pdf document “*List of Exchange Programs for MMM Students*” published online at University of Mannheim → Academics → Going Abroad → Studying Abroad → Application → [Application Instructions](#) → [Business School](#). A preliminary version is available online from the end of August 2023; the final version will be published by the end of September 2023.

The webpage [Partner Universities and Exchange Programs](#) (University of Mannheim → Academics → Going Abroad → Studying Abroad → [Partner Universities](#)) you can find a containing **all** exchange programs of the University of Mannheim (so the listing contains partner universities available to other fields of study, too – please select Business Studies). The database offers a variety of information about the partner universities, e.g. links to their websites, experience reports and further details. Please contact the International Office if you need help when using the database as it is available in German only.

The binding document for the selection of your preferred universities is **only** the pdf document “*List of Exchange Programs for MMM Students*”; any other universities, even if in the data base, will not be available.

Please note: The international exchange relationships of the University of Mannheim are subject to change. This means that new foreign universities might be added to the preliminary list or the online database of study abroad opportunities, but also that a university exchange might no longer be offered. The definite list of programs for MMM students will be published by the end of September at the latest.

European Management Track

The EMT program is a special program that includes both an introductory course in Brussels and a semester at one of three EMT partner schools, each of which offers a specific EMT specialization. During the introductory course, EMT students from all schools will get to know each other and thus build a network. Details on the program and selection criteria can be found [here](#). Generally, the application process is the same as for a regular semester abroad, but some specific provisions apply:

- EMT options need to be your top priorities (each of them constitutes a priority of its own). This means that if you wish to apply for one university within the EMT program, that will be your first priority, if you would like to apply for two EMT universities, these need to be priority 1 and 2, etc.
 - This means you cannot rank regular exchange programs higher than EMT options on your priority list (not even if it's a regular exchange at the same institution). But you can use your remaining priorities (after any EMT priorities) for regular exchanges.
- Please note: if you wish to apply for more than one university within the EMT program, you should explain your reasons in your application letter, especially regarding the different specializations.
- With all partners in the EMT program, there is also a regular exchange on offer. It is possible to apply for both the EMT option as well as the regular exchange (e.g. priority 1: ESSEC EMT, priority 2: ESSEC regular exchange) as long as it is in line with the instructions above (EMT priorities need to be at the top).

Application Requirements

1. **Enrolment** at the University of Mannheim at the time of the study abroad period (and the return to studies at the University of Mannheim afterwards). For your information: MMM students cannot take an academic leave of absence (*Urlaubsemester*) for their study abroad period.

2. **You need to apply during your first semester of your master's studies**, later applications will not be considered. The stay abroad is scheduled for the 3rd or 4th semester of your studies; this applies also for students planning to take a leave of absence at any time between the first semester and their study abroad semester.
3. Proof of advanced knowledge of the preferred host university's **language of instruction**. Usually, a minimum level of B2 is expected (according to the *European Framework of Reference for Languages*). Please refer to the relevant section below for more information on how to get the relevant certificate and on how to find out if your preferred university has higher requirements.
4. Submitting a **completed online application on time**.
5. Good academic standing (applications from students with the equivalent of a German GPA of 3.0 and below can only be considered in special circumstances. Please check back with your school's exchange coordinator if this applies to you).

Note on Data Protection

If you would like to apply for an exchange program in a **country outside the scope of the General Data Protection Regulation of the European Union (GDPR)**, you will be asked in the workflow in the Mobility Online Portal (application portal), depending on the destination countries of your priorities, to consent to the transfer of your personal data to that partner university for the initiation, implementation and processing of your mobility and to be further processed there in accordance with applicable laws and other regulations. Please find further information about the potential risks associated with the transfer of personal data [here](#). **Without this consent, further processing of your application to the respective partner university in the third country by the University of Mannheim is not possible.**

All countries outside the scope of the GDPR are affected. This scope currently includes all EU countries, EEA countries (Norway, Iceland) and all countries with an adequacy decision (currently: Argentina, Israel, Japan, New Zealand, Switzerland, United Kingdom).

If you do not wish to consent to the transfer of your data, you can alternatively apply exclusively to destinations at partner universities that are located in the above-mentioned countries within the scope of the GDPR.

Nationality and Visa Issues



What you need to know as an international student: Depending on your nationality, there might be **additional requirements** that you need to be aware of. You can find all the relevant information on our website:

University of Mannheim → Academics → Going Abroad → Studying Abroad → [Special Requirements for International Students from Mannheim](#)



We strongly advise any students who do not hold German citizenship to consult with the International Office before applying, so that we can identify any difficulties early on and find solutions together. This especially applies to you if you are studying in Germany on a residence permit or if you need a visa to go abroad.

Here are a few issues which you might encounter:

- **Visa application?** Not only overseas exchanges require a visa. Exchange programs within Europe also require a visa if you are not a citizen of the EU, even though you have valid resident permit for Germany.
- **Special language requirements?** Depending on your nationality, you might have to submit a different language test.
- **Staying abroad in your home country?** It is often not possible to do an exchange in the country whose citizenship you hold. Please check back with the International Office and your School's exchange coordinator in the Dean's Office before you apply.
- **Dual Citizenship?** Please note that there might be special entrance requirements.
- **Information about University of Mannheim's tuition fees for non-EU students:** As an international student paying tuition fees, you **cannot** request an exemption from the fees, as you are not allowed to take an academic leave of absence.

Students in a master's program who have successfully applied for the [Baden-Württemberg Scholarship](#) to fund their stay abroad will also be exempt from paying tuition fees for this period.

[Please read up on this online](#) and speak to an advisor in the International Office!

Costs and Financial Aid

IMPORTANT: Please research the [costs and financial aid opportunities](#) of your preferred exchange destination before you apply. Talk to an advisor from the International Office for more information! You should plan very carefully which exchange destinations are within your financial means and which are not, especially if you are on a tight budget.

If your application is successful, you will receive **tuition-free admission** to one of our [partner universities](#), i.e. you can take courses abroad for free. However, other administrative fees similar to the University of Mannheim's semester fee can occur. If we learn that a partner university charges an unusually high fee (over 200 Euro), we will communicate this through our [database of partner universities](#).

In addition, you will need to budget for housing, cost of living, and travel expenses. Please note that overseas destinations, in particular, can incur higher expenses for visa, insurance and other miscellaneous fees as well as higher flight costs.

You can find all [financial aid opportunities](#) on the website of the International Office (University of Mannheim → Academics → Going Abroad → Studying Abroad → [Financing](#)). Applicants who receive an Erasmus exchange spot (for Europe) are usually automatically eligible for Erasmus funding. All other scholarship programs (e.g. DAAD or the Baden-Württemberg Scholarship) require a separate application. Be sure not to miss their individual deadlines!

Please note:

At our Erasmus partner universities, [Mobility Funding supported by the EU](#) is generally “automatically” included. This funding varies from country to country. The monthly rates may change every year. Currently the rate is between 490 and 600 Euro per month (“Erasmus funding”). The International Office will inform you about this funding once you receive a study abroad spot.

Please note: Even though the UK left the European Union and the Erasmus program, the exchanges to Great Britain and Northern Ireland will continue with the usual tuition waiver and these exchanges will include Erasmus funding.

Application Documents

- You need to **upload** the documents mentioned below on the online application portal “Mobility Online” (all within the deadline). The application portal will open one month before the deadline. Until then, you can already prepare the necessary documents (everything except for the actual application form). **Please prepare the necessary digital copies/scans in advance**, so you can upload them when the portal opens.
- At the end, you need to upload all documents again **in one merged PDF file**.
- Please upload all application documents **in German or English**.
- At the point of application, academic references / letters of recommendation (*Gutachten*) are generally not required. Therefore, please do not submit any academic references – they do not play a role in the selection process.

Overview of Application Components (Checklist)

Below please find a description of the individual application components. **Please start preparing these documents now, so you can upload them once the application portal opens, which will be one month before the deadline.**

		Checklist for your personal use
N°	Application Component Please upload your application documents in a single copy on the Mobility Online-portal and then merge them in one consolidated PDF file in the following order.	Uploaded on Mobility Online?
1	Online Application Form (generated in the application portal, printed and signed)	<input type="checkbox"/>
2	CV	<input type="checkbox"/>
3	Letter of Motivation	<input type="checkbox"/>
4	List of Priorities	<input type="checkbox"/>
5	Bachelor Certificate	<input type="checkbox"/>
6	Proof of Language Proficiency	<input type="checkbox"/>
7	Additional Relevant Certificates / GMAT / GRE (optional)	<input type="checkbox"/>
8	Picture (optional)	(<input type="checkbox"/>)
I uploaded all documents as single copy and then again in one merged PDF file		<input type="checkbox"/>

Accepted formats for uploads include PDF (preferred), WORD und picture files (e.g. for your picture).

Application Components: Details

1. Online Application Form (generated in the online application portal)

The International Office will open the application portal “Mobility Online” one month before the application deadline. Find it here: University of Mannheim → Academics → Going Abroad → Studying Abroad → Application → [Online application](#)

You can log in using your regular student username and password.

For a successful application you need to take the following steps:

1. First, you go to the website mentioned above and enter your personal data in the online application form as well as your preferred university/universities (max five) and the preferred time period of your study abroad. When you made your selection, please hit “Send”. [If you want to change your selection afterwards, you can do so later in the application portal.]

If you wish to apply for one or more universities in the **EMT program**, please select „special program“ as your mobility program.

2. You will then receive a confirmation via email which includes the link to access your personal profile in the application portal. Please keep this email because you will need to access your profile later to receive information about the result of your application.

In the portal, you will see a list of steps which you will have to take in order to apply. These steps are called “application workflow”.

Please follow the steps in the application workflow and upload the application components which you prepared in advance (you will find a detailed list of these components below – you can start your preparation of these documents NOW). Afterwards please do the following:

- Print out the automatically generated application form.
- Sign the application form and scan it (alternatively, just insert your signature digitally).
- Upload the signed application form.

A Word of Advice:

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.

2. CV

Your CV should contain all the relevant aspects of your academic and professional development. You can find plenty of information on the internet about general conventions regarding the design and content of a CV. You can also visit the [Career Network](#) for more information and sign up for a CV check.

Make sure to include all details about your relevant work experience, internships and extracurricular activities, and list your individual responsibilities. Please detail the duration of your individual positions (at least by month). If you are applying for an MBA-exchange please also be specific about the scope of your work experience (full-time/part-time; how many hours etc.).

- *Please make sure your CV is as detailed as necessary and that it answers all the relevant questions about your qualifications for an academic exchange.*

3. Application Letter

Your application letter is a vital part of your application; the selection committee will read and assess each letter.

Format:

- The application letter must contain your **name** and **student ID number** as a header and may be **no longer than two pages**.
- You are not required to use specific font sizes or types, but please keep it legible, avoid major gaps and try to have a clear format.
- Avoid typos, grammatical errors and awkward style choices – they may impact the success of your application.

Content:

- Your application letter should provide the selection committee with an impression of you. It should show **what motivates you for studying abroad**, and **what makes you a suitable candidate** for the universities you selected – this includes both academic and personal interests and experiences. Here are some questions that may be helpful for you to keep in mind when preparing your letter: *what are your academic interests? Do you have a specific academic focus or aspirations for your future career that tie in particularly well with what the host university offers? Do your academic, professional or personal experiences make you an especially good fit for the study program at the host university? What connects you with the host country or city, what interests you most about them?*
- It should be clear from your application letter that you have made yourself familiar with the study options at the universities you selected, and that you have made an informed decision.

Structure:

- The exact structure is up to you; feel free to give your general motivation to study abroad at the beginning.
- Feel free to write a bit more about your top priorities, but make sure you only choose priorities that interest you enough to be able to write something about them.

4. Priority List (Form on the Website of the International Office)

- You can find it here University of Mannheim → Academics → Going Abroad → Studying Abroad → Application → [Application Instructions](#) → [Master's program in Business Administration \(MMM\): Semester abroad](#)
- Fill in your preferred universities (**not more than five partner universities**). Please note that you must possess the required **language skills** of every university on your list.
- If you wish to apply for the **EMT program**, please indicate “EMT” behind the name of the respective university/universities.
- Upload it in the application portal.

5. Certificate of Completed Bachelor Degree Including Individual Grades

Please upload a copy of your completed Bachelor degree certificate or of your transcript if the Bachelor degree is not yet available. The certificate should include your overall grade as well as your individual course grades (if this is not the case, please also include a Bachelor's transcript).

The selection committee reserves the right to ask for the original copies.

Please enter your bachelor grade in the respective field in the application portal.

6. Proof of Language Proficiency



For your application, you need a valid proof of language skills for your selected universities. **To find out which language is relevant for your chosen universities and what kind of proof you need, please go online:**

University of Mannheim → Academics → Going Abroad → Studying Abroad → [Proof of Language Proficiency](#)

- On the [Proof of Language Proficiency](#) page, you will find all accepted language tests and alternatives as well as information on where to take these tests.
- Please note that in the interest of comparability, we won't accept any other proof of language skills besides the ones mentioned on the website above. **Native speakers** should also check the [information for native speakers](#) on tests and potential alternatives.
- Usually, a minimum level of B2 is expected (according to the *European Framework of Reference for Languages*), although some partner universities require a higher level or specific tests like TOEFL, IELTS or others. You will find this information in the International Office's [Database of Partner Universities](#). Please feel free to ask for advice in the International Office!
- **International degree-seeking students** whose nationality is not German should inquire with the International Office if any [special requirements](#) for their preferred host universities apply.
- Please upload a scan of your language proof and keep the original at hand as you will probably need it later, e.g. once your documents need to be sent to the partner university.
- **REMINDER:** the proof of language skills **must not be older than exactly two years** at the day of the application deadline (31 October).



Applicants who do not hand in a valid proof of language skills do not meet the application requirements and will not be considered.

If some of your preferred universities require proof of **other languages**, please also upload and hand in the documents for these languages.

Example:

First priority USA/UK/Australia → proof for English language skills

Second priority Mexico/Spain/Argentina → additional proof for Spanish language skills (if Spanish is the language of instruction)

If you intend to take courses at your host university that are taught in several languages (e.g. lectures or seminars in English and Spanish), you will need to show proof for each of these languages.

Note to programs that require a TOEFL or IELTS:

- **If you take a new TOEFL test, please always use our [Institutional Code 7261](#), so your test results can be verified by the International Office** (please read the [information provided about the TOEFL](#) on the [Proof of Language Proficiency](#) webpage).
- Applicants for partner universities **that require a TOEFL or IELTS** can alternatively submit the university's language certificate if their test results are not in by the application deadline. In this case, the TOEFL or IELTS has to be handed in **by 31 January 2024**.
- For the IELTS, you can check your results online before the hardcopy is sent out, so you can also submit a screenshot of your results with your application.

- Our partner universities usually accept both IELTS and TOEFL, so both tests are equal for our application procedure
- **State Programs:** applicants for any State Program will have to submit a valid a TOEFL or IELTS **by 31 October!**

TOEFL/IELTS results and other documents that you handed in with your general study application to the **admissions office** cannot be used for your study abroad application as they need to remain in your file for legal reasons.

7. Additional (relevant) Certificates / GMAT / GRE Test Result (optional)

If you mention internships, work experience, or other similar topics in your CV, you should upload the corresponding certificates. If available, please also upload a scan of your GMAT “Official Score Report – Test Taker Copy” or your GRE (Official Test Taker Score Report / Examinee Score Report) on the application portal. If you’ve done the online GMAT, please upload a screenshot of your results.

You need to re-submit your GMAT / GRE results, since the results submitted to the admissions office as a part of your application for the MMM need to remain in your admission file and hence cannot be used as a part of this application. (The same applies to any other relevant document that you may have handed in for your MMM application.) We do reserve the right to compare the new copy with the document submitted to the admissions office.

8. Picture (optional)

You can upload a picture in the online application portal (picture file, e.g. JPEG). However, this is entirely voluntary. We will also accept applications without a photo.

Handing in the Application

You have to upload all requested application documents as single copies and afterwards as one merged PDF file on the Mobility Online portal by the application deadline: **31 October 2023**. Please make sure that the documents in the PDF appear in the order of the checklist above.

You alone are responsible for the completeness of your application. If your application is incomplete, it might be excluded from or receive a lower rank for the selection process. Please use the table above to check completeness. Due to the high number of applicants, we are not able to request missing documents.



We highly recommend you upload your application documents by Tuesday, 31 October, at noon, in case you run into technical difficulties and need technical support.

Confirmation of Application Receipt

You will receive an e-mail from the International Office confirming the **receipt** of your application documents by Friday, 10 November 2023 (6 p.m.) at the latest.

Check the Validity of your Passport/ID Card

We do not require a copy of your passport or ID card for your application. However, please check whether your documents are still valid and apply now for new documents if necessary:

For stays abroad outside Europe, you usually need a passport that is **still valid six months after your semester(s) abroad have ended** (information on the actual minimum validity can be obtained via the respective embassy).

If you are selected for an overseas exchange spot beginning in the fall of 2024, you will be asked to provide the ID number of your valid passport in the Mobility Online Portal by 15 February 2024; if you are selected for an exchange beginning in the spring of 2025, you need to do this by 15 July 2024.



You must provide your passport data by the dates mentioned above. Failure to do so will make it impossible to nominate you at your host university and you will lose your exchange spot. It is your sole responsibility to make sure to get a valid passport to avoid this situation!

Selection Process

You can find all the relevant information about the [selection procedure and selection criteria on our website](#).

Due to the high number of applications that need to be processed and evaluated, we ask you not to contact us by phone or e-mail to enquire about the result of the selection process. The process will require a number of weeks (see below) We will inform you about the results as soon as possible via e-mail to your university address.

How are my chances of getting selected for an exchange spot?

It is very difficult to predict the chances of success for your individual application since the number of applicants and the preference for certain partner universities differ significantly every year. Whether you are selected and for which program depends entirely on how many other students also apply for the same programs.

Please speak to an advisor at the International Office and take your time to research your target universities and to write your letter of motivation.

You could possibly increase your chances if you have some leeway in choosing the time period to go abroad, since the numbers of people applying for the Spring or Fall term is not always the same. If you are flexible about the time you want to spend abroad, you should mention this in your priority list.

Please note that **selection interviews** will **only** be held for the **EMT program** (via zoom). They will most likely take place in the mid-November; you will be contacted via e-mail.

What happens if I don't receive a spot at one of my selected partner universities?

There are usually some vacant spots left after the first selection round, which we will allocate in a [second selection round](#). You will receive more information on this by the Dean's Office of the Business School.

What's next?

Formal and binding acceptance of an exchange spot:

You will be notified of the outcome of your application via e-mail to your university account in the second week of December. If you are offered a spot in an exchange program, you will need to accept it on the application portal within three business days. The acceptance of this spot is binding. Since you should have chosen your priorities carefully, this will hopefully not be a difficult decision. Please also bear in mind that if decline an exchange spot, it will be lost to other applicants who've received a lower priority in the first round. Nevertheless, if you no longer wish to attend your offered exchange, you should decline, since accepting and then withdrawing from your exchange spot later will mean it is lost even to applicants in the second round. Thus, students who first accept a place and later withdraw without clearing it with us beforehand will not be supported in any further endeavors to study abroad.

After you accepted an exchange spot, you can only withdraw from the exchange program in special circumstances (e.g. crises, medical emergencies, change of degree program etc.).

Registration Process at the Partner University

A few months before the exchange begins, the International Office will nominate all selected students at their respective host university.

For a successful registration at the host university, you will need to submit a number of documents again. The host university will make the final decision whether our applicants are accepted or not. If you hand in a complete set of documents in time, there should usually not be any issues. We will inform you in due time about the necessary steps.



Website for Students Who Were Selected to Study Abroad

Once you were selected for an exchange program, you can find all the relevant information on what comes next on this website:

University of Mannheim → Academics → Going Abroad → Studying Abroad → [Upon Your Successful Application](#)

**The Team of the International Office
Wishes you Good Luck for your Application!**