

## Application Guidelines for the European / Erasmus Programs

of the School of Humanities,  
the School of Social Sciences,  
the School of Business Informatics and Mathematics,  
the Department of Law,  
and the Department of Economics (Master only!)

### Deadline for the School of Humanities, School of Business Informatics and Mathematics, Department of Law and Department of Economics (except Economics undergraduate students):

For a one or two semester long study abroad starting with the Fall Semester 2025 or for a one semester stay in the Spring Semester 2026: **31 January 2025 (one standard application deadline per year)**

Additionally, there will be a **second application round on 30 April 2025** for exchange programs with leftover spots (more information see below in the paragraph "[Which programs may I apply for?](#)").

### Deadlines for the School of Social Sciences (Sociology, Political Sciences, Psychology):

For a one or two semester long stay abroad starting with the Fall Semester 2025: **31 January 2025**

For a one semester stay abroad in the Spring Semester 2026: **30 April 2025**

These instructions are valid for all programs in Europe except for those that are administered fully by a particular school or chair (see application information of the respective program [on our webpages](#)).

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**IMPORTANT: Take care of your proof of language skills early on**, as test appointments fill up weeks in advance! Applications without proof of language will **not** be accepted. **It is NOT possible to submit the language test result after the deadline.**

On the day of the application deadline, 31 January (and 30 April), the proof of language skills may **not be older than exactly two years**. The earliest valid date of your proof of language skills is therefore **31 January 2023 (or 30 April 2023)**.

## How Can I Find Information?

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### Information Provided by Your School

**Carefully read** the school-specific information about studying abroad. You can find this information on the individual school's website under the tab "*International*". If necessary, schedule a personal consultation meeting at your school (Exchange Coordinators).

### Study Abroad Information Session

We strongly recommend you take part in the **Introductory Study Abroad Information Sessions** which will take place at the end of September. There you will learn all about the different possibilities to go abroad, the various scholarship opportunities, as well as tips and general advice how to submit a successful application.

You can find the dates of the information sessions on the webpages of the International Office:

<https://www.uni-mannheim.de/en/> → Academics → Going Abroad → Studying Abroad → Prior to Your Application → [Introductory information sessions](#).



### 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:

- 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](mailto:outgoings@uni-mannheim.de).

### Contact with 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 Consultation 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. Here is a list of the available **study abroad advisors at the International Office**: <https://www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/#c52247>

Feel free to contact us by **e-mail**, book an appointment for a **digital consultation** or pass by during our **open office hours in person** (Tuesdays from 9 to 11 am): <https://www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/virtual-consultation-study-abroad>

Do not book an appointment until you have attended or watched the virtual [introductory sessions](#). We are happy to answer individual questions, but we cannot repeat the general information covered by the information sessions.

**PLEASE NOTE:** The International Office will be **closed** during the **Christmas break from 21 December 2024 through 6 January 2025**.

### **Advice from your School / Department**

Please contact your school's Exchange Coordinator at the Dean's Office for all academic questions (e.g. course selection and recognition). An overview of these contacts is available [on our website](#).

You can find information about available modules/courses on the website of the respective partner university or in the experience reports of your predecessors.

### **Learning Agreements**

Learning Agreements serve to facilitate credit transfer for courses which students complete during their semester(s) abroad. Please do not fill in these agreements until you have received confirmation of your acceptance into the program and you are sure which courses you would like to take while abroad. The right contact person for course choices and credit transfer is [your school's departmental coordinator](#) and / or the examination board.

## **Which programs may I apply for?**

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In order to see which study abroad programs you may apply for, please visit the International Office's [Database of Partner Universities](#) (University of Mannheim → Academics → Going Abroad → Studying Abroad → [Partner Universities](#)) online. Please contact the International Office if you need help when using the database as it is only available in German. Your major is the defining factor; you cannot apply for an exchange in your minor.

### **Schools of Humanities, Business Informatics and Mathematics, Law and Economics:**

31 January is the standard application deadline for an exchange in Europe in the following fall term or spring term. If there are vacant spots after the completion of the selection process, these programs will be offered again for a second application deadline on 30 April. Should your application on 31 January be unsuccessful, you have the option to apply again on 30 April. These universities with vacant spots will be listed in a separate PDF document and will only be open for an exchange in the spring of 2026.

### **School of Social Sciences:**

31 January and 30 April are standard application deadlines for an exchange in Europe. Please note that not all European partner universities will be an exchange option for both application deadlines. Please check this for all of your preferred exchange destinations.

At the time of the application deadline, you may hand in only **one application**. In addition to your first-choice selection of a partner university, you may choose up to six alternative partner universities on the application form.

*All of your choices must be within Europe, have the same deadline and you must meet the required language proficiencies.*

Example:

First priority: University Oslo

Second priority: Univ. Maastricht

Third priority: Univ. Florence

Fourth priority: Univ. Swansea

Fifth priority: Charles University Prague

Sixth priority: University of Exeter

Seventh priority: Aarhus University

The selection commission will always try to grant your first choice. If this is not possible, the commission will try to allocate a place at one of your further choices. To increase your chances for placement in a study abroad program, we recommend using all available choices, provided that there are enough universities that are of interest to you.

**Important information for law students** who are preparing for a stay abroad in **Ergänzungsstudium Staatsexamen**: In the online application form, please enter 'Bachelor' as the study level in the online application form - all law exchanges on Bachelor's level are available to.

**Please note:** The international exchange relationships of the University of Mannheim are subject to change. **This means that new partner universities might be added to the online database of study abroad opportunities, but also that a university exchange might no longer be offered.** These changes can usually occur up until one month before the application deadline. **We therefore strongly recommend that you check your chosen universities again one month before the application deadline.**

## Note on Data Protection

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### **For applications to Turkey, please note :**

**Turkey is a country outside the scope of the General Data Protection Regulation of the European Union (GDPR).** If you would like to apply for an exchange program in Turkey, 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, it is not possible for the University of Mannheim to send your application data to the respective partner university.**

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.**

## Application Requirements

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1. **Enrollment** at the University of Mannheim for the entire time of the study abroad period (and the return to studies at the University of Mannheim afterwards). Please note that while abroad you will still need to pay the semester fee at the University of Mannheim. [International students](#) and [second degree students](#) should find out if a tuition exemption is possible.
2. 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.
3. Submitting a **completed online** application **on time**.
4. Good academic standing (applications from students with a Mannheim 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).
5. If you have already been selected and accepted a spot in a program, it is not possible to re-apply for another spot for the same study abroad period.

**Note:** Applicants who have already taken part in an exchange program organized by the University of Mannheim during their *current* course of study will be lower-ranked in the second application to allow as many people as possible to take part in an exchange program. A previous stay abroad during the Bachelor's degree, however, will *not* result in a lower rank if applying again to study abroad during the Master's degree.

## 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 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 may 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.
- **Studying abroad in your home country?** It's not always possible to do an exchange in the country whose citizenship you hold. Please check with the International 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:** In many degree programs, you can request an exemption from the fees when taking an academic leave of absence.

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

## Costs and Financial Aid

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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 may be charged. 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.



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, PROMOS or the Baden-Württemberg Scholarship) require a separate application. Be sure not to miss their individual deadlines!

**At our Erasmus partner universities, mobility funding supported by the EU [Mobility Funding supported by the EU](#) is usually “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”).** Students meeting specific requirements may receive higher funding. You can find more information about the current amount of funding and requirements on the [Erasmus Grant Website](#). The International Office will inform you about this funding once you receive a study abroad spot.



**Please note information on Erasmus funding and UK:** Exchanges with universities in the **United Kingdom (Great Britain and Northern Ireland)** are financially supported in the Erasmus program line called 'International Dimension' with the same scholarship rates (UK = country group 1) and the new additional grants of the regular ERASMUS program. You will automatically receive all information about the Erasmus funding from the International Office.

If you already received Erasmus funding for a study or work experience abroad during your current or former degree, you can get an Erasmus grant again as long as it does not exceed up to 12 months of funding per study cycle (Bachelor/Master).

## Application Documents

- You need to **upload** the documents mentioned below into the [online application portal “Mobility Online”](#) (both within the deadline). The application portal will open one month before the deadline. Until then, you can 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.
- Please upload all application documents **in German or English**.
- Please do not submit any academic references / letters of recommendation (*Gutachten*)– they do not play a role in the selection process.

## Overview of Application Components (Checklist)

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

		Checklist for your personal use
N°	Application Component	Uploaded on Mobility Online?
	Please upload your application documents <b>individually</b> on the Mobility Online-portal and then merge them into <b>one consolidated PDF file</b> in the following order.	
1	Online Application Form – Cover letter (generated in the application portal, upload with signature)	<input type="checkbox"/>
2	CV	<input type="checkbox"/>
3	Letter of Motivation	<input type="checkbox"/>
4	Bachelor Students: Mannheim Transcript of Records (current studies)	<input type="checkbox"/>
4	Master Students: Bachelor’s degree (and final bachelor’s transcript, if needed) and, if available	<input type="checkbox"/>
5	Proof of Language Proficiency	<input type="checkbox"/>
6	Additional Certificates (optional)	<input type="checkbox"/>
7	Picture (optional)	<input type="checkbox"/>
<b>I have uploaded all documents as a single copy and then again in one merged PDF file</b>		<input type="checkbox"/>

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

## Application Components: Details

### Online Application Form – Cover letter (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.**

1. First, go to the website mentioned above and enter your personal data in the online application form as well as your preferred university/universities (max. seven) and the preferred time period for your study abroad. When you have made your selection, please hit “Send”. [If you want to change your selection afterwards, you can do so later in the application portal.]
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 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.** 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. You do not want to miss the deadline!

#### **Special information for ENTER Double Degree (valid only for Master Economics students):**

If you want to apply for the ENTER Double Degree, please select the program “Double Degree” as one of your priorities. Then select one of the participating universities (e.g. “Double Degree” / “Spain” / “Universidad Carlos III de Madrid”). Should you also be interested in further universities of the ENTER program, please mention these in your motivational letter only.

For your other priorities, you can select other universities offered within the (standard) ERASMUS program.

#### **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.

#### **DO**

- Please list all relevant work experience, internships and extra-curricular activities and give details about your individual tasks and accomplishments!  
*The selection process for the vast majority of exchange programs will be based exclusively on the application documents, and in most cases, there will not be a separate interview. Please make sure your CV answers all the relevant questions about your qualifications for an academic exchange.*
- Pay attention to format and chronology.  
*Please always list your most recent position first. Other than that, you are free to use any design or format of your choice.*

#### **DON'T**

- Do not list any irrelevant information!  
*The profession of your parents, your religious beliefs, your marital status etc. are not pertinent to your application.*
- Avoid acronyms, jargon or other unclear word choices.  
*Usually it is not possible for those reviewing your application to ask any follow-up questions about your CV. Therefore, it should answer all questions related to your application.*

## Letter of Motivation

It should be clear from your letter of motivation that you have made yourself familiar with the study options and academic program at the universities that you have selected. The selection committee reads and evaluates every single letter of motivation.

**Format:** The letter of motivation must contain your **name** and **student ID number** as a header and may be no longer than two pages.

You can **choose up to seven different partner universities ('priorities')** in your application for a study abroad and in your letter of motivation you must refer to all the universities listed.

For the content of your letter of motivation, we have the following suggestions:

### DO

- Elaborate on your academic motivation to study abroad!  
*What are your academic interests? Do you have a special focus in your studies or job/career aspirations which align with what your host university offers?*
- Use consistent formatting!  
*You are free to play around with font sizes or types, but please keep it legible, avoid major gaps and try to have a clear format.*
- Explain your personal motivation!  
*Do you have any ties to your host country? Which aspect of your host country is of interest to you?*

### DON'T

- Your letter of motivation should not be too generic!  
*There should be a clear reason why you chose your selected host universities out of all available programs.*
- Make sure that your arguments are not too touristy!  
*Proximity to the beach, nightlife and sightseeing spots should not be the main reason why you chose your host universities.*
- Avoid typos, grammatical errors, and awkward word choices!

## Bachelor's Students: Transcript of Records and average grade from Portal<sup>2</sup>

A current transcript of records with an average grade must be submitted with the application. You can download your transcript in German (ToR extern de) or in English (ToR extern en) as a pdf in [Portal<sup>2</sup>](#) under *My Studies > Student Service > Requested Reports/Reports*.

Students of the degree programs M.Ed. Extension Subject German, M.Ed. Extension Subject Spanish and ICGS still need to request a transcript from the Express Service.

### Entering the average grade in the online application portal using the reference number from Portal<sup>2</sup>

In addition to the transcript of records, we need your individual reference number (your account number) from Portal<sup>2</sup> in order to automatically transfer your current average grade to the Mobility Online portal. The best way to find this is via the browser view of Portal<sup>2</sup> using the following path: Home > My studies > My academic records.

Where your current average grade is shown, there is a number beginning with '8002' and ending with 'K'. Please enter this number in Mobility Online (recommendation: use copy & paste).

If you are using the mobile view or app, you can find the number here in Portal2: Homepage > My studies > Degree planner with module plan.

Your average grade will be automatically added to your application after the application deadline.

**Example:**

Title	Number	Attempt	De-Registration	Grade	Bonus	Malus	Status	Free trial	Note	Exception	Additional attribute	Grade release date	Actions
Bachelor Betriebswirtschaftslehre (2012)													
Abschluss Veranstaltungsst	9000	1					PV		regular achievement	No			
Bachelor's Examination													
Orientation examination	999-92-021-0-H-2012-K	1		0.0	0.0	0.0	BE		regular achievement	No			
provisional average grade   ECTS credits earned until now	8002-83-021-0-H-2012-K	1		2.0	172.0	0.0	PV		regular achievement	No			

If you have two majors and thus two preliminary overall average grades in Portal<sup>2</sup>, each with an '8002' number, please select the number of the average grade for the major you are using to apply to study abroad.

**Example: Bachelor of Education with 2 Majors:**

Title	Number	Attempt	De-Registration	Grade	Bonus	Malus	Status	Free trial	Note	Exception	Additional attribute	Grade release date	Actions
Bachelor of Education Lehramt Gymnasium: Politikwissenschaft (2023)													
Abschluss Veranstaltungsst Bachelor of Education Lehramt Gymnasium: Politikwissenschaft (2023)	9005	1					PV		regular achievement	No			
Overall Grade - Subject Political Science													
Orientation Examination	995-83-409-0-H-2023-K	1					BE		regular achievement	No			
provisional average grade   ECTS credits earned until now	8000-83-409-0-H-2023-K	1		3.5	20.0	0.0	PV		regular achievement	No			
Bachelor of Education Lehramt Gymnasium: Englisch (2015)													
Abschluss Veranstaltungsst	9005	1					PV		regular achievement	No			
Overall Grade - Subject English													
Orientation Examination	995-83-402-0-H-2015-K	1				0.0	BE		regular achievement	No			
provisional average grade   ECTS credits earned until now	8000-83-402-0-H-2015-K	1		2.9	41.0	0.0	PV		regular achievement	No			
Bachelor of Education Bildungswissenschaften und Fachdidaktik (2017)													
Abschluss Veranstaltungsst	9000	1					PV		regular achievement	No			
Overall Final Grade													
Orientation Examination	995-83-400-0-H-2017-K	1			0.0	0.0	BE		regular achievement	No			
Overall provisional average grade   Overall ECTS credits earned until now	8002-83-400-0-H-2017-K	1		3.2	77.0	0.0	PV		regular achievement	No			

**Master's Students: Bachelor Degree Certificate Including Individual Grades (and possibly a transcript) and, if available, Average Grade from Portal<sup>2</sup>**

Whether you have already obtained Master credits in Mannheim or not, **please upload a copy of your completed bachelor's degree certificate or of your transcript if the bachelor's 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.

**Entry of average grade in the online application portal using the code number from Portal<sup>2</sup>**

Master's students are also required to submit their average grades, but one of three different options is used here depending on your personal situation. While completing your application in the Mobility Online portal, you will be automatically guided to the appropriate option based on your details. For more clarity, the different options are also explained here.

**Option 1: Average grade is found in Portal<sup>2</sup> because master's credits have already been earned**

We need a code number (your account number) from Portal<sup>2</sup> in order to automatically transfer your current average grade to Mobility-Online. The best way to find this is in the browser view of Portal<sup>2</sup> using the following path: Home > My studies > My academic records.

Where your current average grade is shown, there is a number beginning with '8002' and ending with 'K'. Please enter this number in Mobility Online (recommendation: use copy & paste).

*Note for students who completed their bachelor's degree at the University of Mannheim: enter the number of the average grade of your master's degree, not the number that refers to your bachelor's degree.*

If you are using the mobile view or app, you can find the number here in Portal<sup>2</sup>: Homepage > My studies > Degree planner with module plan.

Your average grade will be automatically added to your application after the application deadline.

**Example:**

Title	Number	Attempt	De-Registration	Grade	Bonus	Malus	Status	Free trial	Note	Exception	A
Master Mannheim <b>Master</b> in Management deutsche-englische Stud. (2017)											
• Abschluss Veranstaltungsst	9000	1					PV	regular achievement	No		
Master's Examination											
• provisional average grade   ECTS credits earned until now	8002-88-022-040-H-2017-K	1		1.3	36.0		PV	regular achievement	No		
• ECTS received in examination held in English	8006.88-022-0-H-2017-K	1			36.0		PV	regular achievement	No		
Bachelor Betriebswirtschaftslehre (2012)											
• Abschluss Veranstaltungsst	9000	1					PV	regular achievement	No		
Bachelor's Examination											
• Orientation examination	999-82-021-0-H-2012-K	1		1.8	180.0	0.0BE		regular achievement	No		
• provisional average grade   ECTS credits earned until now	8002-82-021-0-H-2012-K	1		1.8	180.0	0.0BE		regular achievement	No		

**Option 2: Final grade from your bachelor's degree in Mannheim is available in Portal<sup>2</sup>, but no master's credits have been earned**

If you earned your bachelor's degree in Mannheim, we need a code number (your account number) from Portal<sup>2</sup> in order to automatically transfer your average grade from your bachelor's degree to Mobility-Online. The best way to find this is in the browser view of Portal<sup>2</sup> using the following path: Home > My studies > My academic records.

Where your bachelor's average grade is shown, there is a number beginning with '8002' and ending with 'K'. Please enter this number here (recommendation: use copy & paste).

If you are using the mobile view or app, you can find the number here in Portal<sup>2</sup>: Homepage > My studies > Degree planner with module plan

Your average grade will be automatically added to your application after the application deadline.

## Example:

You are here: Home > My Studies > My academic records

### My academic records

Academic data

Expand all Collapse all

Title	Number	Attempt	De-Registration	Grade	Bonus	M
Master Mannheim Master in Management deutsche-englische Stud. (2017)						
• Abschluss Veranstaltungsst	9000	1				
Bachelor Betriebswirtschaftslehre (2012)						
• Abschluss Veranstaltungsst	9000	1				
• Bachelor's Examination	9000-82-021-0-H-2012-K	1		1,6	180,0	
• Orientation examination	999-82-021-0-H-2012-K	1			0,0	
• provisional average grade   ECTS credits earned until now	8002-82-021-0-H-2012-K	1		1,6	180,0	

Study history

- Degree/Subjects
  - Master
    - Frühjahrs-/Sommersemester 2024
      - Mannheim Master in Management deutsche-englische Studienrichtung
    - Herbst-/Wintersemester 2023
  - Bachelor - Finished on 07/31/2023 because of Completion of degree upon passed examination
    - Erstliches-/Zweitessemester 2012

### Option 3: Final Bachelor's Grade Not In Portal<sup>2</sup>, No Master's Credits Earned

If you completed your bachelor's degree at another German university you can enter your final grade here.

If you completed your bachelor's degree abroad, leave this empty. We will convert your grade to the German system and add it for you.

## Proof of Language Proficiency



At the time of 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 ask the International Office if there are any [special requirements](#) for their preferred host universities BEFORE they apply.
- Please upload a scan of your language proof and keep the original where you can find it easily since you will probably need it later; for example 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.



**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 the documents for these languages.

Example:

First priority Great Britain → proof for English language skills

Second priority Spain → 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 multiple languages (e.g. lectures or seminars in English and Spanish), you should show proof for each of these languages.

**Please note:** If there are some spots left unfilled after the selection process, the remaining spots will be offered to those applicants who didn't receive a spot in the first round. It is then possible to hand in a second application for these spots (by email). If the second application contains universities with different teaching languages, you must possess a proof of language skills for this region prior to your second application! This means that if you apply for programs now which require only English, please think carefully about a potential second round and if you might then want to apply for a university requires an additional language. If this is the case, you should obtain an additional proof of language skills now because there won't be time for this during the second round.

Note to European programs that require a TOEFL or IELTS:

If you apply for a European partner university that requires a [TOEFL](#) or [IELTS](#), please submit the required test with your application. Due to time restrictions, it is not possible to hand in first a language certificate as alternative.

**If you take a new TOEFL test, please always use our [Institutional Code 7261](#), so your test results will directly be sent to the University of Mannheim.** You can hand in the "TOEFL Test Taker Score Report" which is available some days after the test (please read the above mentioned [information provided about the TOEFL](#) on the [Proof of Language Proficiency](#) webpage for more information on this). 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

### **Additional (relevant) Certificates (optional)**

If you mention internships, work experience, or other similar topics in your CV, you should upload the corresponding certificates (if relevant).

### **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

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You must upload all required application documents as a single copy and finally in one merged PDF file on the Mobility Online portal by the application deadline. Please make sure that the documents in the PDF appear in the order of the checklist above.

**For School of Humanities, School of Business Informatics & Mathematics, Department of Law and Department of Economics (Masters only!):**

Friday, **31 January 2025**

Wednesday, **30 April 2025 (just for leftover spots, only for Spring 2026)**

**For School of Social Sciences:**

Friday, **31 January 2025** (for a stay abroad starting in the Fall Semester 2025 or Fall Semester 2025+Spring Semester 2026)

Wednesday, **30 April 2025** (for a stay abroad in the Spring Semester 2026)

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.



**Please note: We highly recommend you upload your application documents by noon on the last business day before the deadline in case you run into technical difficulties and need support.**

## Confirmation of Application Receipt

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For the application deadline 31 January, you will receive an e-mail from the International Office confirming the **receipt** of your application documents by Friday, 7 February 2025 (6 p.m.) at the latest.

For the application deadline 30 April, you will receive this e-mail by Friday, 9 May 2025 (6 p.m.) at the latest.

## Check the Validity of your Passport/ID Card

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

For stays abroad **in the United Kingdom and in Turkey**, you usually **need a passport** that is still valid six months after your semester(s) abroad has ended to enter the country (information on the actual minimum validity can be obtained via the respective embassy).

If you are selected for a certain exchange **to Spain, Portugal, Turkey or the universities Bocconi, Nottingham or Zadar**, you will need to provide the ID number of your valid passport or valid picture ID in the Mobility Online Portal **by 15 March 2025** for the nomination at the host university; if you are selected for an exchange beginning in the spring of 2026, you need to do this **by 15 July 2025**. If this applies to your Guest University a field in your workflow will be activated automatically.



**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

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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. This process takes several weeks. We will inform you about the results via e-mail to your university address around the end of February (for the January deadline) or end of May (for the April deadline).

### What 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.

The university at the top of your list (i.e. your first priority) will yield the best chance of success for you; your other priorities will only be considered if other applicants who chose these partner universities as their first priority haven't already been selected.

In general, English-speaking exchange programs draw a higher number of applicants than non-English-speaking programs. Famous cities and countries are also generally more popular than lesser-known destinations. **Therefore, we recommend you also choose some universities which don't necessarily come to mind**, but which could also be interesting for you and match academically.

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.

*Students of Humanities, Business Informatics/Mathematics, Law and Economics:* You could possibly increase your chances if you have some leeway in choosing the time period to go abroad, since the number of applicants for the spring or fall term vary. If you are flexible about the time you want to spend abroad, you should mention this in your letter of motivation. Students of Social Sciences have two separate deadlines for fall and spring semester, so a flexible application at one deadline is not possible.

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

If there are vacant spots left after the first selection round, we will allocate those in a [second selection round](#).

## What's next?

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### Formal and binding acceptance of an exchange spot:

**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.**



**If you do not accept your spot within three days, you will lose your spot.**

Unfortunately, every year there are applicants who initially accept a spot in a program and drop out later without going through the official cancellation process. As the selection process is finalized at this stage, the "vacant spot" cannot be given to another student. This is unfair to other applicants and will be penalized with the exclusion from all university-internal study abroad programs. In addition, the International Office and the international advisor in the applicant's faculty will not assist with any further study abroad opportunities.

After you have accepted an exchange spot, you can only withdraw from the exchange program due to special circumstances (e.g. general 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 are usually not 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!**