

**Application Instructions
for Exchange Programs Overseas
for Students of all Courses of Study (Bachelor, Master and State Exam)
except Business Administration**

**Application Deadline 15 October 2023
for a Stay Abroad in Fall 2024 and/or Spring 2025**

This document serves as a general guide for the completion of your application. It is applicable to the following programs:

- State-to-State programs (*Landesprogramme*)
- Partner Universities with a deadline of 15 October 2023 which are coordinated by the International Office

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

If you are considering an exchange in a country whose citizenship you have, you might not be eligible. Please inquire at the International Office whether the receiving partner university will accept you as an exchange student.

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How Can I Find Information?

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 Sessions

We strongly recommend you take part in the online **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 → [Mandatory 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.



Study Abroad Fair at the University of Mannheim

The **Study Abroad Fair** will take place **from September 18 through September 22**, and this year it finally be in person again, coupled with a few online info sessions. At this event, you can look forward to a lot of great talks and workshops about studying abroad. On Tuesday, 19 September, you can also meet staff from the International Office and your school in person at info booths on 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. Here is a list of the available **study abroad advisors at the International Office**:

Australia, South America, Mexico	Louisa Tsouvallas	ann.mandel@uni-mannheim.de
Asia, Africa, USA, Canada, Israel	Lukas Dausend	lukas.dausend@uni-mannheim.de

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>. For shorter questions, please feel free to stop by during **office hours, Tuesdays 9 a.m. to 11 a.m.**

Advice from your School / Department for academic questions

With regards to academic questions (e.g. course selection and recognition), please contact your School's Exchange Coordinator at the Dean's Office. An overview of these contacts is available on [our website](#). You can find information about available modules/courses for example on the website of the respective partner university or in the experience reports of your predecessors.

Learning Agreements

Learning Agreements serve to facilitate the credit transfer of courses which students completed during their semester(s) abroad. Please only fill in these agreements after you have received confirmation of your acceptance into the program and after you are sure of what 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?

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.

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 or State-to-state program (*Landesprogramm*), you may add up to six alternative choices of partner universities or State-to-state programs (*Landesprogramm*) on the application form.

These alternatives do not need to be in the same country as your first choice, as long as they have the same application deadline and as long as you have the required language proficiencies.

Example:

First priority: State program North Carolina
Second priority: National University of Singapore
Third priority: State program Oregon
Fourth priority: University of Sydney
Fifth priority: National Taiwan University
Sixth priority: Reichman University (IDC)
Seventh priority: Pontificia Catolica de Argentina

The selection commission will always try to grant your first choice. If this is not possible, the commission will try to allocate a spot at one of your further choices.

To increase your chances for an exchange spot, we recommend using all available choices, provided that there are enough universities that are of interest to you.

Exception: State Programs



Please note that State Programs (*Landesprogramm*) have several special requirements and exceptions due to early nomination deadlines. **In particular, you already need to submit a TOEFL or an IELTS on 15 October 2023! Therefore, please speak to your advisor at the International Office before applying for a State Program.**

In general, an application for a State Program is twofold: first, you apply for general admission to the program. Once you have a spot, it will then be decided in a second step at which university within this program you will be enrolled. Our coordinators will try to place you according to your preferences. For more information, please consult the respective passages in these guidelines.

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.**

Application Requirements

1. **Enrolment** at the University of Mannheim at the time of the study abroad period (and the return to finish the degree at the University of Mannheim afterwards).
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.

Rule for second applications: 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.

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 - if applicable, then by the application deadline for European exchanges (31 January 2024).

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 a 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's not always possible to do an exchange in the country whose citizenship you hold. Please check back 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.

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

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, uploaded with signature)	<input type="checkbox"/>
2	CV	<input type="checkbox"/>
3	Letter of Motivation	<input type="checkbox"/>
4	Mannheim Transcript of Records (current studies)	<input type="checkbox"/>
5	Master Students: Bachelor Certificate	<input type="checkbox"/>
6	Proof of Language Proficiency	<input type="checkbox"/>
7	Additional Certificates (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

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 7) 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.]
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.

Exception State Programs:

If you would like to apply for a spot in a state-to-state program (“Landesprogramm”), please select the State Program of your choice and then the university which you would prefer within that State Program (e.g. “LP Ontario” / “University of Windsor”). In general, an application for a State Program is twofold: First you apply to take part in the State Program – and in case of success you will be accepted into the Program, but not yet accepted for a specific university. In a second step, you will be assigned a spot at a university within the program – this could also be a different university than the one you selected in the online document.

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 (e.g. [VISUM Buddy](#)) 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. So 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 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 at the universities and respectively the academic institutions 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.

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

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Please mention in your letter of motivation if you are flexible with the time window of your exchange (e.g. if you could also go abroad in the spring semester instead of the fall semester) and if there specific details about your priorities that are important for the selection (e.g. which campus, which trimester, which language track etc.).

Exception State Programs: If you apply for a state-to-state program, focus your letter of motivation on the university that you prefer within the State Program.

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!

Transcript of records of your current degree program

Master's students who have not received grades received do not need to hand in a master's transcript. It will be your bachelor's grades that will be taken into account. The transcript can be obtained at the Express-Service.



You can either pick up a transcript at the Express-Service during opening hours or request it via their contact form: <https://www.uni-mannheim.de/en/express-service>

Please ask for a current transcript with average grade for the application for an exchange semester. You will receive the transcript as a PDF via e-mail.

After that, please do the following steps:

- Upload this PDF on the application portal.
- Please enter the overall average grade in the online application portal.
- If there is no average grade available, please submit a transcript without the average grade. Please do not calculate the average grade yourself and leave the respective field in the online form blank.

Please note: Printouts done by yourself through Portal² do not contain your average grade, so please get a transcript via the Express-Service.

Entering the overall average grade in the online application portal:

If your transcript includes your official average grade, please enter the grade in the respective field.

Bachelor's Students: If there is no average grade available, please leave this field blank.

Master's Students: If there is no average grade available, please enter your bachelor's degree result.

Bachelor Degree Certificate Including Individual Grades (Master's students only)

Whether you have already obtained Master ECTS in Mannheim or not, 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.

Entering the overall average grade in the online application portal:

If you already have an average grade from a current Mannheim transcript, please insert this grade. If there is no average grade available for your current degree, please enter your overall Bachelor degree result.

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 will not 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 effective date (15 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 → proof for English language skills

Second priority 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 a preliminary English test (e.g. the university's language certificate or Duolingo) 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**.
- Our partner universities usually accept both IELTS and TOEFL, so both tests are equal for our application procedure. Please check out database of partner universities for exceptions.
- **State Programs:** applicants for any State Program will have to submit a valid a TOEFL or IELTS **by October 15th**!

It is your responsibility to upload the results of your TOEFL/IELTS result by 31 January 2024. Otherwise, you cannot be enrolled at your host institution and you will lose your exchange spot. Please be aware that it is your responsibility to obtain a valid test in time to prevent this from happening.

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.

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

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: **15 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 strongly recommend you upload your application documents by Friday, 13 October 2023, 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 Monday, 23 October 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 exchange has 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 solely your 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. You have to expect that this process will take several weeks. We plan to inform you **on 23 November 2023** about the results 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.

The university on 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.

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 letter of motivation.

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?

Formal and binding acceptance of an exchange spot:

You will hear about the results of this application round via email **on 23 November**. If you are offered a spot in an exchange program, you will need to accept it on the application portal within three business days (including the day you received the email), i.e. you have to accept it **by 27 November**. The acceptance of this spot is binding.



If you do not accept the exchange spot within the three days, you will lose your spot and it will be offered to other applicants in a second selection round.

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.).

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 schools will withhold support for alternative ways to go abroad.

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 various 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!**