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

Application Deadline 31 October 2019
for a Study Abroad Period in Fall 2020 or Spring 2021

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 ➔ Master’s program in Business Administration (MMM): Semester abroad

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.

IMPORTANT: Take care of your proof of language skills early on, as test appointments are filling 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 (please note the exception for the TOEFL or IELTS, see below).

On the day of the application deadline (31 October), 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 October 2017.

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How Can I Find Information?

- **Information Provided by Your School**
  Carefully read the school-specific information concerning a study abroad period. You can find this information on the individual school’s website under the tab “International.” If necessary, arrange a personal advisory meeting at your school (Exchange Coordinators).

Make sure you attend the information session that the Business School will be offering concerning study abroad options! This session will be held on 19 September 2019 in room O 142, in German from 10:15 to 11:15 a.m. and in English from 11:30 a.m. to 12:30 p.m. As part of the information session, the International Office will inform you about scholarship possibilities.

- **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 International Office will hold the annual study abroad fair in the arcades of the Ehrenhof on Thursday, 19 September 2019 from 3 p.m. to 7 p.m. where you can get information about our partner universities. During this time, International Office and school staff will be available for consultation.

- **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.
  **Office hours of the International Office (for shorter questions):** Mondays from 9 a.m. to 12 p.m. and Wednesdays from 2 p.m. to 5 p.m. For an individual advisory session please make an appointment at 0621 181-1151.

Here is a list of the available study abroad advisors at the International Office:

<table>
<thead>
<tr>
<th>Erasmus I (UK, Ireland, Belgium, Netherlands, Luxemburg)</th>
<th>Kathrin Blitzke</th>
<th>Tel. 0621 181-1159</th>
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<tbody>
<tr>
<td>Erasmus II (France, Spain, Italy, Portugal):</td>
<td>Kerstin Bach</td>
<td>Tel. 0621 181-1160</td>
</tr>
<tr>
<td>Erasmus III (Northern and Eastern Europe)</td>
<td>Lukas Dausend</td>
<td>Tel. 0621 181-1137</td>
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</tbody>
</table>
Overseas I (North America, Mexico, Australia, New Zealand) | Carita Emmerich-Wessels | Tel. 0621 181-1157

Overseas II (Africa, Asia, South America, Israel) | Lukas Dausend | Tel. 0621 181-1137

➢ 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 Coordinator at the Dean’s Office, Cathrin Rieger. 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.

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 → Master’s program in Business Administration (MMM): Semester abroad. A preliminary version is available online from the end of August 2019; the final version will be published by the end of September 2019.

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 your major). 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”.

Exception: State Programs

Please note that State Programs (Landesprogramme) have several special requirements and exceptions due to early nomination deadlines of our exchange students. In particular, you cannot hand in a TOEFL at a later stage (see info on page 10), but must submit it on October 31st!

In general, an application for a State Programme 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 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 30 September 2019 at the latest.

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 will not be granted 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 cannot 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 application on time – both online and as a hardcopy.

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 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’s not always 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. However, the success rate for landing this scholarship varies and is impossible to estimate. Please read up on this online and speak to an advisor in the International Office!

Can I Gain a Degree Abroad?

Within exchange programs, the award of degrees (MBA, Bachelor, Master, etc.) is generally not possible, as your status as an exchange student is that of a “non-degree seeking student”. Important for all European exchanges: only as “non-degree seeking student” are you allowed to receive Erasmus funding.

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), 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!

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 300 and 400 Euro per month (“Erasmus funding”). The International Office will inform you about this funding once you receive a study abroad spot.

Please note: Due to the uncertainty in the Brexit negotiations, it cannot be guaranteed that Great Britain will continue its participation in the ERASMUS program. Exchanges will definitely continue, but students have to make sure to be able to finance such an exchange stay without Erasmus funding if funding should no longer be possible.

If you already received Erasmus funding for a study or work experience abroad during your current or former degree, you can get again an Erasmus grant as long as it does not exceed the following maximum duration for both study or work placements: in each study cycle (Bachelor/Master) you can receive up to 12 months of funding.
Application Documents

- You need to hand in the documents mentioned below as a **hardcopy** and you need to upload them on the online application portal “Mobility Online” (both within the deadline). 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.

- All application documents should be handed in as a **single copy** in German or English.

- At the point of application, academic references / letters of recommendation (Gutachten) are generally not required. Therefore, please do not hand in any academic references – they do not play a role in the selection process. **Exception: State Program Massachusetts!** Because we have to process applications for this State Program faster, you need to submit two letters of recommendation in English with your application!

- Please hand in a **COMPLETE** application; it is not possible to hand in single components.

### 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.

<table>
<thead>
<tr>
<th>N°</th>
<th>Application Component</th>
<th>Submitted in hardcopy?</th>
<th>Original required?</th>
<th>Uploaded digitally?</th>
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<tbody>
<tr>
<td>1</td>
<td>Online Application Form (generated in the application portal, printed and signed)</td>
<td></td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CV</td>
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<td>3</td>
<td>Letter of Motivation</td>
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<td>4</td>
<td>List of Priorities</td>
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<tr>
<td>5</td>
<td>Bachelor Certificate</td>
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<td>6</td>
<td>GMAT / GRE</td>
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<td>7</td>
<td>Proof of Language Proficiency</td>
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<tr>
<td>8</td>
<td>Additional relevant certificates (optional) / only State Program Massachusetts: two letters of recommendation (required)</td>
<td></td>
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<tr>
<td>9</td>
<td>Picture (optional)</td>
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<tr>
<td>10</td>
<td>Passport (can also be handed in later)</td>
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</table>

I have uploaded all documents in the application portal

I have handed in all documents as a hardcopy

**Accept**ed 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 5) 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.
- Scan the signed application form.
- Upload the signed application form.
- Add the original of your signed application form to the rest of your hardcopy documents and hand them in (please check below for details on when and where to hand in your application).

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.

2. CV

- Please state any work experience, internships, or extra-curricular activities.
- Please be aware that the selection process for the vast majority of exchange programs will be based exclusively on the application documents, and that in most cases, there will not be a separate interview. So 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 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 three pages.

- On the **first page**, explain the personal and academic reasons for the stay abroad and for your **first choice**.
- On the second and third page, explain the other exchange program priorities in shorter form, with a maximum of half a page per exchange program.

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

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 or Master's program in Economic and Business Education
- Fill in your preferred universities (not more than 5 partner universities). Please note that you must possess the required language skills of every university on your list.
- If you would like to apply for a State Program, please list the name of the State Program and your preferred university within that program.
- Print the form, sign it, upload it in the application portal and include it in your hardcopy application.

5 Certificate of Completed Bachelor Degree Including Individual Grades

Please upload and hand in an uncertified copy of your completed Bachelor degree certificate or 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 enclose a Bachelor's transcript).

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

Please enter your overall Bachelor degree result in the online application portal.

6 GMAT / GRE Test Result

Please upload a scan of your GMAT “Official Score Report – Test Taker Copy” or your GRE (Official Test Taker Score Report / Examinee Score Report) and hand in a paper copy with your application.

If you submit a GRE Test with your study abroad application, you should convert your GRE results into a GMAT score using the online GRE Calculator supplied by the University of Mannheim and enter that converted score in the corresponding field in the Mobility-Online-Portal.

The converter can be found here: University of Mannheim ➔ Academics ➔ Applying ➔ Master's Program ➔ The A to Z of Applying ➔ Graduate Record Examination (GRE) ➔ GRE Calculator

You need to hand in your GMAT / GRE results again, 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.
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 inquire with the International Office if any **special requirements** for their preferred host universities apply.

- Please hand in an uncertified copy of your language proof and upload a scan of the original in the application portal. Please 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.

- **REMANDER:** the proof of language skills must **not be any older than exactly two years** at the day of the application deadline (31st October).

- **Applications 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/Great Britain → proof for English language skills

Second priority Mexico/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 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:

- **State Programs**: applicants for any State Program that requires a TOEFL or IELTS will have to submit a valid test by 31 October 2019!

- **Partner Universities**: 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 1 March 2020.

- In case of the TOEFL, you can initially submit the Test Taker Score Report by the application deadline (in this case please read information provided about the TOEFL on the Proof of Language Proficiency webpage). The TOEFL Test Taker Score Report is a PDF document that can be downloaded online eight to ten days after the completion of the test.

- 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.

**It is your responsibility to upload the results of your TOEFL/IELTS result by 1 March 2020. Otherwise, you cannot be enrolled at your host institution and you will lose your spot. Please be aware that you will not be reminded to hand in your test results.**

**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.

### 8 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) and attach them to your application (uncertified copies).

**Please note**: for the State Program Massachusetts, you need to submit two letters of recommendation in English with your application!

### 9 Picture (optional)

You can upload a picture in the online application portal (picture file, e.g. JPEG). It will automatically be printed on the application document. Alternatively, you could glue a picture on the hardcopy application. The submission of a picture is optional, i.e. your application is also valid without one.

### 10 Copy of your Passport (optional)

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 have a passport that fulfills this requirement, please upload a scan (PDF or picture file) in the application portal and add a hardcopy to your application documents. Otherwise, please remember to get a new passport in time!

If you are selected for an exchange outside Europe beginning in the fall of 2020, you will need to upload a valid passport by 15 February 2020; if you are selected for an exchange beginning in the spring of 2021, you need to do this in by August 15, 2020.

You need to upload your passport onto Mobility Online 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!**

For exchange stays within Europe, your national I.D. (e.g. Personalausweis for German citizens) is sufficient for most countries if you have EU citizenship. Please check if your national I.D. is valid for the period of your stay. You do not need to upload a copy with your application. If you have a citizenship other than German, please inquire with the relevant embassy what kind of travel documents you will need.
Packaging of the Application Documents

1. Sort the application documents in the order mentioned above – unsorted documents have a negative impact on your chances.

2. Put your documents in a simple transparent plastic folder that is open top and side – please don't use application folders etc. as they do not improve your chances and are indeed hindering speedy processing. Envelopes are only necessary if you send your application via mail or if you put it in the University's mailbox in L1, 1.

Handing in the Application

Application deadline:

For the fall term 2020 or the spring term 2021 the application deadline is 31 October 2019.

You have to submit your application in two ways:

- **Online upload** of all documents by 31 October 2019 (noon)

  **AND**

- Hand in your **hardcopy** in due time for the application deadline
  - either by Thursday, 31 October 2019 at the Express-Service in L1, 1
  - or by using one of the grey mailboxes at both entrances of the L1, 1 building (labeled "Universität Mannheim) by 31 October 2019
  - or via mail (date as postmarked – please inquire if your post office does postmark on weekends – make sure to hand in your application on time).

It is your responsibility to ensure that the online and hardcopy versions of your application are identical.

If you want to send the hardcopy by mail, we recommend that you use regular mail because the delivery via registered mail, express, and similar methods may take longer and will delay the selection process.

**Opening Hours Express-Service (as of July 2019):**

- Monday, Tuesday and Thursday: 10:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m.
- Wednesday: 10:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.
- Friday: 10:00 a.m. – 12:00 p.m.

**Postal address:**

University of Mannheim  
International Office  
L1, 1  
68131 Mannheim

Mail from abroad: If you need to send your documents from abroad, please inform us in advance via e-mail at outgoings@uni-mannheim.de.

You alone are responsible for the completeness of your application. If your application is incomplete, it might be excluded from or receive a lower mark 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.
Confirmation of Application Receipt

You will receive an e-mail from the International Office confirming the receipt of your application documents by Monday, 11 November 2019 (6 p.m.) at the latest.

Submitting Documents after the Deadline

It is not possible to hand in any documents after the application deadline. This is necessary to speed up the selection procedure.

This does not affect the exception for the TOEFL/IELTS (see above).

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 require a number of weeks. We will endeavour to 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 programs 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.

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. 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:

If you are offered a spot in an exchange program, you will need to accept it on the application portal within four business days. The acceptance of this spot is binding. 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. Since the selection process is finalized at this stage, the “vacant spot” cannot be given to another student. As a sanction for this unfair behavior, the International Office and the Business School will not support these students in alternative exchange or study abroad endeavors.

State programs: Since we have to nominate our candidates for some state programs very early, we might have to inform successful applicants earlier than other students.

After you accepted an exchange spot, you can only withdraw from the exchange program in special circumstances (e.g. 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!