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

Application Deadline 31 October 2020
for a Study Abroad Period in Fall 2021 or Spring 2022

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 check with both the International Office and your advisor at the Business School whether applying makes sense.

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IMPORTANT: If you would like to apply for the State Program Massachusetts, you need to submit a valid proof of language proficiency (either TOEFL or IELTS) and two letters of recommendation on 31 October (please see below)! For the other exchange programs (Erasmus, partner universities) please read up on the information on language tests in these application instructions.
How Can I Find Information?

Information Provided by Your School
Make sure you attend the information session that the Business School will be offering concerning study abroad options! This session will be held on 17 September 2020 from 1 to 2 p.m. via Zoom. The link will be provided a few days before the session on the info page for first year students and all enrolled students will receive it via e-mail. 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.

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:

| Erasmus I (UK, Ireland, Belgium, Netherlands, Luxemburg) | Kathrin Blitzke | blitzke@verwaltung.uni-mannheim.de |
| Erasmus II (France, Spain, Italy, Portugal) | Kerstin Bach | bach@verwaltung.uni-mannheim.de |
| Erasmus III (Northern and Eastern Europe) | Lukas Dausend | lukas.dausend@verwaltung.uni-mannheim.de |
| Overseas I (North America, Mexico, Australia, New Zealand) | Carita Emmerich-Wessels | emmerich-wessels@verwaltung.uni-mannheim.de |
| Overseas II (Africa, Asia, South America, Israel) | Lukas Dausend | lukas.dausend@verwaltung.uni-mannheim.de |
PLEASE NOTE:
Due to the current situation with COVID-19, the University of Mannheim suspended or highly restricted regular office hours and face-to-face contact with staff. Therefore, we ask you to contact your advisors and all relevant personnel via e-mail. Alternatively, you can also book an appointment for a digital consultation at https://www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/virtual-consultation-study-abroad.

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 (but please note there is no guarantee you will be able to take or transfer the same classes, you will need to discuss them individually with your advisor).

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 2020; the final version will be published by the end of September 2020.

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

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

Exception: State Program Massachusetts
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 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 foreign universities might be added to the preliminary list or the online database of study abroad opportunities, but also that a university exchange might no longer be offered. The definite list of programs for MMM students will be published by the end of September at the latest.

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

2. **You need to apply during your first semester of your master’s studies**, later applications will not be considered. The stay abroad is scheduled for the 3rd or 4th semester of your studies; this applies also for
students planning to take a leave of absence at any time between the first semester and their study abroad semester.

3. Proof of advanced knowledge of the preferred host university's language of instruction. Usually, a minimum level of B2 is expected (according to the European Framework of Reference for Languages). Please refer to the relevant section below for more information on how to get the relevant certificate and on how to find out if your preferred university has higher requirements.

4. Submitting a completed online application on time.

5. Good academic standing (applications from students with the equivalent of a German GPA of 3.0 and below can only be considered in special circumstances. Please check back with your School’s exchange coordinator if this applies to you.

Nationality and Visa Issues

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

University of Mannheim → Academics → Going Abroad → Studying Abroad → Special Requirements for International Students from Mannheim

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

Here are a few issues which you might encounter:

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

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

Please read up on this online and speak to an advisor in the International Office!
Costs and Financial Aid

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

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

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

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

Please note:

At our Erasmus partner universities, Mobility Funding supported by the EU is generally “automatically” included. This funding varies from country to country. The monthly rates may change every year. Currently the rate is between 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: The British government currently plans to participate in the ERASMUS program at least until 2021/22.

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 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.

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!

This year, you do not have to hand in an application as a hardcopy due to COVID-19.
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>Checklist for your personal use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please upload your application documents <strong>in a single copy</strong> on the Mobility Online-portal and then merge them in <strong>one consolidated PDF file</strong> in the following order.</td>
<td>Uploaded on Mobility Online?</td>
</tr>
<tr>
<td>1</td>
<td>Online Application Form (generated in the application portal, printed and signed)</td>
<td>☐</td>
</tr>
<tr>
<td>2</td>
<td>CV</td>
<td>☐</td>
</tr>
<tr>
<td>3</td>
<td>Letter of Motivation</td>
<td>☐</td>
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<tr>
<td>4</td>
<td>List of Priorities</td>
<td>☐</td>
</tr>
<tr>
<td>5</td>
<td>Bachelor Certificate</td>
<td>☐</td>
</tr>
<tr>
<td>6</td>
<td>GMAT / GRE</td>
<td>☐</td>
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<tr>
<td>7</td>
<td>Proof of Language Proficiency (can also be handed in later)</td>
<td>☐</td>
</tr>
<tr>
<td>8</td>
<td>Additional relevant Certificates (optional) / <strong>only State Program Massachusetts</strong>: two letters of recommendation (required)</td>
<td>☐</td>
</tr>
<tr>
<td>9</td>
<td>Picture (optional)</td>
<td>☐</td>
</tr>
<tr>
<td>10</td>
<td>Passport (can also be handed in later)</td>
<td>☐</td>
</tr>
</tbody>
</table>

**I uploaded all documents as single copy and then again in one merged PDF file**  ☐

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

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

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

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

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

1. First, you go to the website mentioned above and enter your personal data in the online application form as well as your preferred university/universities (max seven) 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.

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 Program Massachusetts:

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 Massachusetts”/“University of Massachusetts at Amherst”). 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

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

Make sure to include all details about your relevant work experience, internships and extracurricular activities, and list your individual responsibilities. Please detail the duration of your individual positions (at least by month). If you are applying for an MBA-exchange please also be specific about the scope of your work experience (full-time/part-time; how many hours etc.).
Please be aware that the selection process for all exchange programs will be based exclusively on the application documents, and that 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 a third of a page per exchange program. Please only write a full three pages if you choose to use all 7 priorities.
- **Exception State Programs:** If your first choice is the state program Massachusetts, 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 and personal 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? Do you have any ties to your host country? Which aspect of your host country is of interest to you?*
- Use consistent formatting! *You are not required to use specific font sizes or types, but please keep it legible, avoid major gaps and try to have a clear format.*

**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.*
- Avoid typos, grammatical errors and awkward word choices!

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

- You can find it here University of Mannheim → Academics → Going Abroad → Studying Abroad → Application → Application Instructions → Master’s program in Business Administration (MMM): Semester abroad
- Fill in your preferred universities (not more than seven 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, and upload it in the application portal.

### 5. Certificate of Completed Bachelor Degree Including Individual Grades

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

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

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

### 6. 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) on the application portal. If you’ve done the online GMAT, please upload a screenshot of your results.

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.**

### 7. Proof of Language Proficiency

At the time of application, you should try and get a valid proof of language skills for your selected universities. To find out which language is relevant for your chosen universities and what kind of proof you need, please go online:

University of Mannheim → Academics → Going Abroad → Studying Abroad → Proof of Language Proficiency

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

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

Due to the restrictions by COVID-19, you can hand in your proof of language proficiency later until **31 January 2021**. If you are unable to obtain a valid language test by 31 October, please upload an empty document with the filename “placeholder” on Mobility Online.

You must upload your valid language test by 31 January 2021 in Mobility Online, which fulfills the requirements of your host university (please confirm those in our database of partner universities). Otherwise you cannot be nominated at your host university and you will lose your exchange spot. **Please be aware that you will not be reminded to hand in your test results.**

**Exception:** for state-to-state programs, you need to submit your proof of language proficiency on **31 October**.

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

**Example:**
First priority USA/UK/Australia → proof for English language skills
Second priority Mexico/Spain/Argentina → additional proof for Spanish language skills (if Spanish is the language of instruction)

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

**Note to programs that require a TOEFL or IELTS:**
- If you take a new TOEFL test, please always use our Institutional Code 7261, so your test results will directly be sent to the University of Mannheim. In case of the TOEFL, you can also initially submit the Test Taker Score Report by the application deadline. 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 (please read the information provided about the TOEFL on the Proof of Language Proficiency webpage).
- For the IELTS, you can check your results online before the hardcopy is sent out, so you can also submit a screenshot of your results with your application.
- Our partner universities usually accept both IELTS and TOEFL, so both tests are equal for our application procedure
- **State Programs:** applicants for any State Program will have to submit a valid a TOEFL or IELTS by **October 31st**!

**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).

**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). However, this is entirely voluntary. We will also accept applications without a photo.

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. Otherwise, please remember to get a new passport in time!

If you are selected for an overseas exchange spot beginning in the fall of 2021, you will need to upload a valid passport by 15 February 2021; if you are selected for an exchange beginning in the spring of 2022, you need to do this by 15 August 2021.

You must 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.

Handing in the Application

You have to upload all requested application documents as single copies and afterwards as one merged PDF file on the Mobility Online portal by the application deadline: 31 October 2020. 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.

Confirmation of Application Receipt

You will receive an e-mail from the International Office confirming the receipt of your application documents by Tuesday, 10 November 2020 (6 p.m.) at the latest.

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 inform you about the results as soon as possible via e-mail to your university address.

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

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

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

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

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. As 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!