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

Application Deadline 31 October 2017
for a Study Abroad Period in Fall 2018 or Spring 2019

This document serves as a general guide for the completion of your application. It is applicable to all programmes that are mentioned in the pdf document “List of Exchange Programmes for MMM Students” on the website www.uni-mannheim.de/aaa/english → Outgoing Students → Application → Application Instructions.

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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IMPORTANT: Take care of your proof of language skills early on, as test appointments are being filled 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, see below).

The proof of language skills may not be older than exactly two years at the day of the application deadline.
How Can I Find Information?

- **Information Provided by Your School**
  Carefully read the school-specific information concerning a study abroad period. This information can be found on the individual school’s website under the topic “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! Further information can be found here [http://www.bwl.uni-mannheim.de/en](http://www.bwl.uni-mannheim.de/en) (Website of the Business School > International > Studying Abroad > Studying Abroad (Master Students)). As part of the information session, the International Office will inform you about scholarship possibilities.

- **The International Office’s Website: [www.uni-mannheim.de/aaa/english](http://www.uni-mannheim.de/aaa/english)**
  In the section “Outgoing Students”, you will find a database with all available study abroad programs as well as links to the homepages of partner universities, application forms, and also reports from former exchange students. If you have questions about a specific report, you can ask the International Office to put you in touch with the former exchange student who wrote it. Just send an e-mail with the number of the individual report to outgoings@uni-mannheim.de.

- **International Day at the University of Mannheim**
  An international study fair will be held in the arcades of the Ehrenhof on Thursday, 21 September 2017 from 3 to 7 p.m. where you can get information about our partner universities. During this time, International Office 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:

  | Erasmus I (UK, Ireland, Belgium, Netherlands, Luxemburg) | Kathrin Blitzke | Tel. 0621 181-1159 |
  | Erasmus II (France, Spain, Italy, Portugal)               | Kerstin Bach   | Tel. 0621 181-1160 |
  | Erasmus III (Northern and Eastern Europe)                | Lukas Dausend  | Tel. 0621 181-1137 |
  | 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), please contact your Exchange Coordinator at the Dean’s Office of the Business School: [http://www.bwl.uni-mannheim.de/en/international/studying_abroad/](http://www.bwl.uni-mannheim.de/en/international/studying_abroad/)

  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.
abroad. The right contact person for course choices and credit transfer is your school’s departmental coordinator and / or the examination board. They can provide you with guidelines concerning credit transfer (http://www.bwl.uni-mannheim.de/en/programs/master_programs/mmm/studying_abroad/).

A list of **previously recognised courses** from partner universities is available on the ILIAS portal. The ILIAS portal also contains conversion tables and information on the conversion procedure at the different partner universities.

### Which Programmes Can I Apply For?

The programmes available to you are listed in the pdf document “List of Exchange Programmes for MMM Students” on the website www.uni-mannheim.de/aaa/english → Outgoing Students → Application → Application Instructions (a preliminary version is available online from August 2017; the final version will be published by the end of September 2017).

The section Outgoing Students → Partner Universities contains a database of all exchange programmes 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 Programmes for MMM Students”.

**Exception: State Programmes**

Please note that State Programmes (Landesprogramme) have several special requirements and exceptions due to early nomination deadlines of our exchange students. In particular, you already need to submit your proof of language skills at October 31st!

In general, an application for a State Programme is twofold: first, you apply for general admission to the programme. Once you have a spot, it will then be decided in a second step at which university within this programme 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 online database of study abroad opportunities, but also that a university exchange might no longer be offered. The definite list of programmes for MMM students will be published by 30 September 2017 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) during their study abroad period.

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 application on time – both online and as a hardcopy.**

**Note:** A previous stay abroad during the Bachelor’s degree will not result in a lower rank if applying again to study abroad during the Master’s degree.
Nationality and Visa Issues

- **Visa issues:** Please inquire early on about the visa regulations at the embassy of your potential host country/countries, especially if you don’t possess a German or EU nationality – sometimes visa requirements can be extremely difficult to fulfill.

- **Staying abroad in your home country:** Please note that some partner universities do not accept exchange students who are citizens of the respective host countries. If you would like to apply for an exchange program in a country of which you are a citizen, please talk to a representative of the International Office to see whether you are eligible for an exchange or not.

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: if gaining a degree meant that you have to pay tuition fees, you would automatically lose your Erasmus status and could not receive Erasmus funding.

Scholarship Benefits

If your application is successful, you will receive **tuition-free admission** to one of our partner universities. In addition, there are some financial aid opportunities, which are highlighted on our website in the section **Outgoing Students → Funding**. In most cases, these require a separate application.

At our Erasmus partner universities, **Mobility Funding** supported by the EU is generally “automatically” included. This funding varies from country to country and is usually between 150 and 250 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 British people’s vote to leave the EU, Erasmus funding for an exchange in the UK is pending. It is possible that you will have to finance your exchange without Erasmus funding; please plan your budget accordingly.

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

**General Information about the 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 is open as of now. PLEASE PREPARE THE NECESSARY DIGITAL COPIES/SCANS IN ADVANCE, so you can upload them while doing the online application.

- 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.

- 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.

<table>
<thead>
<tr>
<th>Nº</th>
<th>Application Component</th>
<th>Submitted in hardcopy?</th>
<th>Original required?</th>
<th>Uploaded digitally?</th>
</tr>
</thead>
<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>
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<tr>
<td>2</td>
<td>CV</td>
<td>☐</td>
<td></td>
<td>☐</td>
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<tr>
<td>3</td>
<td>Letter of Motivation</td>
<td>☐</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>4</td>
<td>List of Priorities</td>
<td>☐</td>
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<td>☐</td>
</tr>
<tr>
<td>5</td>
<td>Bachelor Certificate</td>
<td>☐</td>
<td>yes</td>
<td>☐</td>
</tr>
<tr>
<td>6</td>
<td>GMAT (only for MMM students)</td>
<td>☐</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>7</td>
<td>Proof of Language Proficiency</td>
<td>☐</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>8</td>
<td>Additional References (optional)</td>
<td>☐</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>9</td>
<td>Picture (optional)</td>
<td>-</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>10</td>
<td>Passport (optional)</td>
<td>☐</td>
<td></td>
<td>☐</td>
</tr>
</tbody>
</table>

I have uploaded all documents in the application portal ☐

I have handed in all documents as a hardcopy ☐

Accepted formats for uploads include PDF (preferred), WORD and picture files (e.g. for your picture).
# Application Components

<table>
<thead>
<tr>
<th></th>
<th>Online Application Form (generated in the online application portal)</th>
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<tbody>
<tr>
<td></td>
<td>The application portal “Mobility Online” can be accessed through the following website: (<a href="http://www.uni-mannheim.de/aaa">www.uni-mannheim.de/aaa</a> → Outgoing Students → Application). You can log in using your regular student username and password. <strong>For a successful application you need to take the following steps:</strong></td>
</tr>
<tr>
<td></td>
<td>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.)</td>
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<td></td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>• Print out the automatically generated application form.</td>
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<td>• Sign the application form.</td>
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<td></td>
<td>• Scan the signed application form.</td>
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<td></td>
<td>• Upload the signed application form.</td>
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<tr>
<td></td>
<td>• 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).</td>
</tr>
<tr>
<td></td>
<td><strong>A Word of Advice:</strong> 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.</td>
</tr>
<tr>
<td></td>
<td><strong>Exception State Programs:</strong> If you would like to apply for a spot in a state-to-state program (&quot;Landesprogramm&quot;), please select the State Program of your choice and then the university which you would prefer within that State Program (e.g. &quot;LP Massachusetts&quot;/&quot;University of Massachusetts at Amherst&quot;). 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.</td>
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<table>
<thead>
<tr>
<th></th>
<th>CV</th>
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<tbody>
<tr>
<td></td>
<td><strong>Format:</strong> CV in tabular form</td>
</tr>
<tr>
<td></td>
<td>➢ Also state any work experience, internships, or extra-curricular activities.</td>
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<td></td>
<td>➢ No photograph is required (a photo on the online form is sufficient).</td>
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</tbody>
</table>
3 **Letter of Motivation**

**Format:** The letter of motivation must contain your name and student ID number as a header.
- On the **first page**, explain the personal and academic reasons for the exchange program which you selected as your **first choice**.
- In shorter form, explain the other exchange program priorities, in a maximum of half a page per university. Overall, the letter of motivation is allowed to be **no longer than three pages**.
- 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.
- **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 this on [www.uni-mannheim.de/aaa → Outgoing Students → Application](http://www.uni-mannheim.de/aaa → Outgoing Students → Application)
- 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 Test Result**

Please note: You need to hand in your **GMAT results** again, since the results submitted to the admissions office as a part of your application for the MMM 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, however, reserve the right to compare the new copy with the document submitted to the admissions office.
Proof of Language Skills

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 see the following website:

www.uni-mannheim.de/aaa/english → Outgoing Students → Application → Proof of Language Skills

- On this website, 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 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 list of partner universities on the International Office’s website. Please feel free to ask for advice in the International Office!

- International degree-seeking students whose nationality is not part of the EU should inquire with the International Office about the visa requirements for their preferred host universities and see if they possibly need to submit a different proof of language skills.

- 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.

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

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

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

**Example:**
First priority USA → proof for English language skills
Second priority Mexico → 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:

- **State Programs**: applicants for any State Program that requires a TOEFL will have to submit a TOEFL by October 31st.
- **Partner Universities**: Applicants for partner universities that require the TOEFL can alternatively submit the university’s language certificate if their TOEFL results are not in by the application deadline. In this case, the TOEFL has to be handed in by March 1st.
- You can also hand in the “TOEFL Test Taker Score Report” which is available some days after the test (please read the above mentioned website for more information on this). If you have a valid IELTS instead of a TOEFL, it will usually be accepted as well.

*It is your responsibility to upload the results of your TOEFL test by the due date. 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 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.

<table>
<thead>
<tr>
<th>8</th>
<th>Other Certificates</th>
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<tbody>
<tr>
<td>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).</td>
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<th>9</th>
<th>Picture (optional)</th>
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<tbody>
<tr>
<td>Please 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 just glue a picture on the hardcopy application.</td>
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<thead>
<tr>
<th>10</th>
<th>Copy of your Passport (optional)</th>
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<tr>
<td>For stays abroad outside Europe, you usually need a passport that is <strong>still valid six months after your semester(s) abroad have ended</strong> (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!</td>
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<tr>
<td>If you are selected for an exchange outside Europe beginning in the fall of 2018, you will need to upload a valid passport by February 15, 2018; if you are selected for an exchange beginning in the spring of 2019, you need to do this in by August 15, 2018.</td>
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</table>

### 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 see-through sheet protector that is **open on two sides** – 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

For the fall term 2018 or the spring term 2019 the application deadline is:
Tuesday, 31 October 2017 (public holiday)

Please note: As the application deadline falls on a public holiday, we strongly recommend to finalize your application at the latest until Monday, 30 October 2017 (noon) to receive technical or other support. Your last opportunity to submit your hardcopy in person at the Express Service is Monday, 30 October 2017 until 3:00 p.m.

You have to submit your application in two ways:

- **Online upload** of all documents **by 31 October 2017**
  
  AND

- Hand in your **hardcopy** in due time for the application deadline
  - either by Monday, 30 October 2017 at the Express-Service in L 1, 1
  - or by using one of the grey mailboxes at both entrances of the L1, 1 building (labeled “Universität Mannheim) by 31 October 2017
  - or via mail (date as postmarked – please inquire if your post office does postmark on holidays – 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 August 2017):**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday, Tuesday and Thursday</td>
<td>10:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m.</td>
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<tr>
<td>Wednesday</td>
<td>10:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>10:00 a.m. – 12:00 p.m.</td>
</tr>
</tbody>
</table>

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. Your application will be excluded from the selection process if it is incomplete. 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, 14 November 2017 (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 (see above).
**Selection Process**

The selection process is carried out either by a commission of school representatives and employees of the International Office or by the program-specific assigned professors of the schools. Sometimes, an interview is required for some programs; if this applies to you, you will be invited by e-mail.

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.

If you are not selected for your first priority, your application will automatically be reconsidered for a possible selection for the following priorities.

If you are accepted for a program, you have to log in to the application portal and accept your exchange within seven days. **This acceptance 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 finalised 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 will consult with the responsible university school.

**Selection Criteria / Chances**

Only very general statements about the selection criteria can be made, as the individual selection committee might place their own emphasis. Generally, selection criteria are:

- study performance, study length
- academic and personal motivation for studying abroad
- language skills (at least good level in the teaching language)
- extracurricular activities, work experience etc.
- formal correctness of the application
- personal impression (if interviews take place)

Your chances of being selected for a (certain) study abroad program with one of our partner universities cannot be estimated beforehand. Whether you are offered a spot at all (and at which partner university) also always depends on your fellow applicants. Moreover, the number of applicants can vary considerably from year to year for no apparent reason. As a consequence, we are unable to make any predictions on what your chances are.

**Therefore, please refrain from asking about your individual application chances.**

Unfortunately, there are rumors with dubious insider tips circulating among students on how to apply in a “tactically clever” way. In our experience, following these “hints” will not increase your chances of getting into the exchange program of your choice. For your application, just follow the information and advice given in these guidelines 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 in your priority list.
What’s next?

If you receive the notice of acceptance into a program, many host universities will request additional documents from you for your enrolment. The International Office will inform you on time concerning these documents, which could include:

- CV (in English or another language, depending on the program)
- Letter of motivation (in English or another language, depending on the program)
- Current transcript (in English)
- Proof of language skills
- Academic reference (Please only request this from your school if required; academic references are only necessary for a few, mostly overseas, universities. If required, you will be informed by us in time.)

These documents have to prepared and sent to the host institution after the University of Mannheim informs you to do so.

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