Application Instructions
for Exchange Programs (Region „Overseas North“)
USA, Canada, Asia, Mexico
for Students of all Courses of Study (Bachelor, Master and State Exam)
except Business Studies

Application Deadline 31 October 2020
for a Stay Abroad in Fall 2021 and/or Spring 2022

This document serves as a general guide for the completion of your application. It is applicable to the following programs:
- State-to State programs (Landesprogramme) USA and Canada
- Partner Universities with a deadline of 30 October 2020 which are coordinated by the International Office

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

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

IMPORTANT:
From the effective date of 15 October*, the proof of language proficiency may not be older than exactly two years. The earliest valid date of your proof of language skills is therefore 15 October 2018.

*The application deadline was postponed from 15 October to 30 October 2020 due to the COVID-19 pandemic. As for the validity of your language test, we choose to be flexible: if your language test was valid on 15 October 2020 (not older than two years) we will still accept it for the application on 31 October 2020.
How Can I Find Information?

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

Study Abroad Information Session
If you feel that your command of the German language is sufficient to take part in the Introductory Study Abroad Session (generally held in German), please do so. You can find the dates of the information sessions on the webpages of the International Office: https://www.uni-mannheim.de/en/ → Academics → Going Abroad → Studying Abroad → Prior to Your Application → Mandatory information sessions.

Alternatively, the International Office is offering individual consultation meetings for international students to inform you about the study abroad program, your options and any special requirements regarding visa, proof of language skills etc. Please feel free to contact the Study Abroad Advisors from the International Office to make an appointment.

The International Office’s webpages:
https://www.uni-mannheim.de/en/ → Academics → Going Abroad
Starting with the webpage Going Abroad the International Office is offering the following:
- a database of partner universities showing all available study abroad programs and also reports from former exchange students
- extensive information on proof of language proficiency
- information on financial aid and much more

If you have questions about a specific report, the International Office can ask the author of a report to get in touch with you. Just send an e-mail with the report’s ID number to outgoings@uni-mannheim.de.

Study Abroad Fair at the University of Mannheim
An international study abroad fair will take place on Tuesday, 20 October 2020, where you can get information about our partner universities. During this time, International Office and school staff will be available for consultation. This year, the study abroad fair will be an online event.

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:

<table>
<thead>
<tr>
<th>Overseas I (North America, Mexico, Australia, New Zealand)</th>
<th>Carita Emmerich-Wessels</th>
<th><a href="mailto:emmerich-wessels@verwaltung.uni-mannheim.de">emmerich-wessels@verwaltung.uni-mannheim.de</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseas II (Africa, Asia, South America, Israel)</td>
<td>Lukas Dausend</td>
<td><a href="mailto:lukas.dausend@verwaltung.uni-mannheim.de">lukas.dausend@verwaltung.uni-mannheim.de</a></td>
</tr>
</tbody>
</table>
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), please contact your School’s Exchange Coordinator at the Dean’s Office. An overview of the state contacts is available at https://www.uni-mannheim.de/en/ → Academics → Going Abroad → Studying Abroad → Prior to Your Application → Recognition of coursework and credits from 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. The right contact person for course choices and credit transfer is your school’s departmental coordinator and / or the examination board.

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

At the time of the application deadline, you may hand in only one application. In addition to your first-choice selection of a partner university or State-to-state program (Landesprogramm), you may add up to four alternative choices of partner universities or State-to-state programs (Landesprogramm) on the application form.
These alternatives do not need to be in the same country as your first choice, as long as they have the same application deadline and as long as you have the required language proficiencies.

Example:
First priority: State program Ontario
Second priority: National University of Singapore
Third priority: State program Oregon
Fourth priority: University of Florida
Fifth priority: National Taiwan University
The selection commission will always try to grant your first choice. If this is not possible, the commission will try to allocate a place at one of your further choices.
To increase your chances for a study abroad place, we recommend using all available choices, provided that there are enough universities that are of interest to you.

Exception: State Programs
Please note that State Programs (Landesprogramm) have several special requirements and exceptions due to early nomination deadlines. In particular, you already need to submit your proof of language skills on 31 October 2020!
In general, an application for a State Program is twofold: first, you apply for general admission to the program. Once you have a spot, it will then be decided in a second step at which university within this program you will be enrolled. Our coordinators will try to place you according to your preferences. For more information, please consult the respective passages in these guidelines.

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

**Application Requirements**

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

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

3. **Submitting a completed online application on time.**

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

5. **If you have already been selected and accepted a spot in a program, it is not possible to re-apply for another spot for the same study abroad period.**

**Note:** Applicants who have already taken part in an exchange program organized by the University of Mannheim during their current course of study will be lower-ranked in the second application to allow as many people as possible to take part in an exchange program. A previous stay abroad during the Bachelor’s degree, however, will **not** result in a lower rank if applying again to study abroad during the Master’s degree. This is also valid for “Staatsexamen Lehramt” students: a previous stay abroad will **not** result in a lower rank.
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’s not always possible to do an exchange in the country whose citizenship you hold. Please check back with the International Office before you apply.

- **Dual Citizenship?** Please note that there might be special entrance requirements.

- **Information about University of Mannheim’s tuition fees for non-EU students:** In many degree programs, you can request an exemption from the fees when taking an academic leave of absence. Students in a master’s program who have successfully applied for the Baden-Württemberg Scholarship to fund their stay abroad will also be exempt from paying tuition fees for this period.

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

**Costs and Financial Aid**

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

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

In addition, you will need to budget for housing, cost of living, and travel expenses. Please note that overseas destinations, in particular, can incur higher expenses for visa, insurance and other miscellaneous fees as well as higher flight costs.
You can find all financial aid opportunities on the website of the International Office (University of Mannheim → Academics → Going Abroad → Studying Abroad → Financing). Applicants who receive an Erasmus exchange spot (for Europe) are usually automatically eligible for Erasmus funding. All other scholarship programs (e.g. DAAD, PROMOS or the Baden-Württemberg Scholarship) require a separate application. Be sure not to miss their individual deadlines!

Application Documents

- You need to upload the documents mentioned below on the online application portal “Mobility Online” (all within the deadline). The application portal will open one month before the deadline. Until then, you can already prepare the necessary documents (everything except for the actual application form). PLEASE PREPARE THE NECESSARY DIGITAL COPIES/SCANS IN ADVANCE, so you can upload them when the portal opens.
- At the end, you need to upload all documents again in one merged PDF file.
- Please upload all application documents in German or English.
- At the point of application, academic references / letters of recommendation (Gutachten) are generally not required. Therefore, please do not submit any academic references – they do not play a role in the selection process.

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>Uploaded on Mobility Online?</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>4</td>
<td>Mannheim Transcript of Records (current studies)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Master Students: Bachelor Certificate</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Proof of Language Proficiency</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Additional Certificates (optional) / only State Program Massachusetts: two letters of recommendation (required)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Picture (optional)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Passport (can also be handed in later)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I uploaded all documents as single copy and then again in one merged PDF file</td>
<td></td>
</tr>
</tbody>
</table>

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

Online Application Form (generated in the online application portal)

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

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

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

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

A Word of Advice:

Do not wait until the last minute before you upload your documents! Ideally you should upload them a few days before the deadline in case you have technical difficulties or other questions. That way you are less likely to miss the deadline.

Exception State Programs:

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

CV

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

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

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

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

- focus solely on your first priority on the first page, detailing your general and professional motivation for wanting to study at your top priority university

- explain your further choices in shorter form on the second page. For your second and third priority, please mention your motivation in a few sentences. If you list four or five universities, it will suffice for these last two universities if you list a few courses on offer to explain the professional fit.

Example for 3 priorities:
Example for the maximum amount of priorities (5):

1st Priority

2nd Priority

3rd Priority

4th Priority
[courses only]

5th Priority
[courses only]

- **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.

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

**DO**

- Elaborate on your academic motivation to study abroad!
  *What are your academic interests? Do you have a special focus in your studies or job/career aspirations which align with what your host university offers?*

- Use consistent formatting!
  *You are free to play around with font sizes or types, but please keep it legible, avoid major gaps and try to have a clear format.*

- Explain your personal motivation!
  *Do you have any ties to your host country? Which aspect of your host country is of interest to you?*

**DON’T**

- Your letter of motivation should not be too generic!
  *There should be a clear reason why you chose your selected host universities out of all available programs.*

- Make sure that your arguments are not too touristic!
  *Proximity to the beach, nightlife and sightseeing spots should not be the main reason why you chose your host universities.*

- Avoid typos, grammatical errors and awkward word choices!
Transcript of records of your current degree program

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

Due to the current situation with COVID-19, we ask you to request a transcript via the contact form of the Express-Service (https://www.uni-mannheim.de/en/express-service). Please ask for a current transcript with average grade for the application for an exchange semester. You will receive the transcript as a PDF via e-mail.

After that, please do the following steps:

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

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

Entering the overall average grade in the online application portal:

If your transcript includes your official average grade, please enter the grade in the respective field. Bachelor’s Students: If there is no average grade available, please leave this field blank. Master’s Students: If there is no average grade available, please enter your bachelor’s degree result.

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

Whether you have already obtained Master ECTS in Mannheim or not, please upload a copy of your completed Bachelor degree certificate or of your transcript if the Bachelor degree is not yet available. The certificate should include your overall grade as well as your individual course grades (if this is not the case, please also include a Bachelor’s transcript).

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

Entering the overall average grade in the online application portal:

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

Proof of Language Proficiency

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

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

- On the Proof of Language Proficiency page, you will find all accepted language tests and alternatives as well as information on where to take these tests.
• Please note that in the interest of comparability, we 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 effective date (15 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 → 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 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.
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!

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.

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 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!

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.

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

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

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

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

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

If there are vacant spots left after the first selection round, we will allocate those in a **second selection round.**

What’s next?

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

You will hear about the results of this application round via email on 8 December. If you are offered a spot in an exchange program, you will need to accept it on the application portal within three business days (including the day you received the email), i.e. you have to accept it by 10 December. The acceptance of this spot is binding.

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

**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.

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

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](#)