Application Instructions

for Exchange Programs (Region “Overseas South”)
Australia, Japan, South America
for Students of all Courses of Study (Bachelor, Master and State Exam)
except Business Administration

Application Deadline 30 April 2018
for a Stay Abroad in Spring 2019 and/or Fall 2019

This document serves as a guide for the completion of your application. It is applicable to all programs with Overseas Partner Universities whose deadline is 30th of April and 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 website).

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

IMPORTANT: Take care of your proof of language skills early on, as test appointments are 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.

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How Can I Find Information?

➢ Information Provided by Your School
Carefully read the school-specific information concerning a study abroad period. 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).

➢ Study Abroad Information Session
If you feel that your command of the German language is sufficient to take part in the Introductory Study Abroad Meeting (generally held in German), please do so. You can find the dates of the individual information sessions on the homepage of the International Office (http://www.uni-mannheim.de/aaa/english) in the section Outgoing Students → Going Abroad → First Steps

Alternatively, the International Office is offering individual information 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. We suggest you contact the Study Abroad Advisors from the International Office to make an appointment.

➢ The International Office’s Website: 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.

➢ 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:

<table>
<thead>
<tr>
<th>Overseas I (North America, Mexico, Australia, New Zealand)</th>
<th>Carita Emmerich-Wessels</th>
<th>Tel. 0621 181-1157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseas II (Africa, Asia, South America, Israel)</td>
<td>Lukas Dausend</td>
<td>Tel. 0621 181-1137</td>
</tr>
</tbody>
</table>

➢ 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 these contacts can be found here: www.uni-mannheim.de/aaa/contact → Staff Members → Exchange Coordinators.

➢ 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 partner university database on the International Office’s (“Akademisches Auslandsamt”) website. 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, you may add two alternative choices of partner universities 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: Australian Catholic University
Second priority: Kyoto University of Foreign Studies
Third priority: Pontifica Universidad Católica Peru

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 your second or third choice university.

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. If you only apply for one partner university, the selection commission will assume that you do not want to study abroad at any other university.

Important information for Law students who apply for a stay abroad during their ‘Ergänzungsstudium Staatsexamen’: Please select ‘Bachelor’ as your study level in the online application form – you can choose from all exchange programs that are open for bachelor level law students. Select ‘Ergänzungsstudium’ as your degree program, even if you are currently still enrolled in the Bachelor of Business Law degree.

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 application on time – both online and as a hardcopy.

4. 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.
5. For State Exam Degrees (Staatsexamen) – please contact the International Office for specific requirements if you study one of these degree courses as a non-native German speaker or, if you speak German, please read the German version of the application instructions.

Note: Applicants who have already taken part in an exchange program organised 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

- **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.

- **Information about University of Mannheim’s tuition fees for non-EU students**: if you apply for and are granted an academic leave of absence for the semester(s) spent abroad, you do not need to pay tuition fees to Mannheim for this period (ask for more information at the Student Services Office).

### Can I Gain a Degree Abroad?

Within exchange programs, the award of degrees (MBA, Bachelor, Master, etc.) is generally not possible, as your status as an exchange student is that of a “non-degree seeking student”.

### 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.

### 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 will open one month before the deadline. Until then, you can already prepare the necessary documents (everything except for the actual application form). PLEASE PREPARE THE NECESSARY DIGITAL COPIES/SCANS IN ADVANCE, so you can upload them when the portal opens.

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

- At the point of application, academic references / letters of recommendation (Gutachten) are generally not required. Therefore, please do not hand in any academic references – they do not play a role in the selection process.

- Please hand in a COMPLETE application, it is not possible to hand in single components.
Overview of Application Components (Checklist)

Below please find a description of the individual application components. Please start preparing these documents now, so you can upload them once the application portal opens, which will be one month before the deadline.

<table>
<thead>
<tr>
<th>N°</th>
<th>Application Component</th>
<th>Submitted in hardcopy?</th>
<th>Original required?</th>
<th>Uploaded digitally?</th>
</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>
</tr>
<tr>
<td>2</td>
<td>CV</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>3</td>
<td>Letter of Motivation</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>4a</td>
<td>Mannheim Transcript of Records (current studies)</td>
<td>☐</td>
<td>yes</td>
<td>☐</td>
</tr>
<tr>
<td>4b</td>
<td>Master Students: Bachelor Certificate</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>5</td>
<td>Proof of Language Proficiency</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>6</td>
<td>Additional Certificates (optional)</td>
<td>☐</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>7</td>
<td>Picture (optional)</td>
<td>-</td>
<td>-</td>
<td>☐</td>
</tr>
<tr>
<td>8</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 und picture files (e.g. for your picture).
### Application Components

<table>
<thead>
<tr>
<th>1</th>
<th>Online Application Form (generated in the online application portal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The application portal “Mobility Online” will open one month before the deadline and can be accessed through the following website: [<a href="http://www.uni-mannheim.de/aaa">www.uni-mannheim.de/aaa</a> → Outgoing Students → Application](<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>
<td></td>
</tr>
<tr>
<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 3) 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>
<td></td>
</tr>
<tr>
<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”. <strong>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).</strong> Afterwards please do the following:</td>
<td></td>
</tr>
<tr>
<td>- Print out the automatically generated application form.</td>
<td></td>
</tr>
<tr>
<td>- Sign the application form.</td>
<td></td>
</tr>
<tr>
<td>- Scan the signed application form.</td>
<td></td>
</tr>
<tr>
<td>- Upload the signed application form.</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td><strong>A Word of Advice:</strong></td>
<td></td>
</tr>
<tr>
<td>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>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CV</td>
</tr>
<tr>
<td><strong>Format:</strong> You are free to format and customize your CV any way you like. But please try to meet general standards, and to make your CV as detailed and compelling as possible.</td>
<td></td>
</tr>
<tr>
<td>➢ Be sure to state any work experience, internships, or extra-curricular activities.</td>
<td></td>
</tr>
<tr>
<td>➢ No photograph is required (a photo on the online form is sufficient).</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Letter of Motivation</td>
</tr>
<tr>
<td><strong>Format:</strong> The letter of motivation must contain your name and student ID number as a header and cannot be longer than two pages. Otherwise, you can format your letter of motivation any way you like.</td>
<td></td>
</tr>
<tr>
<td>➢ In your letter motivation please elaborate on the personal and academic reasons for all exchange programs which you selected in the online portal.</td>
<td></td>
</tr>
<tr>
<td>➢ 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.</td>
<td></td>
</tr>
</tbody>
</table>
### 4a  Mannheim Transcript of records

If you already have received grades in your current degree program you need to hand in a transcript of records including the overall average grade with original signature. The transcript…

- can be obtained at the Express-Service (please ask specifically for a transcript with average grade and original signature) and…
- has to be handed in as an original (and a scanned copy had to be uploaded on the application portal).
- Please enter the overall average grade in the online application portal.
- If there is no average grade available, please hand in a transcript without the average grade, but with original signature. Please do not calculate the average grade yourself.
- Master students that do not yet have received Mannheim grades do not need to hand in a Mannheim transcript. It will be your bachelor grades that will be taken into account.

We will not accept:

- print-outs done by yourself through Portal²
- transcripts issued by the Express-Service without original signature (please ask specifically for a signed original)
- uncertified transcript copies

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

**Master Students:** If there is no average grade available, please enter your Bachelor degree result.

### 4b  Master students: 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.

**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 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 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 Australia → proof for English language skills

Second priority Columbia → additional proof for Spanish language skills

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.

**Please note:** If there are some spots left unfilled after the selection process, the remaining spots will be advertised to those applicants who didn’t receive a spot yet. It is then possible to hand in a second application for these spots (by email). If the second application contains universities with different teaching languages, you must possess a proof of language skills for this region prior to your second application! So if you apply for English-taught programs now, please think carefully about a potential second round and if you might then want to apply for a university that is e.g. Spanish-taught – if this is the case, you should obtain such an additional proof of language skills **now** (as there won’t be time for this during the second round).
Note to programs that require a TOEFL:

- 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 July 31st.
- 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.

6 Additional Certificates (optional)

If you mention internships, work experience, or other similar topics in your CV, you should upload the corresponding certificates (if relevant) and attach them to your application (uncertified copies).

7 Picture (optional)

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.

8 Copy of your Passport (optional)

For stays abroad outside Europe, you usually need a passport that is still valid six months after your semester(s) abroad have ended (information on the actual minimum validity can be obtained via the respective embassy). If you have a passport that fulfills this requirement, please upload a scan (PDF or picture file) in the application portal and add a hardcopy to your application documents. Otherwise, please remember to get a new passport in time!

If you are selected for an exchange outside Europe beginning in the Spring of 2019, you will need to upload a valid passport by August 15, 2018; if you are selected for an exchange beginning in the Fall of 2020, you need to do this in by February 15, 2019.

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Packaging of the Application Documents

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

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

Application deadline: **Monday, 30 April 2013.**

You have to submit your application in two ways:

- **Online upload** of all documents by **30 April 2018 (noon)**
  
  AND
  
- **Hand in your hardcopy** in due time for the application deadline
  - either by Monday, 30 April 2018 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 30 April 2018
  - 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 January 2018):**

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

Postal address:

University of Mannheim
International Office
L1, 1
68131 Mannheim

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

You alone are responsible for the completeness of your application. 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 Friday, 11 May 2018 (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. Applicants who chose the following university-wide exchange programs as their first priority will be invited to a separate selection interview (*subject to change*):

- **Australian Catholic University (ACU), Australia**
- **Kyoto University of Foreign Studies (KUFS), Japan**
- **Pontificia Universidad Católica Argentina (UCA), Argentina**
- **Universidad Icesi, Colombia**
- **University of Adelaide, Australia**
- **University of Sydney, Australia**
- **University of Wollongong (UOW), Australia**
- **Waseda University, Japan**

Depending on the number of applicants, it might be necessary to make a pre-selection to determine if all applicants can be invited. You will receive more information and an invitation in due time via 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 into the application portal and accept your exchange within four 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 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.

**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 letter of motivation.

**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!