



HOW TO APPLY AS ERASMUS – EXCHANGE STUDENT

Who can apply ?

If you wish to come to Ulm for a 1-2 semester study abroad period, you should first check, if there is an active exchange agreement between the University of Ulm and your home university:

www.uni-ulm.de/international → To Ulm University from Abroad → Exchange Programs
 → EU Partners (LLP/ERASMUS)
 → Non-EU Partners

The next step is to apply to the ERASMUS or EXCHANGE coordinator at your home university. Only if this application is successful and you have been nominated for a place either in the ERASMUS or another EXCHANGE program can you submit your application to the University of Ulm

Application Documents

	ERASMUS Students	EXCHANGE Students (BW-Program/Bilateral Exchange)
Application Form (with Photo)	Obligatory	Obligatory
1 Extra Passport Photo (please write your name on the back)	Obligatory	Obligatory
Learning Agreement / Study Plan	Obligatory	Obligatory
Transcript of Records	Obligatory	Obligatory
Copy of Passport or National Identity Card	Obligatory for all applicants who have asked for accommodation in student residence	
Letter of recommendation by a professor from home university	-----	obligatory
Certificate of Language Proficiency (signed by the ERASMUS / Exchange coordinator <u>or</u> a Language Teacher at the Home University <u>or</u> an official institution, as e.g. Goethe Institute. Confirmations by private teachers are not considered valid.)	obligatory	obligatory
TOEFL or IELTS result	-----	Obligatory for students applying for English taught courses or project / lab work whose native language is not English. For minimum requirements see table below.
APS Result must be sent to U Ulm International Office 2 months before beginning of exchange period, otherwise housing reservation will be cancelled	-----	Exchange applicants from P.R. China only!
Nomination for Baden-Württemberg SCHOLARSHIP signed by exchange coordinator of home university	ERASMUS students are not eligible to apply!	If applicant meets the eligibility requirements



TOEFL / IELTS Requirements for Exchange Students from Non-European Partner Institutions, who wish to take courses from the following programs:				
MSc Program U Ulm	Paper based TOEFL	Computer based TOEFL	Internet based TOEFL	IELTS
Advanced Materials	570	230	88	6,5
Communications Technology	570	230	88	6,5
Energy Science & Technology	570	230	88	6,5
Finance	570	230	88	6,5
Molecular Medicine	570	230	88	6,5

The necessary application forms can be downloaded from our website

www.uni-ulm.de/international

→ To Ulm University from Abroad → Exchange Programs → Application / Exchange Guide

All forms must be filled out using the computer. We do not accept handwritten applications.

Learning Agreement

Learning Agreements (sometimes also called “study proposals”) are an integral part of the ERASMUS program, but we now also use them in the other EXCHANGE programs. On the one hand, it is an agreement between students and their home university about the courses they plan to take or a thesis or project or hospital training. The approval of the home university is a prerequisite for getting recognition for the academic achievements and the credits after completion. In addition, it is a form of communication between you and us about your planned study program. The International Office forwards your applications to the faculty coordinators for review and they indicate on the learning agreement, if you can take the courses you have chosen or if it is possible to arrange for the hospital rotations you have requested. Therefore please do not write into the grey shaded areas on these forms.

We have three different types of Learning Agreements:

- for courses from degree programs (lectures, seminars, exercises, labs, tutorials) and from non-degree programs (Foreign Languages, Ethics, Philosophy)
- for final thesis or project work / research internships (advanced students only)
- for hospital rotations

Of course it is possible to combine courses and thesis or courses and hospital rotations. If this is the case, please fill out Learning Agreements of each appropriate type. At the end of each form you find detailed instructions.

Transcript of Records

A transcript of records is a listing of all courses you have taken at the university up to date, including course title, credits and grade of the courses. If you already have a university degree (e.g. Bachelor or



Master), it is sufficient if you submit a certified copy of your diploma of this degree and if the transcript covers only the courses you have taken since the completion of the degree.

In most countries, your university will provide you with a computer generated transcript. These are acceptable. However, if these transcripts are in a language other than German, English, French, Spanish, we kindly ask that you prepare a translation (either German or English) for it.

Application Deadlines

Exchange Semester (s)	ERASMUS Students	EXCHANGE Students
Exchange Period starting in Fall semester	May 15	March 31
Exchange Period starting in Spring semester	November 15	September 30

Clinical Elective Periods (3 months minimum, full months only!)	ERASMUS Students	EXCHANGE Students
Clinical Elective/Hospital Rotation starting September	May 15	March 31
Clinical Elective/Hospital Rotation starting in January	September 15	July 31
Clinical Elective/Hospital Rotation starting in March	November 15	September 30
Clinical Elective/Hospital Rotation starting in May	January 15	November 30

Individual Periods Final Thesis / Project / Research Internships (full months only!)	ERASMUS Students	EXCHANGE Students
	At least 3 full months in advance	At least 6 full months in advance

The application must be sent in 2 sets (1 original + 1 copy of every document) to

	ERASMUS Students	EXCHANGE Students
Exchange Coordinator at U Ulm	Dr. Sabine Habermalz International Office Universität Ulm D-89069 Ulm Germany	Ms. Brigitte Baur International Office Universität Ulm D-89069 Germany

Please note

- We do not accept applications submitted by eMail!
- Incomplete applications will not be processed
- You may send an advance copy of your application by fax in order to make sure that you meet the deadline. However, you must also send the paper copies.
- From certain countries it might be advisable to send your application by registered mail, express mail or courier service.