



## EXCHANGE APPLICATION APPROVAL PROCESS

### RECEIPT OF APPLICATION DOCUMENTS

U Ulm International Office sends a confirmation email to the applicant as soon as application documents are received. Note: students have not been accepted to U Ulm until the International Office has sent out the "Acceptance Notification" to the applicant / exchange coordinator at applicant's home university.

### STARTING DATE OF APPROVAL PROCESS

The approval process of exchange applications starts by the closing date for exchange applications.

### INITIAL ASSESSMENT

U Ulm International Office checks whether application documents are complete and whether applicant meets the eligibility criteria including language proficiency.

### LEARNING AGREEMENT (STUDY PLAN) APPROVAL

Applications are sent to academic advisor(s) of the study program(s) from which the exchange applicant has chosen course units. U Ulm is not responsible for assessing whether the applicant has the necessary prerequisites and academic background to undertake the selected units. This responsibility has to be taken by faculty advisors of the sending institution!

At the beginning of the exchange period U Ulm International Office schedules a meeting with an academic advisor for every exchange student to discuss the study plan and possible changes.

### ACCEPTANCE NOTIFICATION

As soon as the application has been approved by the academic advisor(s) U Ulm International Office will issue an acceptance notification sent to the exchange coordinator of student's home university.

Notifications will be sent out no later than 3 months before beginning of exchange period.

The acceptance notification is required for visa application to Germany.

### VISA APPLICATION

Depending on their nationality exchange students may be required to obtain a study visa for Germany.

Please check the website of the German Federal Foreign Office:

<http://www.germany.info/> > Visa

### **CHINESE STUDENTS – VISA APPLICATION – THE APS CERTIFICATE**

APS is a procedure to check the qualifications of Chinese applicants for admission into German higher education. The APS certificate is required for visa application.

As soon as U Ulm International Office has received your complete exchange application documents and the approval from the study program you are applying for we are going to contact the APS office and ask for a group application number which you must know in order to register. You will receive an Email from U Ulm International Office telling you the group number.

For more information see: <https://www.aps.org.cn>

### **PREPARING TO COME TO ULM**

Please refer to the website of the International Office: <http://www.uni-ulm.de/international/>

> ERASMUS / EXCHANGE Students > Accepted Students – Before Coming to Ulm

### **APPLYING FOR A SCHOLARSHIP AT SCHOLARSHIP ORGANIZATION IN YOUR HOME COUNTRY?**

If you want to apply for a scholarship in your home country the International Office may send out a Provisional Acceptance Letter even before your home university has sent us your exchange application documents. In order to issue the Provisional Acceptance Letter we need a confirmation from your home university International Office that you were selected for an exchange period at Universität Ulm. The confirmation must contain your personal data (full name, date of birth, place of birth, study program at home university, study program at Universität Ulm).