

STUDY ABROAD AT LEUPHANA PARTNER UNIVERSITIES: APPLICATION PROCEDURE

Call for Applications, Exchange Programs 2025/26

Information Session

Application Procedure

→ International Center



LEUPHANA
UNIVERSITÄT LÜNEBURG



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STUDENT EXCHANGE PROGRAMMES

Student exchange programmes are based on cooperation agreements with partner universities and offer many advantages: Students do not pay tuition fees at the host universities, go through a simplified application procedure, are supported and supervised in close cooperation between the home and host institution and benefit from generally long-standing contacts with the partner university, for example with regard to academic recognition.

Leuphana University Lüneburg offers a range of student exchange programmes in many countries worldwide for both undergraduate and graduate students. Exchange programmes with European partner universities usually take place in the scope of the Erasmus Programme.

All exchange programmes are advertised by the International Center in autumn for the following academic year. Any unallocated places are advertised in March/April.

Students with disabilities or students with special needs, such as single parents, are strongly encouraged to apply. They can receive special support for mobility periods under Erasmus.

Learn more about the [Erasmus Programme](#).

[Database exchange programmes](#)
[The Right Timing](#)

[Financing](#)
[Academic Recognition](#)

[Contact](#)

DATABASE EXCHANGE PROGRAMMES

In our database you will find fact sheets for each partner institution, which include information on application requirements, term dates, accommodation, language requirements, etc. Usually, you will also find links to course catalogues and other useful information provided by the partner institutions for incoming exchange students. In our data base, you can also find experience reports of former outgoings (provided that the corresponding declarations of consent have been submitted).

[Database on student exchange programmes](#)





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// HOW TO APPLY

HOW TO APPLY FOR AN EXCHANGE PLACE AT A PARTNER UNIVERSITY

ACADEMIC YEAR 2025/26

The current call for applications for participation in a student exchange program at partner universities during the academic year 2025/26 can be downloaded below from the end of October 2024. The call provides information about the available programs for the respective study programs/subjects and faculties. Changes during the application period will be marked in red.

For each program, you will find an academic coordinator who will share advice on the study opportunities at the partner university after request. Please visit our [data base of exchange programs](#) for fact sheets and experience reports of former outgoings. All information for the application procedure can be found on this website.

Please check the course offerings and semester dates of the host university before you select a program.

We look forward to receiving your application for up to two exchange programs by December 12, 2024!

DOWNLOADS:

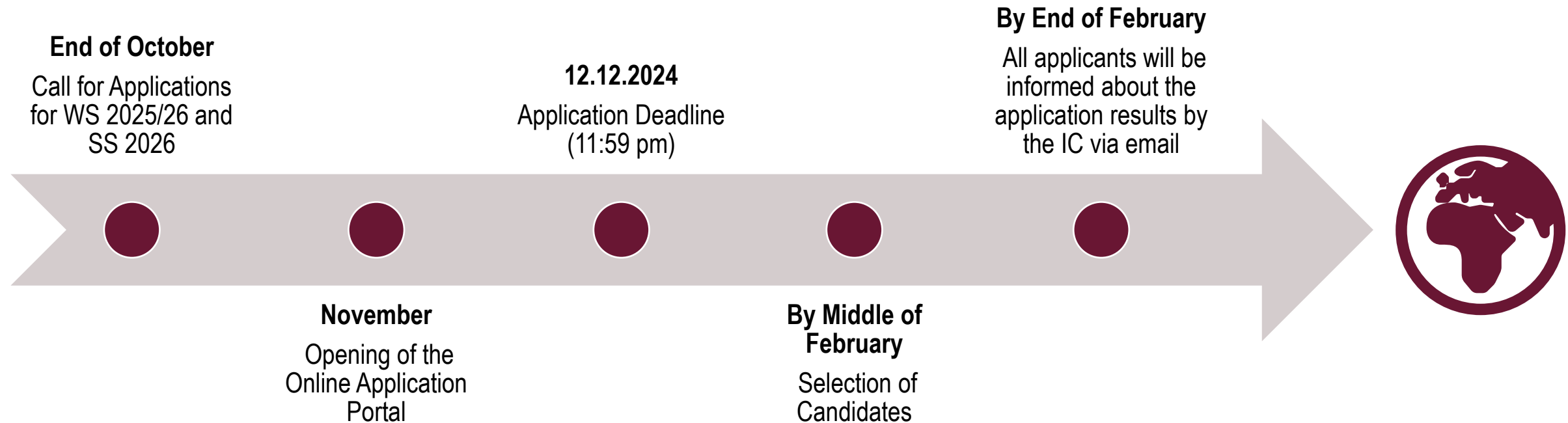
- [CALL FOR APPLICATIONS EXCHANGE \(ONLY IN GERMAN\)](#)
- [CALL FOR APPLICATIONS DOUBLE DEGREE PROGRAMS \(ONLY IN GERMAN\)](#)



- | | | |
|---|--|------------------------------|
| Application requirements | Selection process | Office hours |
| Non-European International Degree Seeking Stud... | Proof of language skills | Counselling |
| Application procedure | Info sessions | |



THE APPLICATION PROCESS



APPLICATION PROCEDURES AND DEADLINES: EXPIRY/RESPONSIBILITIES

Application Process	Call for Applications for participation in a student exchange program (Website IC/Mystudy)	tba / end-October, 2024	International Center
	Info Sessions (Zoom)	November/December	International Center
	Activation of the online application portal	tba / early November, 2023	International Center
	Academic Counselling of interested students	November/December	Program Coordinator
	Proof of language proficiency through participation in tests or certificates of tests taken	On an ongoing basis	International Center
	Submission of complete application documents via the application portal to the International Center	December 12, 2024	Applicant
Selection Process	All exchange places will be awarded based on the following selection criteria: <ul style="list-style-type: none"> Completed first year of study (Bachelor) good/very good academic performance (minimum average grade 3,0, there are special requirements for some exchange programs - see call for applications) adequate language skills (English B2 or better, other languages at least B1, special requirements for some exchange programs - see call for applications) convincing motivation letter extracurricular engagement suitability as an Leuphana ambassador 		
	One-Step procedure: In case of more exchange places than applications and upon approval of the academic coordinator, the selection will be made by the International Center based on the review of the submitted application documents.	until mid-February	International Center
	Two-Step procedure: In case of fewer exchange places than applications or if requested by the academic coordinator, the selection will be made by the coordinator, possibly also on the basis of an interview.	until end of January	International Center
	Notification about selection results to the International Office with reasons for admission and rejection.	until mid of February	Program Coordinator
	Notification of all applicants by e-mail about the selection result	until end of February	International Center
	Acceptance of the exchange place (form - sent by International Center with acceptance)	until early March	Applicant
2nd call for application and assignment of the remaining exchange places in consultation with the respective program coordinator.		subsequently	International Center
Preparation semester abroad	Nomination of the selected students at the partner universities	March/April (WS) Aug/Sep (SS)	International Center
	Consultation on Online Learning Agreement/Routing Slip (Erasmus) or Learning Agreement (Non-EU)	On an ongoing basis	Persons responsible for Major, Minor, Complementary
	Signing of (Online) Learning Agreements	Deadlines host university	International Center
	Awarding of scholarships (Erasmus, PROMOS) and handling of all formalities	Jul/Aug (WS), /Nov/Dez (SS)	International Center

Please find the digital version here:



WHERE CAN I GET INFORMATION?

The screenshot shows the website's navigation menu and main content area. The left sidebar contains a list of categories, with a red arrow pointing to 'How to apply'. The main content area is titled 'INFO SESSIONS' and provides details for several information sessions.

UNIVERSITY	STUDY & TEACHING	RESEARCH	PARTNERS	INTERNATIONAL	INSTITUTIONS
INTERNATIONAL CENTER	Application requirements			Selection process	Office hours
News	Non-European International Degree Seeking Stud...			Proof of language skills	Counselling
Coming to Leuphana	Application procedure			Info sessions	

How to apply

- Once you've been accepted
- Financial Support
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INFO SESSIONS

The International Center offers the following information sessions during the current academic year. The presentations will be available for download here after the events.

Do 24.10.2024, 16-18 Uhr - C HS 5
 Studieren an Partnerhochschulen: Ausschreibung der Austauschplätze, Bewerbungsverfahren, Finanzierungsmöglichkeiten, organisatorische Fragen
alternativ per Zoom:
 Fr 25.10.2024 – 14-16 Uhr Zugangskarten Meeting-ID: 917 6606 5981, Kenncode: 523208
 You can find the presentation here.

Do 24.10.24, 11-12 Uhr - C 5.109
 Informativveranstaltung für Studierende: Doppelabschlussprogramm Cranfield University; mit Sandra Silva, Cranfield University und Jürgen Deller, Programmkoordinator; Anmeldung bitte unter outgoing@leuphana.de

Di 29.10.24, 12-14 Uhr - C 40.154
 Study at Partner Universities: Application, Financing, Organisation (for international degree seeking students, in English)

tba
 Get Together: Meet returnees who spent a semester abroad and international incoming students currently spending a semester at Leuphana University! (German/English)

Do 7.11.2024, 16-18 Uhr - C HS 5
 Studienbegleitende Auslandsaufenthalte: Alternativen zu Studienaufenthalten an Partneruniversitäten
 Studienaufenthalte für „free mover“, Auslandspraktika, Abschlussarbeiten im Ausland, Fachkurse im Rahmen von internationalen Sommer- und Winterschulen

The presentations will be uploaded shortly after each information session.



WHERE CAN I GET INFORMATION?



Database of the Partner Universities with fact sheets and testimonials



Open Consultation: Tuesdays/Thursdays, 10:00-12:30, C 5.138



Email: outgoing@leuphana.de



Instagram: @leuphanainternational (announcements, take overs, reports)



MyStudy: Newsletter International Center



Academic advice by program coordinators



ONLINE APPLICATION - PREPARATION

- Check the current call for applications thoroughly, especially with regard to the study level (BA/MA), major/minor, prerequisites and semester times (possible overlap with Leuphana examination times).
- Before sending the application, check the call for application for any updates (marked in red).
- Read our website and the reports of previous outgoings in our database.
- Check the courses currently offered at the host university. Please note any restrictions (faculty, department, etc., see "Special remarks/conditions" in the call for application).
- Clarify academic questions with the respective program coordinator.



ONLINE APPLICATION PORTAL FOR STUDY ABROAD

In the **online application portal for study abroad** you will have to register yourself. After your registration and validation you will be able to login. The application form will be open until 12th of December 2024. You can pause and save your application at any time.

Portal for stays abroad - Outgoing

Students of the Leuphana University of Lüneburg can apply here for a stay abroad at a partner university. Information on the application procedure and deadlines can be found in the respective form.

Active application forms

Here you can find all active application forms. Please click on the link of the respective form to start your application. As soon as you have started and temporarily saved an application, you will see the status of your application under "Your current applications".

Form	Status
Application form outgoing students	Start
Follow-up Form Outgoing Stay	Start



Application Portal:



ONLINE APPLICATION – PRACTICAL INFORMATION

- The different sections of the application can be found in the menu on the left-hand side.
- A **green checkmark** appears for sections marked as completed.
- Mandatory fields are marked with **red stars**.
- Help information is received by dragging the computer mouse above the **yellow « | »**.
- Remember to save in between work.
- When all sections are marked with **green checkmarks**, the application can be submitted.

Attention: No changes are possible after **submitting** the application. There is no automatic transmission of the application (after the application deadline)!



Instructions and Information

Personal Information

Previous and current Studies

Language Skills

Exchange Programme (Stay Wishes)

Emergency Contacts

Documents to be uploaded

Declaration of Consent

Submit Application

Personal Information

Personal Data

The information must match the information on your identity card or passport.

Surname*

All first name/s*

Gender*

Date of birth* / /

Country of birth*

Place of birth*

Nationality*

Nationality 2

Matriculation number*

Contact Data

Country*

c/o

Street*



Please write down all of your first names as they are listed in your official documents (passport).



[Instructions and Information](#)[Personal Information](#)[Previous and current Studies](#)[Language Skills](#)[Exchange Programme \(Stay Wishes\)](#)[Emergency Contacts](#)[Documents to be uploaded](#)[Declaration of Consent](#)[Submit Application](#)

Exchange Programme (Stay Wishes)

Academic year*

Please make sure to select only universities/exchange places of the [current call for applications](#).

The length of stay is usually one semester (winter or summer semester). Exceptions, e.g. two-semester stay, restriction to a certain semester, trimesters are explicitly mentioned in the announcement.

Note on the Erasmus program: Please select Erasmus-SMS KA131. If the desired program is not yet listed there, select Erasmus-SMS KA103.

Stay wish (1)

Start semester* Duration in semesters* Exchange framework* Faculty* Country* Institution* Exchange programme* Mark page as complete

Select this button and fill in the required information as above to request a second stay wish.



[Instructions and Information](#)[Personal Information](#)[Previous and current Studies](#)[Language Skills](#)[Exchange Programme \(Stay Wishes\)](#)[Emergency Contacts](#)[Documents to be uploaded](#)[Declaration of Consent](#)[Submit Application](#)

Documents to be uploaded

Please upload here ALL required attachments in pdf format. Incomplete applications will not be accepted.

Please note the help texts.

Double degree programs Glasgow: enrollment certificate and data protection only (all and Non-EU).

Uploads

Motivation Letter*	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Curriculum vitae*	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Certificate of Enrollment**	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Transcript of Records / myCampus extract	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
myCampus extract - registered exams	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Bachelor certificate	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Proof of English	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Other language certificates	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Data protection (all programmes)*	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Data protection (Non-EU)	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Data protection (USA)	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	
Other uploads	<input type="button" value="Durchsuchen..."/>	Keine Datei ausgewählt.	

Mark page as complete

[← Back](#)[Next →](#)[Save progress](#)

Information on proofing your language skills will be explained in the following slides.



WHAT APPLICATION DOCUMENTS SHOULD I SUBMIT?

Submit the online application with the following supporting documents **in German or English**:

- Motivation letter for your first choice (max. two pages)
- Curriculum Vitae
- Valid student identification (Studienbescheinigung)
- When relevant, University certificates, e.g. Bachelor certificate
- Current MyCampus overview with all examinations taken to date (usually only BA)
- MyCampus certification indicating registered examinations (only if there are outstanding grades)
- Language certification for the first **and** second choice, issued by the **IC/ Language and Culture**
- Data protection forms with declaration of consent for first **and** second choice

It is possible to pause and save your application in the portal!

Application Deadline
12th of December 2024
(23:59 Uhr)



ATTACHMENT: LETTER OF MOTIVATION

Focus on university and study program

- Related to **first choice**
- Maximum 2 pages
- Addressed to: program coordinator
- In German or English



ATTACHMENTS: DATA PROTECTION INFORMATION AND DECLARATION OF CONSENT

- For 1st and 2nd choice
- Signature must be **original**, no digital signature or scan of signature!
- Documents are available for download at: Call for Applications → Application procedure and deadline
- **ALL** applications: Declaration of Consent - **ALL**
- In addition to applications for a non-EU country: Declaration Non-EU (non-European + UK, Norway, Turkey, but not for: Argentina, Japan, USA)
- In addition for applications for the USA: Declaration USA

You can find and download the documents here:



HOW DO I PROVE SUFFICIENT KNOWLEDGE OF THE LANGUAGE OF INSTRUCTION?

If not specified in the call for applications: English minimum level B2, other languages minimum level B1 for the first and second choice

English:

- Language Placement Test in the Self-Access Centre (IC): **take immediately or book an appointment!**
- **Test dates (in C3.120/121): We. 11/13/2024 6:00 pm - 7:00 pm, Sa. 11/23/2024 11:00 am - 12:00 pm, Sa. 11/30/2024 11:00 am - 12:00 pm**
- Certificate from a test previously taken (e.g. TOEFL ... – max. 2 years ago), issued by the IC
- Certificate of attendance for a language course taught in English by the IC/ Language & Culture

French, Italian, Spanish, Portuguese:

- C-Test in the Self-Access Centre and conversation with a lecturer
- Certificate of attendance for a Language Centre course taught in French, Italian, Spanish, Portuguese

Please find more information here:



THE CALL: FREQUENTLY ASKED QUESTIONS

Can I apply, when the specified subject and/or the subject combinations in the call are not my subjects?

- Only in few exceptional cases and only in consultation with the IC and the Program Coordinator!
- Possible subjects and subject groups are pre-defined in most agreements
- Possible application through the minor, but only if primarily minor courses are to be taken

Can I apply without the required Language Certificate or the required Grade Point Average?

- In the case of "conditional acceptance", submission of evidence is possible up to a specified date (except for English or English-speaking countries)
- Language: Basic knowledge of the language of instruction is mandatory
- Grades: Master students in their first semester receive a conditional confirmation and submit their transcript of records at a later date



THE CALL: FREQUENTLY ASKED QUESTIONS

Will study abroad at partner universities in the UK still be funded as part of Erasmus in the academic year 2024/25?

Stays in the UK from 2023/24 can only be funded from Erasmus+ funds if there are so-called Erasmus Inter-Institutional Agreements. This is **only the case for the exchange programs in Edinburgh and Glasgow** and does not apply to the double degree programmes. With all other exchange programs in the UK, however, as with the Erasmus cooperation, there are no tuition fees at the host university.

How can I find out which of the courses offered at the host university can be recognised at Leuphana?

At this stage, it is not yet possible to provide information on the eligibility of individual modules for recognition. However, the experience reports of former outgoings and the course catalogue of the partner university from the previous year can serve as a guide.



THE CALL: FREQUENTLY ASKED QUESTIONS

Can I take part in two exchange programs in one academic year?

Applications for two exchange programs in one academic year (e.g. winter semester in Vienna, summer semester in Bordeaux) are not possible in the first call for applications, but an application for a second place can be made in the second call for applications

Who can advise me?

- For academic questions: Program coordinators (initial consultation, as course catalogues for AY 25/26 are not yet available)
- For questions about application modalities: International Center



WHO DECIDES ON THE APPLICATION AND WHAT ARE THE SELECTION CRITERIA?

Selection process:



- One-step procedure (einstufiges Verfahren): By mid-February with sufficient slots and the approval of the program coordinator, the IC will send acceptance emails to formally qualified applicants
- Two-step procedure (zweistufiges Verfahren): By mid/end of February in case of insufficient slots, further selection process carried out by program coordinator

Notification of all applicants via email by IC by the beginning of March 2025

Selection criteria:

Grades and study progress, letter of motivation, language skills, voluntary work/suitability as a representative of Leuphana University



WHAT HAPPENS AFTER THE SELECTION?

With acceptance:

- Students submit a "binding declaration of acceptance" to the IC
- Registration of students at the Partner Universities by IC
- Partner Universities (usually) contact students directly
- Students submit application to the Partner University

Without acceptance:

- Application forwarded to program coordinator for the second choice
- Eventually you will be informed that you are on the waiting list

2nd call for applications in late March/early April

After you have been selected, you will have to take part in mandatory information sessions during the summer semester 2024, where you will receive further information.



We are looking
forward to your
application!



CONTACT

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Sandra Schnell | International Center |
Universitätsallee 1 | 21335 Lüneburg | C 5.126
Fon 04131.677-1078 | sandra.schnell@leuphana.de
www.leuphana.de/international

Info-Point C 5.138, Open Consultation: Tuesday & Thursday 10:00am -12:30pm
outgoing@leuphana.de
[Instagram: leuphanainternational](https://www.instagram.com/leuphanainternational)
[MyStudy: Newsletter International Center](#)

