

# INFORMATION FOR OUTGOINGS NON-EUROPEAN COUNTRIES AY 2025/26

→ International Center – Going Abroad



**LEUPHANA**  
UNIVERSITÄT LÜNEBURG



INTERNATIONAL CENTER

News >

Coming to Leuphana >

Going Abroad v

Opportunities for Students v

Studying at our partner universities v

Studying in Europe with Erasmus+

Studying outside of Europe

How to apply

Once you've been accepted >

Financial Support

Insurance and Visa

Academic recognition >

Free Mover >

International Degree Programmes

Internships Abroad >

International Summer and Winter Universities

Opportunities for Doctoral Students >

Opportunities for Academic Staff >

Information for Technical and Administrative Staff

Team "Going Abroad"

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](#)



# DATABASE EXCHANGE PROGRAMS

Here you will find fact sheets and testimonials from former outgoings with information on:

- Course offer/ Course catalog
- Recognition of modules
- Accommodation and accommodation search
- costs
- Experiences on site etc.

Note: IOS users may need to enable pop-up windows in their settings



Database



# DATENBANK AUSTAUSCHPROGRAMME



ARGENTINIEN

Universidad de Buenos Aires

Partnerhochschule/n

Partnerhochschule

Universidad de Buenos Aires

Stadt

Buenos Aires

[Mehr Details](#)

## Austauschmöglichkeiten

Name

Non-EU exchange program - Universidad de Buenos Aires - Kulturwissenschaften -OUT

Programm

Non-EU exchange program

## Erfahrungsberichte

Startsemester

Wintersemester 2023/24

Studiengang Leuphana

B.A. Kulturwissenschaften (DE)

[Mehr Details](#)



# ONCE YOU'VE BEEN ACCEPTED

## INTERNATIONAL CENTER

News >

Coming to Leuphana >

Going Abroad ∨

Opportunities for Students ∨

Studying at our partner universities ∨

Studying in Europe with Erasmus+

Studying outside of Europe

How to apply

**Once you've been accepted** ∨

Erasmus+ Relevant Forms

Outside Europe Relevant Forms

Financial Support

Insurance and Visa

Academic recognition >

Free Mover >

International Degree Programmes

Internships Abroad >

International Summer and Winter Universities

LEUPHANA // INSTITUTIONS // INTERNATIONAL CENTER // GOING ABROAD // OPPORTUNITIES FOR STUDENTS

// STUDYING AT OUR PARTNER UNIVERSITIES // **ONCE YOU'VE BEEN ACCEPTED**

## ONCE YOU'VE BEEN ACCEPTED

Below please find important information and instructions for exchange students in and outside of Europe.

→ [Notes on general safety precautions](#)

→ [Nomination and Application at the Host University](#)

→ [Accommodation Service](#)

→ [Can I write my thesis during a study period abroad?](#)

### NOTES ON GENERAL SAFETY PRECAUTIONS

Registrieren Sie sich in der Krisenvorsorgeliste für deutsche Staatsangehörige „Elefant“ des Auswärtigen Amtes (Aufnahme in den E-Mail-Verteiler des "Landsleutebriefes"): <https://www.auswaertiges-amt.de/de/-krisenvorsorgeliste/387662>



# NOTES ON GENERAL SAFETY PRECAUTIONS

## Before leaving:

- Travel and safety information from the Federal Foreign Office (newsletter, app, information from diplomatic missions abroad), apply for a visa if necessary
- Save/store emergency numbers and important documents
- Register in the crisis preparedness list of the Federal Foreign Office

## In the host country:

Follow the rules of the host country and the host university!



DAAD: Notes on  
general safety  
precautions



# SECURITY

- In agreement with the German Academic Exchange Service (DAAD), Leuphana University advises against traveling to risk areas and to countries and regions with a travel warning issued by the Federal Foreign Office. Travel to countries from which the Federal Foreign Office has issued a travel warning is always at the traveler's own risk.
- Regulations of the host countries and/or host universities can be adapted to new developments at any time! Before and during your stay, it is essential that you follow the latest information from the IC and the host university!
- Postponements from the winter semester to the summer semester are often possible - inquiries to the partner universities by the IC
- No processing fee will be charged if the mobility is canceled due to force majeure or security concerns.



# NOTES ON OVERLAPPING SEMESTER PERIODS

If the semester times at Leuphana and at the host university overlap, an application can be made to the responsible examination board if the examiner agrees:

- Other form of examination
- Alternative examination date, e.g. bringing forward an examination date
- Leuphana examinations at the host university are generally not possible.

**Attention! Information is currently being revised (as of 04/25)**

**Notification of semester abroad: Leuphana students are not permitted to take and/or complete any courses at the host university during the semester.**

Contact for questions: Examination service



# ACCOMMODATION SERVICE

## Accommodation Service of the International Center

Contact mediation between outgoings and international exchange students who would like to study at Leuphana for one or two semesters and are looking for a furnished room in Lüneburg.

Contact for questions or interest:

Tanja Schaefer, [tanja.schaefer@leuphana.de](mailto:tanja.schaefer@leuphana.de), 04131.677-2646



# FAQ

## Can I write my thesis during a study visit abroad?

In principle, it is possible to write your thesis during a study visit abroad.

The thesis is listed in the Learning Agreement with 25 CP (MA) or 15 CP (BA), graded at the host university and can then be recognized at Leuphana like any other work completed abroad if the basic eligibility for recognition has been confirmed in advance by the responsible person in the Learning Agreement.

The first and second examiners are lecturers at the host university.

The grade is converted in accordance with the RPO.



# NOMINATION AND APPLICATION AT THE HOST UNIVERSITY

## **Nomination: International Center**

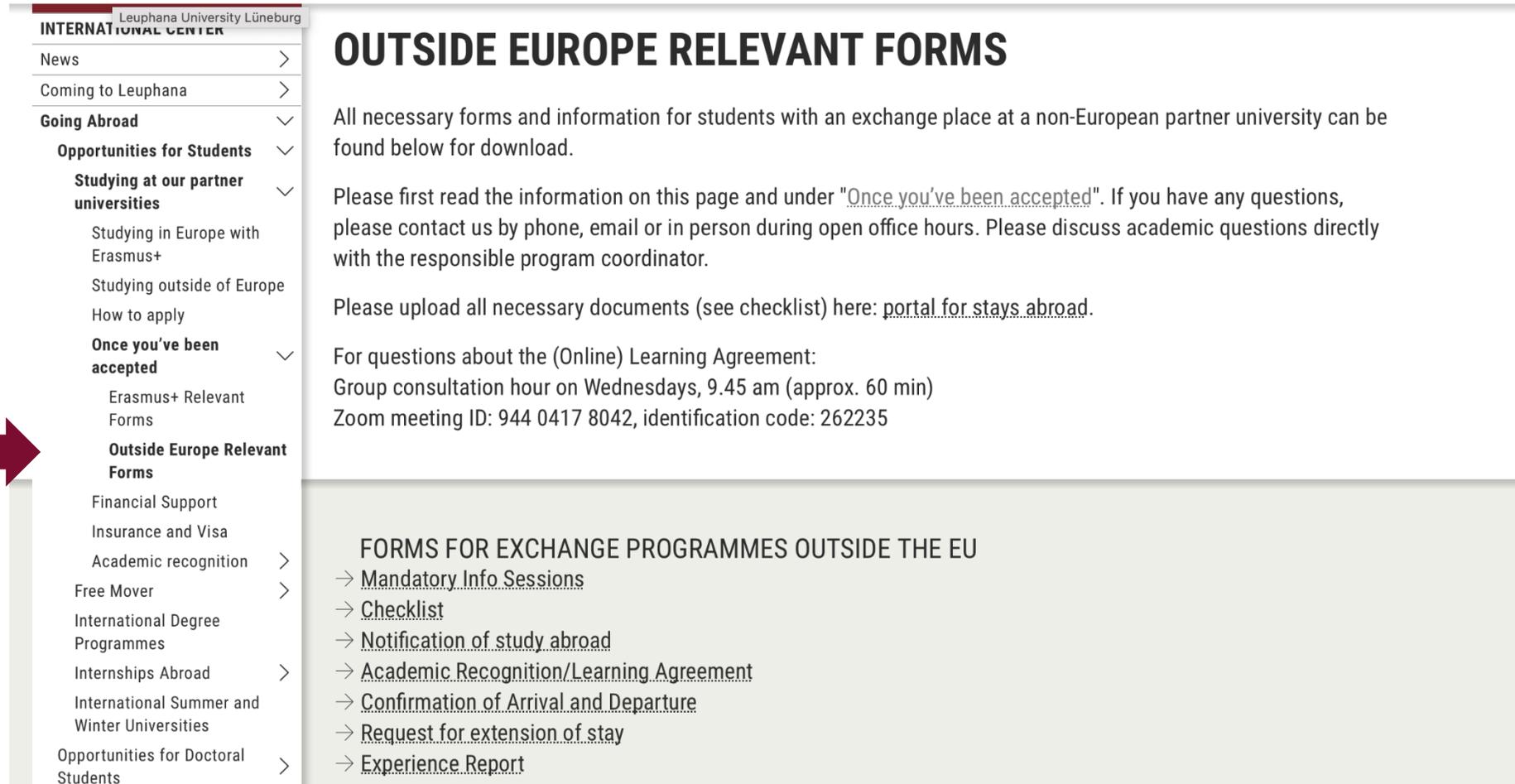
- Feb-May for WiSe 25/26, in fall 2025 for SoSe 26, host universities usually contact students directly afterwards
- Check emails and spam folders regularly, keep an eye on application deadlines, ask the IC if necessary!

## **Application at the host university: Students**

- Information directly from the host universities and in the fact sheets of the partner universities (IC database)
- Contact IC with: Nomination letter, signature on the application form etc.
- Current transcript (English or German): myCampus
- Proof of language skills: Certificate from the International Center/Language and Culture or contact lecturer
- If applicable, copy of passport, proof of financial support, housing questionnaire etc.
- Upload a scan of the application or letter of acceptance in the portal



# ONCE YOU'VE BEEN ACCEPTED: OUTSIDE EUROPE RELEVANT FORMS



Leuphana University Lüneburg  
INTERNATIONAL CENTER

- News >
- Coming to Leuphana >
- Going Abroad >
- Opportunities for Students >
- Studying at our partner universities >
- Studying in Europe with Erasmus+
- Studying outside of Europe
- How to apply
- Once you've been accepted >
- Erasmus+ Relevant Forms
- Outside Europe Relevant Forms**
- Financial Support
- Insurance and Visa
- Academic recognition >
- Free Mover >
- International Degree Programmes >
- Internships Abroad >
- International Summer and Winter Universities
- Opportunities for Doctoral Students >

## OUTSIDE EUROPE RELEVANT FORMS

All necessary forms and information for students with an exchange place at a non-European partner university can be found below for download.

Please first read the information on this page and under "[Once you've been accepted](#)". If you have any questions, please contact us by phone, email or in person during open office hours. Please discuss academic questions directly with the responsible program coordinator.

Please upload all necessary documents (see checklist) here: [portal for stays abroad](#).

For questions about the (Online) Learning Agreement:  
Group consultation hour on Wednesdays, 9.45 am (approx. 60 min)  
Zoom meeting ID: 944 0417 8042, identification code: 262235

### FORMS FOR EXCHANGE PROGRAMMES OUTSIDE THE EU

- [Mandatory Info Sessions](#)
- [Checklist](#)
- [Notification of study abroad](#)
- [Academic Recognition/Learning Agreement](#)
- [Confirmation of Arrival and Departure](#)
- [Request for extension of stay](#)
- [Experience Report](#)



# CHECKLIST FOR OUTGOING STUDENTS

## CHECKLIST 2025/26

### OUTGOING Students (Partner Universities outside Europe)

All forms, deadlines, additional information can be found under  
<https://www.leuphana.de/en/institutions/international-center/going-abroad/opportunities-for-students/studying-at-our-partner-universities.html>

Portal for Stays Abroad: <https://leuphana.moveon4.de/locallogin/58aee17c85fb96cc2a7b51ba/deu#>

⇒ Please keep a copy of all documents for your personal records!

Declaration of Acceptance:

Notification of a Study Abroad

Learning Agreement / any questions regarding LA:

All other documents (pdf only):

General questions:

Office hours (no appointments necessary):

Original copy by mail or in person to IC-mailbox in C5. First Floor

email to [outgoing@leuphana.de](mailto:outgoing@leuphana.de)

[La.outgoing@leuphana.de](https://www.leuphana.de/en/institutions/international-center/going-abroad/opportunities-for-students/studying-at-our-partner-universities.html) / Zoom consultation (see website)

Upload in portal

[outgoing@leuphana.de](mailto:outgoing@leuphana.de)

Tuesday and Thursday from 10 to 12.30 in C5.138



Checklist 2025/26



# CHECKLIST: BEFORE THE MOBILITY

Before the Mobility	Deadline	Done
Send Declaration of Acceptance (original copy) to IC	See acceptance email of IC	<input checked="" type="checkbox"/>
Submit application to host university	Deadline of host university	<input type="checkbox"/>
Upload application or letter of acceptance	immediately	<input type="checkbox"/>
Read information on academic recognition and grade conversion	Before creating the learning agreement	<input type="checkbox"/>
Create Learning Agreement as explained and send to IC for review and signature	Up to 5 weeks after start of semester at host university	<input type="checkbox"/>
Send „Notification of a Study Abroad“	Before re-registration deadline (Rückmeldefrist)	<input type="checkbox"/>
Purchase insurance for study abroad: health insurance (mandatory), travel, accident and liability insurance (recommended)	Before departure/beginning of mobility	<input type="checkbox"/>
Apply for visa and, if necessary, extend passport/ID	At least 4 months prior to mobility	<input type="checkbox"/>
Scholarship application if applicable: Promos for one semester stays Non-EU, SEMP for Switzerland, other scholarships see link above	See deadline of scholarship programs	<input type="checkbox"/>



# INFORMATIONEN ZUM ANERKENNUNGSVERFAHREN UND ZUR NOTENUMRECHNUNG

- News >
- Coming to Leuphana >
- Going Abroad >
- Opportunities for Students >
- Studying at our partner universities >
- Studying in Europe with Erasmus+
- Studying outside of Europe
- How to apply
- Once you've been accepted >
- Financial Support
- Insurance and Visa
- Academic recognition >
- Grade conversion >
- Free Mover >
- International Degree Programmes >
- Internships Abroad >
- International Summer and Winter Universities
- Opportunities for Doctoral Students >
- Opportunities for Academic Staff >



// STUDYING AT OUR PARTNER UNIVERSITIES // **ACADEMIC RECOGNITION**

## ACADEMIC RECOGNITION

Provisions on academic recognition of study periods abroad and achievements at a partner university or another host university abroad are laid down in the examination regulations (RPO) for the Bachelor programmes and the Master programmes at Leuphana. In principle, academic achievements from foreign higher education institutions will be recognized, if there are no substantial differences to corresponding academic achievements at Leuphana. The university body in charge of academic recognition is the relevant examination committee. The conclusion of a Learning Agreement simplifies the recognition procedure.

### SIMPLIFIED ACADEMIC RECOGNITION PROCEDURE

- Step 1: Before the mobility - conclusion of binding agreements
- Step 2: During the first weeks of the mobility - agreement on necessary changes
- Step 3: After the mobility - Completion of the recognition procedure

### SIMPLIFIED ACADEMIC RECOGNITION PROCEDURE

#### STEP 1: BEFORE THE MOBILITY - CONCLUSION OF BINDING AGREEMENTS

A Learning Agreement is a binding agreement on the study programme to be completed at the host institution, which ensures academic recognition at Leuphana even before the start of the study abroad (given successful completion).



# NOTIFICATION SEMESTER ABROAD

- To be submitted **by email** via the International Center at Student Services within the re-registration deadline for the respective semester
- Double major: only one semester abroad notification
- Student status at Leuphana remains, semester abroad counts as a semester of study
- Exemption from student body and student union fees, administrative fees, tuition fees or long-term study fees
- No services may be used at Leuphana during the semester at the host university, no semester ticket
- You are not entitled to take exams at leuphana during the semester period of the host university
  
- Contact for questions: Student Services



# INSURANCE AND VISA

## INTERNATIONAL CENTER

News >

Coming to Leuphana >

Going Abroad >

Opportunities for Students >

Studying at our partner universities >

Studying in Europe with Erasmus+

Studying outside of Europe

How to apply

Once you've been accepted >

Financial Support

Insurance and Visa

Academic recognition >

Free Mover >

International Degree Programmes

Internships Abroad >

International Summer and Winter Universities

Opportunities for Doctoral Students >

Opportunities for Academic Staff >

Information for Technical and Administrative Staff

Team "Going Abroad"

Language and Culture >

International Partners >

## INSURANCE AND VISA

### INSURANCE

You are responsible for ensuring that you have adequate insurance cover during your studies or internship abroad.

Sufficient health insurance is obligatory, and we strongly recommend a health insurance that also covers return transportation in the event of illness or death as well as a valid liability and accident insurance abroad.

Please obtain information about your existing insurance cover in Germany well in advance and, if necessary, purchase additional insurance for the host country. Clarify with your health insurance company the modalities in the host country in the event of illness (e.g. co-payment, country-specific co-payments, repatriation, etc.). For study visits outside Europe, proof of adequate health insurance must often be presented when entering the country or applying for a visa or even already with your application at the host university. Some European universities also require proof of insurance.

Europe: Ask your health insurance company to issue you with a European Health Insurance Card (EHIC).

The German Academic Exchange Service (DAAD) offers a combined health, accident, liability and baggage insurance especially for Erasmus+ program participants and students with a DAAD scholarship (e.g. PROMOS). For more information and registration forms, please contact the DAAD insurance office. If you already have accident insurance and/or personal liability insurance (e.g. through co-insurance with your parents), this insurance package may not be necessary. Information can be found [here](#).

For studying at some of Leuphana's partner universities (e.g. UQ in Australia, USA), it is compulsory to take out local private health insurance. These insurances do not always cover all costs. It may therefore be advisable to take out additional insurance.

If necessary, you should also take out travel health insurance for the period between arrival or departure and the start/end of your studies.

In countries with national health services (e.g. UK), benefits can be claimed by everyone.



# CHECKLIST: DURING AND AFTER THE MOBILITY

<b>During the Mobility</b>	<b>Deadline</b>	<b>Done</b>
Upload Confirmation of Arrival	Immediately after start of mobility	<input type="checkbox"/>
If necessary, create modified Learning Agreement as explained and send to IC for review and signature	Within 5 weeks after start of semester at host university	<input type="checkbox"/>
If applicable: Upload Request for Extension of Stay	One month prior to end of first semester at the host university	<input type="checkbox"/>
Upload Confirmation of Departure	1-3 days before end of mobility	<input type="checkbox"/>

<b>After the Mobility</b>	<b>Deadline</b>	<b>Done</b>
Upload signed Experience Report	Within 4 weeks after end of mobility	<input type="checkbox"/>
Upload Transcript of Records	Immediately after receipt	<input type="checkbox"/>
Submit Transcript of Records and Learning Agreement to student service in order to transfer grades/credits	After the mobility	<input type="checkbox"/>



# CONFIRMATION OF ARRIVAL AND DEPARTURE, APPLICATION FOR EXTENSION, EXPERIENCE REPORT

- **Confirmation of Arrival and Departure:** have it signed immediately after arrival and before departure at the IC of the host university and upload it to the portal - study stay including orientation program, language course, examinations, if applicable
- **Application for extension:** with the consent of the host university and after consultation with the IC, only within one academic year winter semester -> summer semester
- **Experience report IC, to be submitted by email:**
  - Within 4 weeks after the mobility
  - Part 1: Personal details with consent (signature) - remains in the IC
  - Part 2: Description and evaluation - will be published anonymously in the IC database (max. 3 years)



# FINANCING/FUNDING

- **PROMOS (DAAD) for stays of 1 semester:**
- Call for applications and application procedure by IC
- Application deadline 08.05.25 for stays in the winter semester 25/26
- **Annual scholarships (DAAD) for stays of 2 semesters:**
- Call for applications and application procedure by DAAD: [daad.de/go/stipd57503530](https://daad.de/go/stipd57503530)
- Application deadline depending on the country between 09/24 and 03/25 for stays from WS 25/26
- **[www.das-neue-bafoeg.de](http://www.das-neue-bafoeg.de)**
- For study stays in a second degree program, usually MA: Education costs as income-related expenses **(loss assessment) in the first tax return in Germany**
- **No tuition fees at partner universities** (exception: UQ Study Abroad, Bennington College) and fee waiver at Leuphana for notification of semester abroad
- **Switzerland:** possibly funding by partner universities from Swiss funds: SEMP



Current  
Call for applications for  
scholarships



# ALTERNATIVE TO EXTENDING THE PERIOD OF STUDY: FUNDING FOR SELF-SELECTED INTERNSHIPS ABROAD, ERASMUS PROJECT MIX IT

- Max. 12 Erasmus funding months per study period (BA/MA/PhD) for studies and/or internship
- Application for funding for a self-selected internship in an Erasmus program country via IC no later than 8 weeks before the start of the internship
- For full-time internships of at least 2 months duration in companies, organizations and cultural institutions (EU and national institutions excluded)
- Funding currently between 640,- and 750,-/mo depending on the country, additional income possible, currently max. funding duration 5 months/internship
  
- Information, forms, experience reports etc.: [www.uni-hannover.de/eu-praktika](http://www.uni-hannover.de/eu-praktika)
- Contact at IC: Eva Vosshagen



# ON OUR OWN BEHALF

- **Please only send emails to one person or account**, no confirmations of receipt
- General concerns about your stay abroad & documents: [outgoing@leuphana.de](mailto:outgoing@leuphana.de)
- Concerns about the Learning Agreement and credit transfer: [la.outgoing@leuphana.de](mailto:la.outgoing@leuphana.de)
- **Please note open office hours:** Tue and Thu 10:00 - 12:30 in 5.138
- **IC mailbox on the 1st floor of building 5:** is emptied daily, no confirmation of receipt
- **Save info emails from the IC** (sender noreply and others) and add them to your address book; check your spam folder
- Create a folder for IC info emails and save emails there
- Make copies of all documents
- Check off the checklist

**Thanks!**



# NETWORKING

- **Outgoings 2025/26:** 07.05.2025, 16:00-18:00 AStA living room, C9: Get Together
- **Our incoming students in summer semester 2025 come from:** Argentina, Brazil, China, Czech Republic, Estonia, France, Hungary, Ireland, Italy, Japan, Korea, Lithuania, Romania, Spain, Turkey, USA, UK. If you are interested, we will forward your email with some personal information to our incoming students, please contact [studyabroad@leuphana.de](mailto:studyabroad@leuphana.de)
- **WS 2025/26: Buddies wanted!** If you are interested, please email [buddy@leuphana.de](mailto:buddy@leuphana.de)
- **Student initiative ISI** on Instagram: [isilueneburg](#)
- **International Center on Instagram:** [leuphanainternational](#)
- **Language cafés at the IC:** [www.leuphana.de/einrichtungen/international-center/sprache-kultur/slz/sprachcafes.html](http://www.leuphana.de/einrichtungen/international-center/sprache-kultur/slz/sprachcafes.html)
- <https://www.leuphana.de/einrichtungen/international-center/wege-an-die-leuphana/studieren-an-der-leuphana/events.html>



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[outgoing@leuphana.de](mailto:outgoing@leuphana.de)

Instagram: [leuphanainternational](https://www.instagram.com/leuphanainternational)

MyStudy: Newsletter International Center

<https://www.leuphana.de/einrichtungen/international-center.html>

