

# INFORMATION FOR ERASMUS OUTGOINGS AY 2025/26

→ International Center – Going Abroad



**LEUPHANA**  
UNIVERSITÄT LÜNEBURG



## INTERNATIONAL CENTER

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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  
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## 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



# DATABASE EXCHANGE PROGRAMS



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

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## 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](#)

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→ [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 the country:

- 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



# SAFETY & 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)**

Contact for questions: Examination Service (Studierendenservice)





# 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 for: Nomination letter, signature on the application form etc. if requested
- 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: ERASMUS+ RELEVANT FORMS

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## ERASMUS+ 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, e-mail 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: Wednesdays, 9.45 a.m. (approx. 60 min)  
Zoom meeting ID: 944 0417 8042, identification code: 262235

### ERASMUS+ FORMS

- [Mandatory Info Sessions](#)
- [Checklist](#)
- [Notification of a study abroad](#)
- [Grant Agreement and Student Charter](#)
- [Online Language Support \(OLS\)](#)
- [Academic Recognition / Erasmus+ Online Learning Agreement – First version / Erasmus+ Learning Agreement Before the Mobility](#)
- [Academic Recognition / Erasmus+ Online Learning Agreement – Changed version / Erasmus+ Learning Agreement During the Mobility](#)
- [Confirmation of Arrival and Departure](#)
- [Request for extension of the Erasmus mobility](#)
- [Experience report](#)



# CHECKLIST FOR OUTGOING STUDENTS: ERASMUS+

CHECKLIST Projects 2023 und 2024

OUTGOING-Students (Erasmus+)

All forms, deadlines and responsibilities and additional information can be found under the following link:

<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 each document for your personal records!

Declaration of Acceptance / Grant Agreement:

OLA routing slip / questions regarding OLA:

All other documents (pdf only):

General questions:

Opening hours:

Original by regular mail or IC-mailbox in C5. Ground Floor

[La.outgoing@leuphana.de](mailto:La.outgoing@leuphana.de) / Zoom consultation (see website)

Upload in portal

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

Tuesday and Thursday from 10 to 12.30 h in C5.138



Checklist Projects  
2023 und 2024



# 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"/>
Read ERASMUS+ Studentencharta		<input checked="" type="checkbox"/>
Submit application to host university	Deadline of host university	<input type="checkbox"/>
Upload application or Letter of Acceptance in portal	immediately	<input type="checkbox"/>
Take OLS language test and/or participate in OLS course (voluntary)	none	<input type="checkbox"/>
Read information on academic recognition and grade conversion		<input type="checkbox"/>
Create Routing Slip for OLA First Version as explained and send to IC for review and signature	5 weeks before the start of lectures at host university	<input type="checkbox"/>
Create Online Learning Agreement (OLA) First Version at the same time and submit through portal	(or earlier deadline if required by host university)	<input type="checkbox"/>
Check portal to see if OLA has been approved by host university and, if not, remind host university	Before the beginning of the mobility	<input type="checkbox"/>
Turn in Erasmus+ Grant Agreement (original copy) to IC (follow the instructions!)	Deadline will be communicated by email when the Grant Agreement is sent out	<input type="checkbox"/>
Upload „Notification of a Study Abroad“ in portal	Before re-registration deadline (Rückmeldefrist)	<input type="checkbox"/>
Purchase insurance for study abroad: health insurance (mandatory), travel, accident and liability insurance (recommended)	Before departure / before beginning of the mobility	<input type="checkbox"/>
If applicable: apply for visa and extend passport/ID	At least 4 months before the mobility	<input type="checkbox"/>



# ERASMUS ONLINE LANGUAGE SUPPORT OLS

- **Online language tests and courses** in the language of instruction and/or national language on a voluntary basis via EU-Academy
- Information expected to be sent out at the end of May/beginning of June



# INFORMATION ON ACADEMIC RECOGNITION PROCEDURE AND GRADE CONVERSION

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// 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).





# GRANT AGREEMENT

## Funding for study visits 2025/26 from the Erasmus projects 2024 and 2025

- Assignment to the project expected in June (to be determined by the IC)
- Submission of the scholarship agreement only after assignment to the project
- Individual submission deadlines will be announced with the assignment to the project

## Scholarship agreement

- Data for the scholarship agreement will be requested via form in the portal from May 2025
- Students will then receive their scholarship agreement by email
- Scholarship agreement must then be submitted to the IC either handwritten and signed in the original or as a pdf by email with declarations of honor (when applying for additional funding)



# FOLLOW-UP FORM

## Follow-up Form Outgoing Stay

0/5



### Important Information – Please read!

Personal information and  
emergency contact

Subsequent submission of  
application documents (in  
case of conditional  
acceptance)

Before the mobility

During the mobility

After the mobility

Submit Form

## Important Information - Please read!

With this so-called follow-up form, you can update your personal data as well as data on your mobility and submit documents relating to your stay. The form can be filled out several times. Please only fill in the fields you want to update, everything else remains empty.

At the end of each page, please mark the page as complete, even if you have not made any entries. You cannot submit the follow-up form until all pages are marked as complete.

You can find information and various document templates for studying abroad on the [websites of the International Center](#).

Please note: Input or uploads to the (Online) Learning Agreement are **NOT POSSIBLE** in this form. Please follow our information and instructions for creating the (O)LA on our website.



# ERASMUS FUNDING PROJECT 2024 AND 2025 COUNTRY GROUPS AND FUNDING AMOUNTS

<b>Country group 1</b>  Project 2024 and 2025: 600,-/mo for stays in ...	Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden, United Kingdom	Timely submission of all required documents Transfer of the funding amount in two installments: 80% before the start of the stay, if OLA and scholarship agreement are available 20% after the end of the stay, if all required documents have been submitted and proof of at least 20 ECTS/semester has been provided  <b>Expected</b> max. 4 months/semester
<b>Country group 2 &amp; 3</b>  Project 2024 and 2025: 540,-/mo for stays in ...	Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Czech Republic, Cyprus, Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey, Hungary	



# ERASMUS GRANT PROJECT 2024 AND 2025

Rate/month	Project 2024 and 2025: <b>Expected</b> max. 4 months/semester	Proof required:
Top-Up fewer opportunities (cannot be combined)	250,-/mo <ul style="list-style-type: none"> <li>• First-time graduates</li> <li>• Employed persons</li> <li>• GdB from 20</li> <li>• Chronic illness</li> <li>• Students with child</li> </ul>	Proof required: e.g. disability card, certificate attesting to additional costs due to illness, payslips (min. 6 months at a time min. 450,- max. 850,-/mo), declarations of honor (templates online), birth certificate(s) and travel receipts child(ren)
Lower chances Individual application	Real costs up to 15.000,-/semester <ul style="list-style-type: none"> <li>• GdB</li> <li>• Chronic illness</li> </ul>	see above, itemized receipts for additional costs incurred abroad
Green Travel	Project 2024 and 2025: additionally up to 6 travel days	Project 2024: Declaration of honor, travel receipts for bus, train, carpooling and ship, if destination can otherwise only be reached by plane, do not have to be submitted, but must be self-archived, random sample check!
Green Travel and standard travel	Project 2025 only: travel allowance	Project 2025: Declaration of honor <b>only</b> for Green Travel, receipts do not have to be submitted, but must be self-archived, random sample check!



# ERASMUS TRAVEL ALLOWANCE PROJECT 2025

Travel distance	Standard Trip	Green Travel
10 to 99 KM	28 EUR	56 EUR
100 to 499 KM	211 EUR	285 EUR
500 to 1.999 KM	309 EUR	417 EUR
2.000 to 2.999 KM	395 EUR	535 EUR
3.000 to 3.999 KM	580 EUR	785 EUR
4.000 to 7.999 KM	1.188 EUR	1.188 EUR
8.000 KM or more	1.735 EUR	1.735 EUR



# FURTHER FINANCING/FUNDING

- **Study abroad grant:** [www.das-neue-bafoeg.de](http://www.das-neue-bafoeg.de)
- For second degree studies, usually **MA**: education costs as income-related expenses (loss assessment) in the **first tax return** in Germany
- **No tuition fees at partner universities**
- **Fee exemption at Leuphana** (through notification of semester abroad)



# 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 periods of the host university**
- Contact for questions: Student Services



# INSURANCE AND VISA

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## 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

During the Mobility	Deadline	Done
Upload Confirmation of Arrival in portal	Immediately after start of the mobility	<input type="checkbox"/>
If necessary, create OLA Changes and the corresponding Routing Slip as explained and send to IC for review and signature	Within 5 weeks after the start of mobility	<input type="checkbox"/>
Check portal to see if OLA Changes has been approved by host university, and, if not, remind host university	One month before end of the semester at the latest	<input type="checkbox"/>
If applicable: upload Application for Extension in portal	One month before end of the first semester at the latest	<input type="checkbox"/>
Upload Confirmation of Departure in portal	Immediately after mobility	<input type="checkbox"/>

  

After the Mobility	Deadline	Done
Complete and submit online EU-Survey (Beneficiary Module)	Immediately after invitation (E-Mail)	<input type="checkbox"/>
Upload signed Experience Report	Within 4 weeks after end of the mobility	<input type="checkbox"/>
Upload proof of green travel (project 2023) or file proof of green travel (project 2024)	Immediately after return	<input type="checkbox"/>
Upload Transcript of Records	Immediately after receipt	<input type="checkbox"/>
Submit Transcript of Records and OLA / Routing Slip to student service in order to transfer grades/courses	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)



# 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 Vossnagen



# SUSTAINABILITY - TRAVELING IN EUROPE

- Support for planning your train journey through Europe: <https://erasmusbytrain.eu/> and <https://nachtzugkarte.de/>
- Interrail passes: <https://www.interrail.eu/de/interrail-passes/erasmus>
- DAAD brochure on sustainable mobility
- Green Erasmus Portal: <https://www.greenerasmus.org>
- Dossier for sustainability: <https://www.studieren-weltweit.de/inspirieren-lassen/hashtag/nachhaltigkeit/>
- Take a look at the testimonials of former outgoings!



# 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>

