

INFORMATION FOR OUTGOINGS OUTSIDE OF EUROPE

AY 2026/27

mandatory info session on April 23rd

2026



LEUPHANA
UNIVERSITÄT LÜNEBURG



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STUDENT EXCHANGE PROGRAMS

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 of 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 fewer opportunities, such as single parents, students with disabilities or chronic illnesses and first-generation academics, can apply for additional funding for study abroad programs through Erasmus and are strongly encouraged to do so.

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

[Database exchange programmes](#)

[Financing](#)

[Become a Buddy](#)

[The Right Timing](#)

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[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 FOR THE EXCHANGE PROGRAMS

FACT SHEETS FOR ALL THE PARTNER UNIVERSITIES

Step 1

Select your faculty.

Step 2

Filter by other criteria (e.g. country).

Step 3

Select a partner university to view. Here you can usually find:

- Details about the partner university (e.g. website, course catalogue...)
- Application requirements
- Fact sheet with semester dates, accommodation, etc.
- Experience reports



If there are no reports in the database, we do not have any.

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](#)

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// 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](#)
- [Notes on overlapping semester times](#)
- [Nomination and Application at the Host University](#)
- [Accommodation Service](#)
- [Can I write my thesis during a study period abroad?](#)

NOTES ON GENERAL SAFETY PRECAUTIONS

Register on the crisis prevention list for German citizens "Elefant" of the Federal Foreign Office (inclusion in the e-mail distribution list of the "Landsleutebrief"): <https://www.auswaertiges-amt.de/de/-krisenvorsorgeliste/387662>



NOTES ON OVERLAPPING SEMESTER TIMES

[NOTES ON OVERLAPPING SEMESTER TIMES](#)

NOTES ON GENERAL SAFETY PRECAUTIONS

Before going abroad

- Travel and safety information from Federal Foreign Office (AA, Germany) (newsletter, app, etc.), apply for a visa if necessary
- Save/store emergency numbers and important documents
- Register for the AA's crisis precaution list „Elefant“
- Follow Procedure in Event of Crisis (annex to Declaration of Acceptance)

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 (AA). Travel to countries with 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 the semester start 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

Leuphana examinations at the host university are generally not possible.

As a general rule, you are not permitted to earn CP or take courses at Leuphana **during the semester of the host university**.

(As of: April 1, 2026)

ACCOMMODATION SUPPORT

Accommodation Support of the International Center

Please contact

Tanja Schaefer, tanja.schaefer@leuphana.de, 04131.677-2646

if you would like to rent your furnished room in Lüneburg to an incoming exchange student

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 26/27, in fall 2026 for SoSe 27, 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 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: RELEVANT FORMS

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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 use the checklist to carefully verify which documents need to be submitted and how. You can access the portal for stays abroad 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 ERASMUS+

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

CHECKLIST

CHECKLIST 2026/27

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 complete and submit form in Portal for Stays Abroad

La.outgoing@leuphana.de / Zoom consultation (see website)

Upload in portal

outgoing@leuphana.de

Tuesday and Thursday from 10 to 12.30 in C5.138

CHECKLIST: BEFORE THE MOBILITY

Before the Mobility	Deadline	Done
Send Declaration of Acceptance (original copy) to IC	See acceptance email of IC	<input type="checkbox"/>
If necessary: Apply for visa and, if necessary, extend passport/ID	At least 4 months prior to mobility	<input type="checkbox"/>
Check vaccination status	At least 4 months prior to mobility	<input type="checkbox"/>
Submit application to host university	Deadline of host university	<input type="checkbox"/>
Upload application or letter of acceptance in Portal for Stays Abroad	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"/>
Complete and submit „Notification of a Study Abroad” in Portal for Stays Abroad	June 10 (stay in winter semester) January 10 (stay in summer semester)	<input type="checkbox"/>
Purchase insurance for study abroad: health insurance (mandatory), travel, accident and liability insurance (highly recommended)	Before departure/beginning of mobility	<input type="checkbox"/>
Contact tanja.schaefer@leuphana.de if you want to rent your room in Lüneburg	Before departure/beginning of 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"/>

INFORMATION ON ACADEMIC RECOGNITION PROCEDURE AND GRADE CONVERSION

DEUTSCH ENGLISH



UNIVERSITY STUDY & TEACHING RESEARCH PARTNERS INTERNATIONAL INSTITUTIONS

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// 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).

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.

FINANCING/FUNDING

Call for scholarships:



PROMOS (DAAD)

- For stays of 1 semester
- Call for applications and application process handled by IC
- Application deadlines: May 7, 2026, for the 2026–2027 winter semester and December 2026 (TBD) for the 2027 summer semester

Annual Scholarships (DAAD)

- For stays of 2 semesters
- Call for applications and application process through DAAD: daad.de/go/stipd57503530
- Application deadlines vary by country (expired for Winter Semester 26/27)

Additional

- Fulbright Travel Scholarships for the U.S. (Application deadline has passed for Winter Semester 26/27)
- No tuition fees at partner universities (exception: UQ Study Abroad, Bennington College) and fee exemption at Leuphana upon notification of a semester abroad
- Switzerland: Under certain conditions, funding from partner universities using Swiss funds: SEMP
- BAföG for study abroad www.das-neue-bafoeg.de

NOTIFICATION SEMESTER ABROAD

During your exchange, you will retain your student status at Leuphana, but you will generally be exempt from paying tuition fees for the duration of your stay abroad. You will not receive a semester ticket during this time.

Step 1

Fill out the “Study Abroad Semester Notification” form in the Study Abroad Portal by June 10 (winter semester) or January 10 (summer semester). You will need your planned dates of study-related stay to complete the form.

Step 2

The IC sends a list of outgoing students to Student Services, including the following information: first name, last name, student ID number, email address, host university, planned start date, and planned end date

Step 3

The Student Services Office provides students with information about registration of their semester abroad.

Students who need the semester ticket after their study abroad period must pay the full semester fees and submit a formal request to Student Services in advance. If the study abroad period is canceled or extended, the International Center will notify Student Services.

For questions, contact: Student Services

INSURANCE AND VISA

UCU



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// **INSURANCE AND VISA**

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.

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NON-EUROPEAN INTERNATIONAL DEGREE SEEKING STUDENTS

Study abroad in Europe (Erasmus+): International degree-seeking students with a valid residence permit (Aufenthaltstitel) for Germany may study in another EU country for up to 360 days if the residence permit for Germany is valid for the entire duration of the stay abroad. They must have a valid passport, proof of health insurance for the host country and proof of financial support for their stay in the host country. More information can be found here: www.bamf.de.

Study abroad outside of Europe: International degree-seeking students from non-EU countries with a student visa and a valid residence permit (Aufenthaltstitel) issued by the authorities of Lüneburg can leave the country for a maximum of 6 months, provided they obtain the prior consent of the Ausländerbehörde. After that, the residence title expires and in case of a later entry, they have to apply for a visa again at a German Embassy abroad. The conditions for the granting of the residence permit remain the same, i.e. a valid proof of financial support must be submitted for the period of stay abroad, too.

International students who are planning to study abroad outside of Europe should also check the visa procedures of the host country before applying.

CHECKLIST: DURING AND AFTER THE MOBILITY

During the Mobility	Deadline	Done
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"/>

After the Mobility	Deadline	Done
Upload signed Experience Report in Portal for Stays Abroad	Within 4 weeks after end of mobility	<input type="checkbox"/>
Upload Transcript of Records in Portal for Stays Abroad	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

- Submit 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

- **Individual counseling mandatory!**
- 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, submission of application at least 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 host country, additional income possible, currently max. funding duration 5 months/internship
- No funding for internships in home country or Germany
- Information, forms, experience reports etc.: www.uni-hannover.de/eu-praktika
- Contact at IC: Eva Vosshagen

PLEASE

- **only send emails to one person or account**, no confirmations of receipt
- Send general concerns about your stay abroad & documents to **outgoing@leuphana.de**
- Send questions regarding Learning Agreement and credit transfer to **la.outgoing@leuphana.de**
- **note open office hours:** Tue and Thu 10:00 - 12:30 in 5.138
- **Use 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

NETWORKING

19.05.2026, 17:00-19:00

AStA Wohnzimmer (C9)

Get Together for Incomings und Outgoings

- **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, Cyprus. If you are interested, we will forward your email with some personal information to our incoming students, please contact studyabroad@leuphana.de
- **WS 2025/26: Buddies wanted!** If you are interested, please email buddy@leuphana.de
- **Student initiative ISI** on Instagram: [isilueneburg](https://www.instagram.com/isilueneburg)
- **International Center on Instagram:** [leuphanainternational](https://www.instagram.com/leuphanainternational)
- **Language cafés at the IC:** 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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Di & Do 10-12:30