

To-do list for Exchange Students

Planning your semester abroad at Leuphana

- STEP 1 Check whether your home institution and Leuphana University of Lüneburg have signed an agreement on a student exchange programme (Erasmus+, Bilateral Agreement). Then ask at your home institution about the necessary steps to be taken for participation in the exchange programme.

Please note that your home institution must have nominated you before you can apply for admission as an exchange student at Leuphana University.

Application of admission as exchange student

The online application for admission as exchange student can be found [here](#)

<i>Application deadlines:</i>	<i>Winter Semester (Lecture period starting in October):</i>	<i>July 15</i>
	<i>Summer Semester (Lecture period starting in April):</i>	<i>January 15</i>

- STEP 2 Complete the online application, upload all mandatory documents (don't forget signature) and submit it electronically. Incomplete applications cannot be accepted.
- STEP 3 After checking your data you will receive the admission letter in digital form. An original version could be sent by mail only for visa application. Please let us know if you want.

Upon admission as exchange student

- STEP 4 Check whether you need a visa in order to enter Germany as soon as you have received a Letter of Acceptance from Leuphana University.
- STEP 5 In case a visa is required, apply immediately for a student at the appropriate German embassy or consulate.

Upon arrival at Lüneburg

- STEP 6 Join the welcome reception and take part in the [Language & Orientation Programme](#). For Non-EU citizens, please bring your passport along.
- STEP 7 Fill in all documents for formalities with the assistance of student tutors. If you need to apply for residence permit you have to bring along a biometrical photo.
- STEP 8 If you do not have a valid health insurance for Germany for your whole stay you have to apply for within one week after your arrival and submit it to the International Office.
- STEP 9 Set up your final study plan and register for the courses.
- STEP 10 Finalise your Learning Agreement within the first two weeks of the lecture period and submit it to the International Office.
- STEP 11 Apply for examinations and submit the confirmation to the International Office.