Important Information about the ERASMUS application procedure

Before you start filling in the online application form, please read the following instructions carefully!
Please note: The application deadline is 15th of February!

1. **General Information**
   Before applying for an Erasmus exchange place, please check the websites of the ERASMUS partner universities of your department and their programs in your field of study. The list of Erasmus partner universities (by subject) is available on our website:
   
   
   The faculties often offer additional information about the partner universities on their website as well.
   In case of additional questions (e.g. regarding recognition issues, language requirements, letter of motivation or choice of courses), please contact the Erasmus Coordinator of your department.
   A list of the Departmental Erasmus Coordinators, their contact details and office hours can be downloaded from our website:
   
   [http://www.uni-bremen.de/fileadmin/user_upload/international/EU-Programme/Erasmusbeauftr.pdf](http://www.uni-bremen.de/fileadmin/user_upload/international/EU-Programme/Erasmusbeauftr.pdf)

2. **Required application documents**
   Please prepare the following documents:
   
   - **Letter of Motivation** (approx. 1 - 2 pages) - Ask your Erasmus Coordinator in advance about her/his selection criteria. Here you should also explain in short the reasons for your ranking of all your study abroad applications.
   - **Curriculum Vitae** (with picture)
   - **Transcript of Records** - Please prepare a list of all your completed courses and grades received so far. List the courses you are currently attending as well. If you already have an official transcript of records of your previous academic achievements, you can enclose it instead. However, for your application a self-prepared list will be sufficient.
   - **Proof of language proficiency** in the language of instruction of the host institution (e.g. high school diploma, language certificates, etc.). The language level B2 is required before the start of your stay abroad.

3. **Online Application via „Mobility Online“**
   The link to the database will be accessible on our website by mid-January together with detailed instructions on how to use the online application databank "Mobility Online".
   
   - Please enter an email address that you access regularly, preferably your address at the University of Bremen (or make sure to activate a forwarding function, so that you do not miss any important information which will be communicated electronically only).
   - Please apply for the study field of your major! If you wish to submit a second application for your minor/second study field, you must state this in both submitted applications to avoid double allocations.
   - You can only select partner universities with a valid inter-institutional Erasmus+ agreement for your study field. You can select up to three partner universities during the application process. After submitting your application through the Mobility Online databank, you will receive an email asking you to register. In order to perform the next steps of your application, you have to complete the registration process by creating an user name and password.
   - Once you have uploaded all application documents to Mobility Online, please print your application form, sign it and submit the application in paper form to your Departmental Erasmus Coordinator in your field of study (this does not apply to students of FB3 "Digital Media" or FB7, please check with your faculty Erasmus Coordinator).

   Please do not change any application data after you have submitted your paper application. Only the entries on your paper copy are relevant for the allocation of Erasmus exchange places!
4. **Further procedure**

Erasmus exchange places will be allocated after the end of the online application period (15th of February) in March by the Departmental Coordinator of your study field. Applicants and partner universities will be informed about the Departmental Coordinators’ decision by the end of April (nomination). You will receive information packages about the registration procedure at your partner university either directly from your partner university or via your Erasmus Coordinator. Occasionally, this information is also available on the website of the partner university.

In May or June, you will be invited to a mandatory information session by the International Office where all important information concerning the future ERASMUS procedure (required documents, deadlines, payment conditions, etc.) will be explained.

The EU Commission has introduced a mandatory language placement test for the Erasmus+ program for most EU languages (EN, FR, ES, IT, NL, GR, PL, CZ, DK, PT, SE). You will receive a link for the online placement test and, if applicable, a license for an online language course for the teaching language at your host institution before your stay.

5. **Late applications**

Late applications for remaining exchange places are possible from April to November 30th. Please contact your Departmental Coordinator before applying online as there may be only a small number of exchange places left. Afterwards, please contact the International Office to get the link for the late applicant database.

**Contact details:**

International Office  
Department ERASMUS

Barbara Hasenmüller  
euprog@uni-bremen.de

Cornelia Krain  
outgoing@uni-bremen.de

**Opening hours in VWG, room 0535:**

Mo, Tue and Thu: 09.00am - 13.00pm  
Wed: 02.00pm – 04:00pm

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