Universität Bremen

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 the 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 ("Erasmus+ Kooperationen") sorted by subject/study program is available on our website: https://www.uni-bremen.de/de/studium/starten-studieren/studium-international/studieren-im-ausland/erasmus-studienaufenthalt.html on the right side under "Downloads und Formulare"
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:
https://www.uni-bremen.de/fileadmin/user_upload/sites/international/ERASMUS_Dokumente/Erasmusbeauftr.pdf

2. Required application documents

Please prepare the following documents:

- Letter of Motivation (approx. 1 - 2 pages) – Address the motivation letter to your departmental Erasmus coordinator and elaborate the academic and personal aspects of your choice of partner universities. It should be written in the teaching language of the future host university (i.e. in English or German; students of FB 10 also in French or Spanish, if applicable). If you made more than one application you should also explain in short the 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. For However, a self-prepared list will be sufficient for your application.
- 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. If you have no certificate yet, you can also submit it at a later date upon approval of your Departmental Erasmus Coordinator.

3. Online application via „Mobility Online“

The link to the online application databank of "Mobility Online" will be accessible on our website by mid-January.
Before filling the online form, please also read the "Instructions online application" for details.

- Enter an email address that you check regularly, preferably your address at the University of Bremen, because all important information will only be communicated electronically. Make sure to activate a forwarding function, so that you do not miss any email during your stay abroad.
- 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.

- 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 of your study field.
  This does not apply to students of FB3 "Digital Media" or FB7! (please check with your faculty Erasmus Coordinator).

As only the entries on your paper copy are relevant for the allocation of Erasmus exchange places at lot of departments, you should not change any application data after handing in your paper application at the department.

4. Further procedure

Erasmus exchange places will be allocated by the Departmental Coordinator of your study field in March. Applicants and partner universities will be informed about the Departmental Coordinators' decision by the end of April (nomination).
The nomination is not yet an admission at the host institution! You have to follow the required Erasmus application procedure at the host institution.
In most cases you will receive information packages about the registration procedure at your partner university either directly from your partner university or via your Erasmus Coordinator. This information might also be available on the website of the partner university.
In May/June (for winter semester) or November/December (summer semester), 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.
You will receive a link for the online placement test in the teaching language at your host institution before your stay abroad. This test is no more mandatory but very useful.

5. Late applications

Late applications for remaining exchange places are possible from April to October 31st.
Please contact your Departmental Coordinator before applying as there might be only a small number of exchange places left.
Afterwards, please contact the International Office to get the link for the late applications databank.

Contact:

Barbara Hasenmüller, email: euprog@uni-bremen.de
Emilia Paderewska-Albers,
Student assistant email: outgoing@uni-bremen.de

Opening time of the Advisory and Counseling Office in VWG, room 0580:
Mo, Tue and Thu: 09.00am – 11:30pm
Wed: 02.00pm – 04:00pm