

## Study abroad in 2023/24

### Direct Exchange programs

(Prague, Tel Aviv, Brazil, South Korea, Japan, China)

### Application manual

In the following, you will find all necessary information about your application to one of the exchange programs of Goethe University. Please read all instructions carefully.

**Deadline: Wednesday, 1 February 2023**

The application is completely digital so no hard paper copies of any documents have to be submitted. All documents will be uploaded to the platform Mobility Online (except for the letter of reference, see below). Below you will find a list of all necessary documents and detailed information.

We highly recommend not to wait until the last minute with the application. After the deadline, it will not be possible to upload any missing documents. Incomplete applications will not be considered.

**Letter of reference:** A current letter of reference issued by a university instructor who has graded you based on your academic work (no *Übungen*, language courses or ungraded lectures) has to be submitted. (successful applicants for UFBA will have to submit a second letter of reference). Letters of reference may be written by all university instructors who hold a Ph.D. (*Dr.*) with whom you have taken a graded course; it is important that they are able to describe and evaluate you (if necessary show them your CV (3) and letter of motivation (4)). MA students in their 1<sup>st</sup> semester please submit a letter of reference of one of their BA instructors. **Please ask the recommender to send the signed and stamped letter of reference directly to us (by email to [outgoing@uni-frankfurt.de](mailto:outgoing@uni-frankfurt.de)). Make sure you ask the recommender well in advance for the letter as late submissions will not be accepted.** During the online application, you will be asked to confirm that you have asked the referee to submit a letter of reference for you.

### **Documents to be submitted:**

After the online registration (link see website; will open approx. 4 weeks before the deadline), you will be prompted to upload several documents. Documents (3) to (5) must be submitted in English, all other documents may be either in German or English. Documents (5), (6), and (8) must be submitted on our templates (provided during the online application and available here: [www.uni-frankfurt.de/outgoing/dokumente](http://www.uni-frankfurt.de/outgoing/dokumente)).

- (1) all pages of **signed application form** (pdf will be generated after submission of online application)
- (2) current **confirmation of enrollment** at Goethe University
- (3) **CV** (2 pages max.)
- (4) **letter of motivation** – please refer to all universities you are applying for; see “How to write a letter of motivation” on our web page (see link above)
- (5) **List of proposed courses** – preliminary list of courses that you would like to take at the host university; please choose from current or last semester’s list of courses
- (6) **academic transcript** – list of all courses taken until now (if applicable: all majors and minors) – please submit a QIS printout of your grades (in English, if available) OR - if not issued by your department - fill in our transcript template - please fill in the grades exactly as they appear (we stamp the document after seeing originals during our office hours); MA-students in 1<sup>st</sup> semester: please fill in transcript template with current classes and “not graded yet”
- (7) if applicable: copy of **bachelor’s degree**
- (8) **proof of language proficiency certificate** – see website which certificate is needed
- (9) **proof of German proficiency** – students who do not hold a German *Abitur* or other *Hochschulzugangsberechtigung* and who are enrolled in an English degree have to submit proof of German proficiency (preferably at least B1)

**Further procedure of your application:**

After the deadline, there may be a preselection based on the submitted documents depending on the number of applications. A few days after the deadline, applicants will receive an email notifying them whether they will be invited to an interview of approx. 15 minutes and, if so, the date and time of the interview. All interviewed applicants will receive the final results shortly after the interviews.

We’re looking forward to your applications! ☺

The Student Mobility Team Outgoing of the Global Office

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**DEADLINE**

Wednesday, 1 February 2023

**MORE INFORMATION**

[www.uni-frankfurt.de/studyabroad/weltweit](http://www.uni-frankfurt.de/studyabroad/weltweit)

**CONTACT**

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