

# INSTRUCTIONS FOR INBOUND EXCHANGE

## STEP 1

### NOMINATION

Winter Term: April 15 / Summer Term: October 15

## STEP 2

### APPLICATION

Winter Term: April 15-May 31 / Summer Term: October 15-November 30

## STEP 3

### ACCEPTANCE

Winter Term: June 30 / Summer Term: Dec 31

## NOMINATION

### Nomination

Partner universities nominate their students for a study abroad exchange in Bonn via email ([programadmin@uni-bonn.de](mailto:programadmin@uni-bonn.de)). Please give the following details about each student:

- Full name
- Date of birth
- Email
- Duration of stay (e.g. March 2018 - February 2019)

Nominated students must have good academic standing and meet the minimum German language requirements (at least the A1 level). Please see factsheet/website for details.

### Deadline

Submit nomination by:

For winter semester by **April 15**  
For summer semester by **October 15**

## APPLICATION

### Application Open

Partner universities hand out the link to Mobility-Online to Exchange or Junior Year Program applicants.

For winter semester on **April 15**  
For summer semester on **October 15**

Students can now apply through Mobility-Online.

## Register to Apply

Students register on Mobility-Online. Please use one of the following links to register:

- Exchange: [German / English](#)
- Junior Year Program: [German / English](#)

## Submit Application

Students can now fill out and submit their application for the Exchange or Junior Year Programs online.

Students can refer to our [online manual](#) on how to fill out the application.

## Upload Application Documents

For an application to be processed, the following documents must be uploaded by the student on Mobility-Online: (please brief them accordingly)

1. University transcript (most recent)
2. Health certificate (use this [form](#))
3. ID photo (requirements for format [here](#))
4. Proof of German language proficiency; at least at an **A1 level** (i.e. 80 units [45 minutes each] of German language instruction). This can be listed on their academic transcript, OR, with a Goethe-Zertifikat A1: Start Deutsch
5. Curriculum Vitae (short biographical sketch)
6. Letter of motivation (A short essay explaining why students would like to study in Bonn including their future career plans and non-academic motivation behind a study abroad stay)

If any of this information is not provided, the application cannot be processed.

Students should only apply once and be patient. Sending emails to check on the status of the application may delay the process.

## Deadline

Make sure your students complete the application procedure and remind them of the deadline.

Applications close on:

For winter semester on **May 31**

For summer semester on **November 30**

## ACCEPTANCE

### Checking of Documents

Our office checks each application individually.

This process may take up to 4 weeks from when the application is submitted.

We kindly request that students do not contact us regarding the status of their application (via email or otherwise) before the end of this time period as this will only serve to slow the process. Ensuring that their application is complete will help our office to process all applications in a timely manner.

### Letter of Acceptance

We send out the letter of acceptance to our partner universities.

Once the applications have been processed, we will send out letters of acceptance.

At the same time, students will also receive our student handbook containing all information relevant to their stay in Bonn.

### Cancellation Policy

Please refer to our Fact Sheet.