

Semester abroad - step by step

1. COLLECT THE INFORMATION YOU NEED - as early as possible!

1. Information events of the International Center
2. HFU website - study abroad - HFU partner universities - online database
3. Feedback reports on FELIX
4. Websites of the potential host universities
5. Talk to the international coordinator//regional coordinator
6. Search for funding opportunities
7. NOTE: Applicants who wish to go to a non-EU country need a valid passport. In many cases, this must be presented at the time of application to the partner university.

2. ONLINE APPLICATION TO HFU - Observe deadlines!

There are two different online application forms:

- A. Application Outgoings: here you have to upload the documents mentioned below.
- B. Application Outgoings HFU Business School (W) and IEB for China: no documents have to be uploaded here.

1. Application Outgoings:

The following documents must be uploaded (only for your first priority):

1. Passport/application photo
2. Curriculum vitae in English*
*If you are taking a study programme in Spanish, French or German abroad, please upload in the corresponding language.
3. Letter of motivation in English* (without addressee, approx. 1 page).
*If you are taking a study abroad programme in Spanish, French or German, please upload in the appropriate language.
4. Complete transcript of grades (non-adjusted and in German)
If necessary, please upload a scanned version; automatically generated PDFs are provided with a security certificate and may cause problems in the application form).
5. DAAD language certificate
Please refer to the website under "Language Requirements" where you can obtain the DAAD language certificate at HFU.
6. Preliminary learning agreement (LA)
EXCEPTION: W+IEB students to France, Finland, The Netherlands, and Latin America do not need to upload a Learning Agreement - a blank sheet can then be uploaded in the required field (mandatory field!):
The LA must be signed by the International Coordinator or Dean of Studies or Regional Coordinator.

3. SELECTION AND PLACEMENT - approx. 1 - 2 months after application

After consultation with the International Coordinators/Regional Coordinators, the IC (or your Regional Coordinator) will notify you of the selection results via email.

If you do not receive a place for your first priority, be sure to contact the IC about your second and, if applicable, third priority, as they will now still need to adjust certain documents (e.g. Learning Agreement).

IMPORTANT: Make sure you have a valid passport if you are applying for a non-European country.

4. NOMINATION AT THE PARTNER UNIVERSITY

The IC (or their regional coordinator) now nominates you at the foreign partner university, i.e. we send your data to the partner university and suggest you for the exchange place. Usually all nominated students are also accepted, but in rare individual cases the partner university may have no more places available.

5. APPLICATION TO THE PARTNER HEADQUARTERS - Observe the deadlines!

You will now receive further information directly from the IC or the partner university about the application procedure of the partner university. You must now apply directly to the partner university. You will be informed by the IC or, if applicable, by the partner university about how this has to be done, which deadlines apply to you here and which documents you have to submit or upload, if applicable.

IMPORTANT: At latest at this point, applicants for non-EU countries need a valid passport. A copy or ID number must usually already be submitted to the partner university when applying.

6. LETTER OF ADMISSION FROM THE PARTNER UNIVERSITY - approx. 3 - 4 months before departure

The official letter of admission/letter of acceptance will be sent to you either directly from the partner university or from the IC. If you receive it directly, please send a scan to the IC.

In most cases, you will also receive information about local dormitories together with the letter of acceptance.

In some cases the definite acceptance/admission may come very late. Unfortunately, the IC has no influence on the processes of the partner university. You will have to be patient!

7. FURTHER STEPS - after receiving the letter of admission from the partner university

1. Travel arrangements (flight, visa if necessary, accommodation)
2. Insurance (health insurance, accident and liability insurance)
3. Submit notification of study abroad to the Examination Office (only immediately before departure)

IMPORTANT ADDITIONAL INFORMATION

Please note that your application is binding. If you withdraw your application or are unable to start your stay abroad for important reasons (e.g. illness, foundation level studies not passed, no recognition possible due to changes at the partner university), there will be no consequences. However, if you cannot prove there are such valid reasons, then a further application on your part at a later point in time will be given lower priority, i.e. you will then only be assigned whatever place abroad may still be available.