

Dear Partners,

This is to provide you with some updated information regarding our admission procedure for European incoming students.

Please find [attached](#) some useful guideline.

Additionally to the included fact sheet and guide, we would like to let you know what's new:

- **Starting from the academic year 2018/19, we'll accept application documents (possibly complete) sent as scans by our partner universities via E-Mail;**

It is still possible to receive the hard copies of the original documents by post – they must arrive within our application deadlines (1st June for winter semester, 1st December for summer semester).

- All students planning to attend courses must include in their application a professional **German** language certificate from A2.2 level on – issued by a recognized language institute. We neither accept test results (OLS), nor did participation confirmations, nor informal certificates issue by private teachers.

A2 certificates cannot be older than one year, from B1 level on not older than three years. The students must reach at least B1/B2 level before the lectures period starts.

- Those students who apply only to prepare their thesis can include an English proficiency certificate (B1/B2) instead of a German certificate.

They can apply only for one semester and are not allowed to attend lessons. Generally they must search by themselves for a departmental supervisor.

- Please keep in mind that our nomination deadlines are: 30th April for winter semester, 31st October for summer semester.

We don't accept applicants who haven't been nominated within the deadlines.

- Please inform your nominated students that in case they withdraw their application, they should inform you as well as us.
- We kindly remind you to provide your outgoing students with all three sections of the **Erasmus+ Learning Agreement** and to put our contacts ("Receiving institution") on it (see attached file).

Unfortunately we are faced with a large number of incomplete, incorrect Erasmus+ Learning Agreements.

- Please notice: We sign and stamp the forms only if they are duly filled in.

Sincerely

Beatrice Vinci (Incoming Exchange Students Advisor)

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