

Overview of Erasmus+ Application Documents

Your application documents should be **uploaded separately** as PDF files in the corresponding field on Mobility Online, with the exception of applications to our partner universities in Switzerland and Georgia, which should be submitted as a single PDF file by email. The required documents include:

Tabular resume

- Please limit your resume to **one** page
- List important key dates in your career, as well as achievements **relevant** to the selection process, such as subject-related internships, honorary positions, or previous stays abroad

Letter of motivation

- Please limit yourself to **one** page and write **one** letter, regardless of whether you wish to apply for one, two, or three different foreign universities
- The text can be written in German **or** English
- Focus on why you are interested in studying abroad, how this experience would enrich your studies, and which subject areas offered by the host university(ies) appeal to you

Transcript of Records

- A **current**, automatically generated transcript, which you can download yourself from the Examination Management, is sufficient
- If you are applying from your **first bachelor's semester**, please create a tabular overview of the courses you have taken so far

Official proof of language skills

- The required language skills are listed on the websites of our partner universities. Unless otherwise specified, proof in the form of a school leaving certificate stating the language level achieved or a **successfully** completed course at the *Fachsprachenzentrum* (FSZ), as well as officially recognized language certificates, are sufficient
- An application has a greater chance of success if the required level is already achieved, at the same time, a language course that has already been started but not finished yet is considered advantageous
- Exceptions apply to native speakers and if a degree in the required foreign language has already been obtained (please refer to this in your resume!)