



## **Checklist application documents** **Study Abroad Global und Erasmus+ International Credit Mobility**

The Study Abroad Global Programme includes exchanges in North America, South America, Middle East, Asia, Oceania, South Africa and Europe (Ireland, Italy). Erasmus+ International Credit Mobility currently offers exchange places in Israel, Bosnia and Herzegovina and Kosovo. Exchanges to Russia and Ukraine are currently suspended.

Applications for the Study Abroad Global Programme are submitted online. Please upload all documents in PDF format to **Mobility Online** (access only possible after login).

The following documents are required for an application:

1. **Study Proposal** in English (one page)

Please describe,

- What you study in Konstanz and how the stay abroad fits into your studies,
- Why you are applying for the corresponding host country/region/cultural area,
- Your academic intentions at the host university; the academic reasons for wanting to study abroad; courses you would like to take at the host university.

Your study proposal should be written specifically for your preferred university (priority 1).

For applications to Spanish or French-speaking countries, please write an additional study proposal in Spanish or French.

2. **CV in continuous text** in English; tell us about yourself and describe your career to date including international experience, work experience, hobbies, social commitment, interests and other aspects (with data) not mentioned in your Study Proposal (one page).

3. **Transcript of Records** (Preliminary grade overview) in English generated from ZEuS (**with verification code**), i.e. a list of courses attended and credits earned in Konstanz.

4. If applicable, enclose a **Bachelor's degree certificate plus transcript** in English, in case you have completed a degree already; a validation is not required.

5. **Letter of recommendation** in English; ask the university lecturer(s) for a letter briefly commenting on the following aspects (see letter of recommendation template):

- where he/she knows you from (e.g. lecture or seminar),
- a brief assessment of your academic performance to date, also in comparison to fellow students,
- short assessment of your study abroad project,

- general assessment of your academic maturity with regard to a successful exchange abroad.

The letter of recommendation should be written university neutral and should not name the university of your choice. The reviewers should send the review (with signature and stamp if applicable) directly by email to [exchange.programs@uni-konstanz.de](mailto:exchange.programs@uni-konstanz.de). Letters of recommendation for applicants in BA programmes can be issued by doctoral research assistants or assistants.

For exchange or scholarship programmes in North America, two letters of recommendation might be needed. If applicable, a second letter has to be requested after the approval of the application.

Applicants to all other countries only need **one** report.

Bachelor students of **Economics** usually have to request a letter of recommendation from the department via the following portal (please note the deadlines):

<https://www.wiwi.uni-konstanz.de/international/studium/konstanzer-studierende/austausch-global/>

6. **Language certificate:** At most host universities a **TOEFL or IELTS** test is required (see announcement of places). For all other destinations, it is sufficient to take the language test of the Language Institute (SLI) of the University of Konstanz. For applications in Spanish-speaking or French-speaking countries, please take the test in Spanish or French.

Please enclose the test result in time for the application deadline, as it will be included in the evaluation and the required number of points must be fulfilled for a nomination at the host university.

## 7. **Passport Photo**

Please indicate the order of your priorities in the online application. Make sure you have sufficient information about the study opportunities at all the universities you have indicated. If your first request cannot be fulfilled, we may ask you to write a new study proposal for the alternative university.

If you have any further questions, please contact [exchange.programs@uni-konstanz.de](mailto:exchange.programs@uni-konstanz.de) at any time.