Checklist // Application for Exchange Students

Programmes: Erasmus+ International (KA 107) Bilateral University Partnerships MAUI, AEN

Step 1: You apply to your home university

You apply to your home university for an exchange place at Leipzig University. Ask at your home institution to find out about relevant exchange places. Once you receive a nomination for an exchange place from your home university, you need to apply for admission to study at Leipzig University.

Step 2: Your home university officially informs Leipzig University about your nomination.

Step 3: You apply for registration with Leipzig University

The application has to be done only online.

You will have to upload the following pdf documents as part of your online application:

- Transcript of records showing your academic background
- Study plan for your study at Leipzig / Learning Agreement
- Language certificate for the language of tuition (B2 CEFR) (Form provided at www.uni-leipzig.de/exchange/in.)
- Confirmation of your nomination by your home university / Nomination letter

Please note that during the online application you will also be able to do the

- Registration for the language and orientation course/ German (if desired). (Details provided at www.uni-leipzig.de/en/learninggerman.)

Deadlines:

01st June (winter semester)
01st December (summer semester)

Step 4: You receive your Letter of Admission

Given that your application is successful, you will receive a Letter of Admission before the beginning of August (winter semester) or before the beginning of February (summer semester). The letter is sent to your home address.
After you have been admitted, you will receive an email from **IDM Leipzig**. In this email, you will find your personal login and password for the study portal **Alma Web**. In Alma Web, check “Account” -> “Documents” for information regarding your enrolment, your semester start and the payment of your semester fee as well as your enrolment number. Additionally, you will be asked to upload a passport photograph for your UniCard (student ID) on the IDM-Website.

Further information concerning your enrollment are provided at [www.uni-leipzig.de/exchange/in -> First steps at Leipzig University](http://www.uni-leipzig.de/exchange/in).