

Partner universities of the Bonn-Rhine-Sieg University of Applied Sciences

December 2010

I wish to spend the next winter semester at one of our partner universities.
How do I apply?

Bachelor students who are interested in spending at least one semester at one of our partner universities after their 4th semester can get more information at the events organised by the various departments. Various study / work placements abroad are available, to be taken after completion of the Grundstudium (the first few semesters of general education in your subject).

N.B. Special rules apply to Pfeiffer University, the CCU and Murdoch University for students from the Department of Business Administration*, as well as for Biology/Chemistry and Computer Science students**.

The events are organised in collaboration with the International Office. You can also get all the information you need, including advice on grants and scholarships, in the International Office itself (rooms E049 and E050). Placements are limited, and usually begin in the winter semester, so application forms must be handed in at the International Office by 15th January of the year in which you wish to begin your placement. See below for exceptions and points to note.

Documents required for your application:

- CV with photograph and e-mail address
- Evidence of your achievements at university so far (official list of grades)
- Covering letter: your reasons for wanting to study abroad
- The name of your mentor at the Bonn-Rhine-Sieg University of Applied Sciences
- For Business Administration students in Department 01: current transcript of records and also please enclose your provisional list of modules only if you are applying to **one particular university**. If you are applying to **several universities**, either within one country or in several different countries (e.g. Ireland, USA, Australia), you should not send the provisional list until you know where you are going.

(Please do not put your documents in a folder. Put them all in a **single** transparent plastic sleeve. Students wishing to take lectures in English at the partner university should write their CV and covering letter in English. This also holds for lectures in French.)

We will let you know well in advance by e-mail whether you have got a placement, and of any formalities that still need to be carried out.

Exceptions and points to note:

* Applications for **Pfeiffer University**:

1. The deadline for one semester exchange during Bachelor Programmes (starting in August) is February 1st.

Proof of language proficiency: official TOEFL with at least 61 points internet-based.

2. The deadline for Master Programmes (MBA, MSL or MHA) is also February 1st when starting in August and November 2nd when starting in May of the following year (only under special circumstances).

Proof of language proficiency: official TOEFL with at least 79-80 points internet-based.

*Applications for **Coastal Carolina University (CCU)**:

Internal TOEFL (ITP – Institutional Testing Program), see Language Centre) is necessary for the double degree at CCU.

*Applications for **Murdoch University**:

Application deadline is January 1st when starting in July of the same year. Additionally students of the departments of Business Administration can apply until September 1st when starting in February of the following year.

** Applications of Biology and Chemistry students must be handed in by 15th November of the previous year (Pre-selection forms should have been handed in to your faculty, see website of the Department of Natural Sciences for deadline).

The internal TOEFL (ITP – Institutional Testing Program, see Language Centre) is sufficient as proof for placements at Keele University as well as one semester stay at Canadian partner universities.