

Information Sheet

STUDEXA application procedure

Your application for an exchange programme in 6 steps

1. Cover Sheet

On the [cover sheet](#) you can give up to **four partner universities** that you would like to study at, inclusively from the ERASMUS+-Programme. List the universities you want in the order of your priority by beginning the list with your first choice.

Inform yourself thoroughly before filling out the application forms about your favourite partner universities through their websites. Important to keep in mind is the timeframe of the semester (it can be different from BTU!), the major/focus, the language it is taught in, and language level required.

The cover sheet must only be printed once and is placed on top of your application forms. Your application forms should only be held together by a paperclip and not with a folder, envelope or the like.

The application for a semester abroad is time and work intensive, so please start early so that you have enough time to complete the whole process

2. Online Application

After you have chosen the universities where you would want to study at, you have to complete an online application for each individual university. [Access to them can be found here.](#)

It is important that you thoroughly fill out the application forms and then **print** and **sign** them.

The online application is the first part of the single “application packet” that is sorted by the host university.

3. Learning Agreement – Before the Mobility

The [Learning Agreement – Before the Mobility](#) is the central component of your application. On the form, you choose which modules you would like to attend at the host university and then what those modules are equivalent to at BTU Cottbus-Senftenberg. Information on which modules are offered can be found on the website of the host university. Often there are modules offered in English for STUDEXA exchange students.

The Learning Agreement – Before the Mobility must be signed by you, your advisor at BTU Cottbus-Senftenberg, and the examination board of your department.

Enter the modules that you want to attend at the host university in **Table A** of the Learning Agreement – Before the Mobility. In **Table B** you enter those modules that you would like to have recognized at BTU. In case no modules should be recognized, as it is a mandatory semester abroad, you fill in Table B the sentence: “No modules should be replaced.”

Keep in mind that this process from the beginning of researching modules to the obtainment of the signatures at BTU Cottbus-Senftenberg can take up a lot of time. Begin early in order to take care of the Learning Agreement – Before the Mobility and plan for possible delays.

The Learning Agreement – Before the Mobility can be changed easily within the first 4 weeks after you arrive at your host university, since there could be changes to the course schedule. The changed contract is then binding for the rest of the semester abroad. All further information can be read later.

4. Letter of Motivation

The Letter of Motivation is written in English.

It is a representation of you and should be at least half a page in length. You should give the reasons for studying abroad, your choice of the target country and the host university, your academic and personal expectations, etc. You must convince BTU and the host university with this text.

In addition, you must complete this part of the application packet for each of the host universities you choose.

5. CV & Certificates & Academic Reference

This last part of your “application packet” consists of:

-Your current **Transcript of Records**. It must **not** be signed by Student Services.

If you are in your first semester of your masters, then include your results from your bachelor and the courses you are currently taking.

-Your **CV**

Please have your CV in English.

-Your **Language Certificate** for the language you will attend at the host university.

Most STUDEXA partner universities would like their students to arrive with at least level B1 of the teaching language.

Inform yourself from your host university's website if there is a prerequisite or if there is a recommendation. Turn in the language certificate from a public or private institution to BTU within the time that you have to complete the application to the host university.

-Your **Academic Reference** from a professor or a teacher at BTU Cottbus-Senftenberg (preferably in English). A template can be found here: [Form](#)

6. Checklist

The [Checklist](#) gives you the possibility to check your application forms. Please check that all forms are completely filled out, signed, and in the correct format and order.

The International Relations Office only accepts the application forms that meet these criteria.

The signed checklist comes at the end of your application forms and everything is attached together with a paperclip. Please refrain from using application folders, envelopes or the like.

Application Deadline

The application deadline is **February 1st, 2024**.

Please factor in there are many applicants every year and with this, the choice and process take quite some time. You will receive an acceptance or rejection as soon as possible.