You applied for ERASMUS+ exchange studies at your home university? You were selected, and you are officially nominated by your home university at BTU Cottbus-Senftenberg? We, the ERASMUS+ team at the International Relations Office, look forward to welcoming you in the next semester!

How to become an ERASMUS+ exchange student at BTU Cottbus—Senftenberg in 5 steps

1. Choose the correct study programme

BTU Cottbus - Senftenberg offers **degree programmes** in two different orientations:

- **University degree programmes**, which are published with the symbol
  - Research-oriented
- **Applied degree programmes**, which are published with the symbol
  - Applied

For more information (e.g. the programme description) on the different **degree programmes** please follow the link:
http://www.b-tu.de/en/study/study-programmes

2. Fill out the ERASMUS+ online application form

You will find the application form and relevant information on the following website:
https://www.b-tu.de/en/prospective-international-students/exchange-students/erasmus-eu

Register at the BTU online application portal for ERASMUS+ Incoming Students:
https://btu.moveon4.de/locallogin/56c1b12e83fb96ab56c30116/eng

and fill out the application form.

**Please note:** When filling out the application form, write your name correctly and **not in CAPITALIZED LETTERS**, but in Capitalized Letters. Do not use special symbols or abbreviations.

Having completed all (mandatory) fields you will download the relevant attachments and submit your application form to us online. Now you will print the PDF-version of the application form and sign it yourself. Send that application form as well as all attachments as a hard copy to us per regular mail.

**Deadline for your application for winter semester or academic year 2019/20 is 15th July 2019.**

3. Prepare your Learning Agreement - Before the Mobility

The **Learning Agreement - Before the Mobility** should include all **modules** within your study programme that you intend to study at BTU Cottbus – Senftenberg. That form can only be accepted for **full module courses** containing the **code no.**, the **title** and the **number of ECTS credits**.

Send it to us, signed by you, and by the responsible persons at your home university.
4. Send your application package to the BTU

Your completed application documents for BTU Cottbus - Senftenberg consist of:

- **ERASMUS+ application form**, signed by you and your home university
- **Learning Agreement - Before the Mobility**, signed by you and your home university
- **Transcript of Records** (a list of the current subjects and grades that you have obtained at your home university)
- Certificate of **language proficiency** (minimum level B1 in German or English, depending on the teaching language in the selected degree programme)
  
  *We can only accept certificates issued by your home university or an official language institution.*
- A copy of your **passport / ID card**

Please send the **completed application documents** to:

Brandenburg University of Technology Cottbus - Senftenberg
International Relations Office
ERASMUS+ Study Programme
Postfach 10 13 44
03013 Cottbus
Germany

5. Admission – You’re in!

The ERASMUS+ Departmental Coordinator at BTU Cottbus—Senftenberg will check your application documents. Once their signature is on your Learning Agreement - Before the Mobility, your documents are accepted and you will receive a welcome package from the International Relations Office. That welcome package will be sent by regular mail to the address that you indicated on your online application form. It consists of:

- **Letter of Admission**
- **Learning Agreement - Before the Mobility** that is countersigned by BTU Cottbus - Senftenberg
- Information on studying and living in Cottbus
Further information about your study at our university

The application procedure is finished, and you are accepted to BTU. Now you should prepare your stay in Cottbus as soon as possible, especially housing and (if applicable) visa. For a smooth start of study, please pay attention to the following dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Period</th>
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</thead>
<tbody>
<tr>
<td>Recommended Arrival:</td>
<td>At least 7 to 10 days before the lecture period starts</td>
</tr>
<tr>
<td>Registration (Welcome Point):</td>
<td>More information coming soon</td>
</tr>
<tr>
<td>Start of lecture period:</td>
<td>7th October 2019</td>
</tr>
<tr>
<td>End of lecture period:</td>
<td>2nd February 2020</td>
</tr>
<tr>
<td>First examination period:</td>
<td>10th until 23th February 2020</td>
</tr>
<tr>
<td>First Orientation:</td>
<td>Make use of our website: <a href="https://www.b-tu.de/en/international/international-students">https://www.b-tu.de/en/international/international-students</a></td>
</tr>
<tr>
<td>German Language Courses:</td>
<td>More information about our offer in winter semester coming soon</td>
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<td>Welcome Events:</td>
<td>The International Relations Office will welcome you during special events at the beginning of the semester!</td>
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</tbody>
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Contact: Karin Robel – Coordinator ERASMUS+ Mobility within Europe
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