

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, upload the mentioned documents into the application portal. Please, inform us with an email about your finished application.

Deadline for your application for winter semester or academic year 2020/21 is 15th July 2020.

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**. Before uploading it into the application system, please sign it yourself and additionally have it signed by the responsible person at your home university.

- For more detailed information about the modules for all study programmes, please use the [module data bank](#), which you can find on our [website](#). Make use of the different filters e.g. frequency of offer, language of teaching etc.

If you have any questions, don't hesitate to contact us via erasmus@b-tu.de

*Please note: With the form **Learning Agreement - During the Mobility**, you will have the possibility to update your choice of modules after your arrival at our university. Make sure to inform yourself at the International Office of your home university about the procedures of recognizing module changes before you leave for your study abroad.*

4. Send your application package to the BTU

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

- ✓ **ERASMUS+ application form**, signed by you
- ✓ **Learning Agreement - Before the Mobility**, signed by you and your home university
- ✓ **Transcript of Records** (subjects and respective 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, upload your completed and signed application in our online portal.

5. Admission – You're in!

Your 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 via email including the learning agreement, the letter of admission and some information material. Additionally, you will be sent a “welcome package” by regular mail to the address that you indicated on your online application form. It consists of:

- ✓ The original and signed *Letter of Admission*
- ✓ The original *Learning Agreement - Before the Mobility* signed by the 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:

Recommended Arrival:	At least 7 to 10 days before the lecture period starts
Registration (Welcome Point):	More information coming soon
Start of lecture period:	12 th October 2020
End of lecture period:	7 th February 2021
First examination period:	15 th until 28 th February 2021
First Orientation:	Make use of our website: https://www.b-tu.de/en/international/international-students
German Language Courses:	More information about our offer in winter semester coming soon
Welcome Events:	The International Relations Office will welcome you with special events at the beginning of the semester!