

# APPLICATION PROCESS FOR AN ERASMUS + STUDY SEMESTER

1. Search the [exchange opportunities](#) and [Erasmus partner universities](#) for your course of study, and speak with your [international coordinator](#).
2. Apply through the International Office (IO) [application portal](#) with the following documents:
  - » CV
  - » Letter of motivation
  - » Language proficiency proof (e.g., from the language center, TOEFL test, high school diploma, etc.)
  - » Current academic transcript (available from the [Student Service](#))
  - » Enrollment certificate
  - » List of courses/modules to be taken abroad and corresponding courses at HSWT (consult with the international coordinator of your faculty for guidance)

**Application deadline: End of March each year** for stays in the following winter **and** summer semesters\*

3. Submit all documents (by the specified deadlines) through the application portal.
4. After selection by the faculties, acceptance, and subsequent nomination by HSWT, apply to the host university. You will receive the necessary information and documents during an information session organized by the IO:
  - » Erasmus application, information on BAföG and insurance
  - » What are the next steps/what needs to be prepared?
  - » Online Learning Agreement (contract between you, the host, and the home university): It includes the courses to be taken and must be signed by both universities no later than the start of the study abroad period. Regarding recognition, be sure to consult with the international coordinator of your faculty. Generally, you should aim to achieve 30 ECTS per semester.
  - » How is funding calculated and what needs to be considered

The required application documents for the host university may vary. The International Office will inform you.

5. Upon acceptance from the host university, you will receive a confirmation of your placement, the signed Learning Agreement, and further information.
6. Once the fully signed Online Learning Agreement is received by the IO, you will receive the Erasmus funding approval and a grant agreement by mail. The first installment (80% of the total grant) will be disbursed only after returning the signed grant agreement. The remaining 20% will be disbursed upon submission of the completion documents after the stay.

\* At a later stage, it may be possible to apply for places that have not yet been filled. The IO will be happy to advise you.