



Application Procedure Partner Universities of Hochschule Bonn-Rhein-Sieg

October 2017

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

First, please attend the information sessions on study abroad/practical phase organised by your department. You can also get further information, including advice on grants and scholarships, at the International Office. Please do not hesitate to stop by during our office hours or contact us for an appointment (contact persons can be found at the end of this document).

Documents required for your internal application (in English!):

- Cover sheet "Application for Study Abroad at a Partner University" (to be downloaded from our website www.h-brs.de/en/international-partnerships)
- CV with passport photograph
- Current complete PDF transcript in English (tick transcript in English in SIS, choose transcript with all present results and tick all relevant boxes. Students of the Department for Management Sciences please also tick the box for average grade)
- Motivational letter - max. 1 ½ pages: please explain your reasons for applying for a study abroad, why you chose the respective partner university and what interests you most regarding the course offer at that institution.

Please send us the documents as an e-mail attachment in **one** pdf-document. Alternatively, you can submit a hard copy personally at the International Office in Sankt Augustin or Rheinbach or send it by regular mail (no folders, please). The application deadline is **January 15th** (for study abroad in the winter semester) or **September 1st** (for study abroad in the summer semester).

Exception: Applications of the Department of Natural Sciences (Biology, Forensic Sciences, Chemistry):

1. Pre-registration until July 15th of the previous year via LEA
2. Applications until November 15th (only for Applied Biology students the deadline in 2017 will be December 1st):
 - 2.1. via SIS for Biology students
 - 2.2. Students of Forensic and Chemistry submit their application in person directly to the Department of Natural Sciences
 - 2.3. Applications for the University of Palermo (practical phase for students of Forensic and Chemistry): Application deadline June 15th of the previous year for study abroad beginning in the summer semester and December 15th of the previous year for study abroad beginning in the winter semester

For more information please refer to the webpage of the Department of Natural Sciences.

Please note:

The number of placements at the partner universities may be restricted. On your application, you can indicate a second partner university as an alternative.

There is a preferential allocation of placements at partner universities for the winter semester (application deadline January 15th). Any remaining placements are then allocated for the summer semester (application deadline September 1st). If you plan to apply for a semester abroad in the summer semester, it is absolutely necessary that you check the semester dates of the respective partner university, as they may interfere with the semester dates at Hochschule Bonn-Rhein-Sieg. Furthermore, the course offer may be limited in the summer semester.

The requirements on language proficiency are different depending on the partner university and are documented in the cooperation agreement. If the partner university does not have specific language requirements, the rules regarding the proof of language proficiency established by the respective department are valid.

The International Office will let you know by e-mail in February/March (for the winter semester) or in October/November (for the summer semester) whether you have got a placement, and of any formalities that still need to be carried out.

Your contact persons in the International Office are:

For the Department of Management Sciences:

Jana Kohl, jana.kohl@h-brs.de, Tel. 02241-865 714, Sankt Augustin room E 056 (on Mondays in Rheinbach, C006)

For the Department of Natural Sciences and the Department of Electrical Engineering, Mechanical Engineering and Technical Journalism:

Susanne Farha, susanne.farha@h-brs.de, Tel. 02241-865 671, Sankt Augustin room E 059 (on Thursdays in Rheinbach, C006)

For the Department of Computer Science and the Department of Social Security Studies:

Christina Holthaus, christina.holthaus@h-brs.de, Tel. 02241-865 628, Sankt Augustin room E 060