



## University of Stuttgart Exchange Programs State-to-State Programs and Direct Partnerships Application Guidelines

### Application Deadlines:

Latin America:	February 1st July 1st	Australia:	December 1st July 1st	Asia:	December 1st July 1st
South Africa:	December 1st July 1st	North America:	October 15th February 1st (based on availability of spots)		

This application applies to all exchange programs taking place outside of Europe. Please observe the exact application requirements for the university to which you are applying.

**Templates for the Application** can be found on the homepage of the International Office:

<https://www.student.uni-stuttgart.de/auslandsstudium/austauschmoeglichkeiten/bewerbung/>

With these documents you are applying first for participation in an exchange program of the University of Stuttgart. Upon being accepted to the exchange program, you are required to compile the application documents required by your host university. For this step, you will usually need to submit additional documents, as well as partly update the documents already submitted, and create English / Spanish / Portuguese translations.

### Application Procedure:

The selection of applicants is carried out by the Senate Committee for Foreign Studies and Support of the University of Stuttgart in conjunction with the International Office. In some cases, **Selection Interviews** are held to gain a personal impression of the candidates as “ambassadors” of the University of Stuttgart abroad. In general, the following selection criteria are used:

- academic qualifications
- explanation of the study project
- interests and activities outside of academic studies (e.g. participation in the *Buddy Program* for international students, student council, sport clubs, etc.)
- knowledge of Germany and the host country

After the **selection** you will be notified about your nomination and about which documents you must submit for the application to your host university. Since the number of placements at each partner university is limited and each university has certain requirements in terms of grades, study subjects, etc. it may not always be possible to honor your preferences.

In the case of **state-to-state programs**, the acceptance relates firstly to participation in this program. In your application you list three universities within this program as placement preferences. The coordinating university will pass on all applications from Baden-Württemberg with a proposal for the placement to the foreign coordinating university.

The **partner universities** generally leave the selection process to the University of Stuttgart and usually accept the nominations of the Senate Committee for Foreign Studies and Support. However, you **can be rejected** from these nominations if the admission requirements of the partner universities or a department are not met or a department has a Numerus Clausus. We always try to clarify these critical cases in advance, so that rejection is rare in practice.

Please visit a **Group- and Individual Advising Session** before applying to an exchange program!

### Please note the following:

During the course of the application procedure, you may receive a request from the International Office or from abroad to submit further documents. Therefore, check your e-mail and mail regularly so that the application procedure is not interrupted.



## Application Checklist

<input type="checkbox"/>	<b>1</b>	<p><b>Note:</b> All applications for exchange programs are completed through an online portal. You may <b>choose</b> to complete the online application form in <b>English or German</b>. For all remaining documents, the language required is specified below. All documents must only be uploaded onto the online application portal. <b>All application forms and materials must be filled out and completed by the application deadline specified for the exchange program.</b></p> <p><b>Online Application Form</b>  <a href="#">German</a>    <a href="#">English</a></p>
<input type="checkbox"/>	<b>2</b>	<p><b>Curriculum Vitae</b> (English / English + Spanish / English + Portuguese, max. 2 pages per language; for multi-language versions, please upload as 1 document):</p> <p>The CV should also provide information about personal interests and activities, social and community activities and commitments, awards, and club or sports memberships, etc.</p>
<input type="checkbox"/>	<b>3</b>	<p><b>Statement of Purpose</b> (English / English + Spanish / English + Portuguese, ca. 1 page; for multi-language versions, please upload as 1 document):</p> <p>Application explanation should include:</p> <ul style="list-style-type: none"> <li>- Personal motivation for pursuing the study abroad program</li> <li>- Study goals during the study abroad program (focus points, not a course list)</li> <li>- Specific reasons for studying at the desired university as related to your field of study</li> </ul> <p>Please be informed about the offer at the host university!</p>
<input type="checkbox"/>	<b>4</b>	<p><b>Bachelor Degree</b> (English): As far as available</p>
<input type="checkbox"/>	<b>5</b>	<p><b>Transcript</b> (German): Current transcript from Examination Office (showing average score and the LP achieved so far).</p>
<input type="checkbox"/>	<b>6</b>	<p><b>Proof of Language Skills:</b> The language requirements can be found in the prerequisites for participation for each exchange program on the homepage of the International Office.</p> <p>Exchange programs in <b>USA, Canada:</b> The TOEFL iBT examination must have already been taken at the time of the application deadline. The test results may be submitted later, but confirmation of completion of the examination must be uploaded to the application portal by the deadline. If the results may already be viewed electronically, please upload a screenshot of them to the portal. Please send at least one <b>TOEFL-Report</b> to the University of Stuttgart, International Office, <b>Institution Code 0460</b> and <b>Department code "99 – For any other department not listed."</b></p> <p>Exchange programs in <b>Latin America:</b> Proof of language skills in the language of instruction at the host university: at least B1-Level; if language of instruction is English, additionally proof of A1-Level Spanish required</p> <p>Exchange programs in <b>Asia, Australia and South Africa:</b> Information on the proof of English proficiency can be found on the homepage of the International Office.</p>
<input type="checkbox"/>	<b>7</b>	<p><b>Secondary School Diploma</b> (English)</p>
<input type="checkbox"/>	<b>8</b>	<p><b>Certificate of Enrollment</b> (German): With indication of Degree sought and semester number.</p>
<input type="checkbox"/>	<b>9</b>	<p><b>Absolute and relative classification of the final grade in the degree program</b> ("Ranking") The document must be from the current semester and can be requested from the examination office (Prüfungsamt). Students who have not yet received any grades at the University of Stuttgart can request this document from their previous university. If this is not possible, you can alternatively submit a letter of recommendation from a lecturer at your previous university. It is advisable to have the letter of recommendation issued in English, in case it is also needed at a later date for the application at the host university. If applying to multiple exchange programs, please advise the professor/lecturer not to mention a specific university or program. A template for the letter of recommendation can be found on the homepage of the International Office. Request the recommendation as early as possible to ensure a timely submission</p>