

Instructions on how to apply for an ERASMUS+ stay via the online application form.

Basic information:

- 1) Register on the portal with your university e-mail address. Make sure you spell it correctly!
- 2) Read the instructions and notes on the portal as well as on the form. Many of the fields in the form are marked with a small yellow "i" on the right. Please also read these notes, they will help you to fill in the fields and clarify many questions of understanding.

Notes on the form:

- 1) When entering your university e-mail address, please make sure that you spell it correctly and use the correct full stops. The second part of the e-mail address is already provided. We recommend that you leave it as it is and only put your name/abbreviation in front of it, as experience has shown that many errors occur in the second part of the e-mail address. Attention! If this e-mail address is incorrect, you will not receive important e-mails during the rest of the application process!
- 2) If you are studying in a 2-subject Bachelor's programme, please enter your second subject in the corresponding field, even if this is not a mandatory field. All others do not have to fill in this field.
- 3) Check if there is a contract with the partner university with the study level you are studying. Also check that you have the required language skills. The form asks for the recommended language level at the host university, which you can find on this page, as well as all other information about the partner university you are interested in: <http://www.uni-goettingen.de/de/565687.html> .
- 4) If you would like to go abroad via an Erasmus programme with the subject Education, this can also be found under the subject Pedagogy.
- 5) Please indicate the start and end dates of your desired stay as precisely as possible. You can find information on the lecture times on the websites of the respective partner universities. If you do not find any information on the desired semester, use the previous semesters as a guide.
- 6) Do not be confused by the question of whether ECTS will be applied to your mobility. This is the case for all our ERASMUS+ partnerships.
- 7) First of all, you can indicate your first preference in the form. If you would like to indicate further desired universities, please use the large green "Plus" field at the bottom of the page below the fields of the first desired university. You can select up to five universities of your choice.
- 8) In the average grade field, please enter your overall average grade for your current degree programme as it appears on your FlexNow statement.