

Dear students,

we are happy about your interest in doing a study exchange at Hochschule Magdeburg-Stendal in winter semester 2019/20 and summer semester 2020.

The next step for you is to complete our online application portal and to upload all required documents **until 15 May 2019**:

https://www.service4mobility.com/europe/BewerbungServlet?identifier=MAGDEBU04V2&kz_bew_pers=S&kz_bew_art=IN&aust_prog=KA103+SMS&sprache=en

Regarding your field of study in the application please choose:

For "department": SGM - Social Work, Health and Media

For the "field of study" please choose: Communications

And for "course of study" please choose: Bachelor International Communication and Translation

At first you have to complete the online application. Afterwards you will get an e-mail with another link for the online registration. Please go to this link too, create your user name and password and fill in the necessary personal data. Please note: Please make sure to keep this second e-mail for the online registration (and your user name and password), as this will contain the login link to your student curriculum at Hochschule Magdeburg-Stendal.

Once you have completed the online registration, you can create a pdf-file of the online application. Please print it. On this document we need the signatures of the student and the coordinator of the home university. Afterwards please upload the following documents:

1. the signed application document
2. Transcript of Records (with all subjects and grades achieved so far at your home university)
3. Learning Agreement (with the courses you would like to attend at the Hochschule).
4. a proof of your German language level
5. your CV
6. a copy of your passport or Identity Card

For the transcript, and the language certificate you can either use the form sheets attached in our online portal or the form sheets of your home university, if they are in German or English. Afterwards please upload all documents back into the online portal. You do not have to send any documents via regular post!

Once you have uploaded all these documents, we will forward them to your departmental coordinator at our institution, whom has to officially admit you. Afterwards we will send you an information about your acceptance via e-mail.

Semester dates:

*Winter semester 2019/20: 1 October 2019 to 31 March 2020. The lectures take place from 1 October 2019 until 14 February 2020.

*Summer semester 2020: 1 April 2020 to 30 September 2020. The lectures take place from 1 April 2020 until 17 July 2020.

Please be aware that exams might take place until two weeks after the end of lectures.

Please note that our institution offers a Late Summer School and Orientation Sessions right before the start of the semester:

The ***Late Summer School 2019*** of the Hochschule Magdeburg-Stendal will take place from **16 to 28 September 2019** on our campus in **Magdeburg**. It combines an intensive German language course with projects, intercultural courses and cultural highlights. Students will have the chance to get to know their new university and host country before the semester begins. The programme of the Late Summer School is not final, yet. As soon as it is finished, we will put the programme and the costs on our web page and inform you via e-mail too. If you want to attend to the Late Summer School you will need to register for it separately. Please note that one can not register for the Late Summer School at this stage. We will inform you as soon as this is possible.

The ***Orientation Sessions*** organized by the International Office will take place in the end of September 2019. Students can attend to the orientation whether they participate in the Late Summer School or not. It is free of charge.

During the orientation week students will get important information about the things they have to do after arrival as well as about academic aspects of the studies at the Hochschule Magdeburg-Stendal. Participation is strongly recommended! You will also receive detailed information on the orientation sessions in a later e-mail.

with kind regards