



Step-by-Step Guide Registration & Application

Part 1: Registration

Deadline: 15 May

Step 1

https://mycampus.ku.de/mobility/BewerbungServlet?identifizier=EICHSTA01&kz_bew_art=IN&kz_bew_pers=S&sprache=de

Step 2

Application Details

<u>Type of application:</u>	Incomings
<u>Type of person:</u>	Students
<u>Exchange program:</u>	<ul style="list-style-type: none">• Bilateral Agreements <i>Do not select "Admission of Degree Seeking Students" or "Free Mover"!</i>• Double Degree <i>If you are not sure about your exchange programme, please send an e-mail to incoming@ku.de.</i>• Erasmus+• Faculty Agreements
<u>Academic year</u>	2019/2020
<u>Semester</u>	Winter Semester 2019-20
<u>Campus</u>	EICHSTÄTT

Step 3

Personal Details

Enter your personal details. (**Don't:** MICHAEL or michael **Do:** Michael)

You will receive many e-mails from us, so please state the e-mail address you are always available at.

INTERNATIONAL OFFICE

Alessia Tressoldi ▪ Incoming Students
Domplatz 8 ▪ 85072 Eichstätt

Tel.: +49 8421 93-21069
Mail: incoming@ku.de ▪ <http://www.ku.de/en/international/>



Step 4

Emergency Contact Person

Enter the details of the person we should contact in the case of an emergency.

Step 5

University Entrance Qualification

Enter the details about your qualification to study.

Step 6

Home Institution (Sending University)

Enter as much information as possible about your current university.

Step 7

Academic Education

Current study level:

- First cycle/Bachelor's or equivalent level
- Second cycle/Master's or equivalent level

Study program/major at home institution:

Enter your current course of study (e.g. Germanistik).

Current number of study years:

How long have you studied in the above course of study?

Have you studied abroad before?

- Yes
- No

Step 8

Your Study Period at KU

Host country:

Germany

Host institution:

EICHSTA01

Study program/major:

- XXX B. Sc.
- XXXX M. Sc.
- International Double Degree

- *If you currently are a Bachelor's student.*
- *If you currently are a Master's student.*
- *If you are a double-degree student.*

Departmental coordinator:

See website

Short letter of motivation:

Why do you want to study with us?

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Step 09

Language Skills

Enter your language skills.

Please note the minimum language proficiency levels:

- **English:** **B2** (if you want to take English-taught courses)
- **German:** **B1** (if you want to take German-taught courses)

Step 10

Requested Incoming Student Services

For more information about our Housing Service and our Pre-semester Programme, please visit our website:

<https://www.ku.de/en/international/come-in-study-with-us/double-degree-exchange-programs/accommodation-in-eichstaett-%20ingolstadt/>

Step 11

Declaration of Consent

Last Step

Send Application

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Part 2: Application

Deadline: 15 June

1. Wait for your Welcome Package

Within a few days' time, you will receive an e-mail asking you to download your Welcome Package. If you have not received this e-mail after about 7 days, please contact incoming@ku.de.

2. Download Welcome Package

Save and carefully read your Welcome Package. It contains important and useful information for your study-abroad period.

3. Download application form

Print, read and sign your application form.

4. Upload language proficiency confirmation

Use an official confirmation proving: a **min. English level of B2** and/or a **min. German level of B1** (depending on whether you want to take English-taught and/or German-taught courses)

5. Upload signed application form

Use the application form you printed and signed in Step 1.

6. Upload passport photo

Use a photograph of you, **not a photo or scan of your passport!**

7. Upload Learning Agreement

- Use your home university's Learning Agreement form, the Erasmus+ form or the following form:
http://www.ku.de/fileadmin/190303/Download_Incoming/BewerbungIncoming/LA_IncomingStudents-1.pdf
Complete the document with your details and your coordinator's details.
- Then choose from the following courses (25 to 30 ECTS per semester are common):
<https://campus.ku.de/studienangebot/> (Attached you can find a guide to KU Campus)
<http://www.ku.de/en/international/come-in-study-with-us/double-degree-exchange-programs/courses-in-english/>
Note: As a Bachelor's student, you may **not** choose Master's courses.
- Sign it, have your home university's coordinator sign it, and then upload it.

8. Upload Transcript of Records

Use your most recent Transcript of Records (= list of grades). It may be the one of a previous semester.

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9. Submit housing information

Tell us if we should organize accommodation for you (deposit: € 350, of which 15 € are an administration fee that is not refundable). If yes, submit your housing application and a bank receipt of having transferred the deposit. For more information about our Housing Service, please visit our website: <https://www.ku.de/en/international/come-in-study-with-us/double-degree-exchange-programs/accommodation-in-eichstaett-%20ingolstadt/>

10. Upload signed registration for pre-semester programme*

If you want to take part in the pre-semester intensive German course, please upload your registration. For more information about our Pre-semester Programme, please visit our website: <https://www.ku.de/en/international/come-in-study-with-us/double-degree-exchange-programs/orientation-weeks-pre-semester-german-course/>

11. Upload copy of passport/personal ID card

Upload a photo or scan of your passport or personal ID card.

Your application documents are now being checked...

This may take several few days up to two weeks. We will then contact you by e-mail either to ask you to correct your uploads or to provide you with your Admission Letter by e-mail. If you need the original Admission Letter, please simply let us know to which address we should post it.

12. Submit arrival information

About one month before your arrival, tell us when and where exactly (date & time & place) you will arrive in Eichstätt

13. Submit information about visa extension

Only for non-EU students: Tell us whether your visa will be valid for your entire stay abroad or whether you will need to extend your visa.

Learning Agreement (LA) & Course Registration

Your LA is a contract between you, your home university and our university guaranteeing you the credit transfer for your chosen courses. Therefore, it is important that all three parties have signed your LA before your stay abroad.

If you find you need or want to choose courses different from the ones listed on your original LA after your arrival in Eichstätt, you should inform your home university's coordinator as soon as possible, make changes using the "Changes During Mobility" section and upload your changed LA to Mobility-Online.

Your LA, however, does not automatically register you for your courses. You will receive information about the course registration about 3 weeks before the start of the semester.

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Housing

In Eichstätt, it can be very difficult to find short-term accommodation!

That is why we offer a Housing Service. We organize accommodation for you at a deposit of € 350 (of which 15 € are an administration fee that is not refundable). This is how it works:

Application

You submit your housing application and bank receipt of having transferred the deposit by 15.12. You will find the bank details and more detailed information on your housing application.

Offer

We will send you an offer for a room or apartment in Eichstätt with one of our partner landlords. We only offer furnished accommodation in or near the town center.

Depending on availability, your offer may be for a shared apartment, a room in a hall of residence, or private apartment. Our university does not offer on-campus accommodations.

If you accept the offer, we will support you with the formalities (rental contract, house rules, etc.).

Payments

Before your arrival, you will need to transfer the first rent + a rental deposit of about two months' rent to the landlord.

Rental contracts always run for a full 6 or 12 months. It is not possible to enter a rental contract for e.g. 5 months.

The two deposits are refunded after you have moved out of your room or apartment, left everything behind clean and tidy, and have settled all open rental payments.

<http://www.ku.de/en/international/come-in-study-with-us/double-degree-exchange-programs/accommodation-in-eichstaett-ingolstadt/>

Pre-semester Programme

Each semester, we offer an intensive pre-semester German course, from beginners' to the advanced level!

<https://www.ku.de/en/international/come-in-study-with-us/double-degree-exchange-programs/orientation-weeks-pre-semester-german-course/>

**Note: The actual registration procedure may differ slightly from the contents of this Step-by-Step Guide.*

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