

How to nominate Erasmus students at the University of Bonn?

Information for incoming students and their Erasmus coordinators

i The nomination and application is one single process at the University of Bonn and is done via an online system.

APPLICATION DEADLINES:

15 May for 1st semester (winter semester) or the full academic year
1st November for 2nd semester (summer semester)

Instructions for nomination/application at the University of Bonn:

Step 1: Student fills in his/her data for the online registration

The student follows the necessary steps for the registration. They are explained [this registration guide](#). All information and instructions can be found on our website as well:

https://www.uni-bonn.de/studying/international-students/erasmus/copy_of_how-to-apply

In case of technical problems contact

Melissa Stadlbauer (incoming-assist@uni-bonn.de) or Gudrun Hille (erasmus-assist@uni-bonn.de).

Please understand that the International Office is only able to answer **questions that cannot be clarified by the registration guide and the following explanations.**

Step 2: Coordinator signs the application form

- ✓ The student is asked to print the nomination form at the end of the registration process
- ✓ The Coordinator from the home university needs to sign the document
- ✓ The student or the Erasmus coordinator needs to send the form (by email or post) **to the responsible Erasmus Departmental**

Coordinator at Uni Bonn **by the application deadline**. You can find a

list of all Erasmus Departmental Coordinators in Bonn following this link: www.erasmus-fachkoordinatoren.uni-bonn.de

Application Deadline
Winter Term: **May, 15th**
Summer Term: **November, 1st**

i We cannot accept nominations after the mentioned deadlines. **The date of receipt at the Erasmus departmental coordination at the University of Bonn is critical, not the date of submitting the online application!**

Depending on the field of study, additional documents may be required (e.g. a certificate of language proficiency).

Step 3: Confirmation Erasmus Departmental Coordinator Bonn

- ✓ If the student is accepted, he/she will receive a confirmation by the Erasmus Departmental Coordinator in Bonn usually within 2-4 weeks after the nomination deadline.

i Only after having received this confirmation, the student will have been **fully accepted as an Erasmus student** at the University of Bonn.

- ✓ 4-6 weeks after the application deadline, the **International Office will send further information** to the students on how to organise and prepare their arrival in Bonn.