



# Erasmus+ Programme Application Information

2024 / 2025

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## Application requirements

All students enrolled at TU Berlin, **regardless of their country of origin or age, are eligible to apply to an Erasmus+ funding program. Students can already apply in their first semester.** TU Berlin bachelor graduates can be funded already in their 1st master semester if they submit their admission certificate in time before the start of the mobility. TU Berlin bachelor's students may apply to receive funding for **their first master's semester upon timely submission of their acceptance letter.** Please check your study and examination regulations to see whether your master's program permits a stay abroad during the first semester.

Please be sure to check with your study counseling/study program coordinator when a period of study abroad is possible in your study program! Moreover, applicants are expected to have **good knowledge of the language of instruction in the host country.** Partner universities' language requirements can be found in the respective faculty brochure: [www.tu.berlin/go28904/](http://www.tu.berlin/go28904/)

## How do I submit my application?

The application documents are submitted **exclusively digitally via the Mobility-Online portal** and then processed by the Department of International Affairs and the cooperating TU Berlin academic chairs. **An additional paper application is NOT necessary!** All relevant forms for your application can be found on our website. Please fill these out directly on your computer. Make sure that the fields and individual pages of each document do not move and still fit on a single A4 page. **It is essential that your signature is also on the same page.**

[www.tu.berlin/go160069/](http://www.tu.berlin/go160069/)

Students can be funded for up to 12 months in Bachelor's, Master's and Doctorate degrees. Whether a scholarship can be paid out and in what amount depends on the annual budget situation. It is possible to apply for a **maximum of three different partner universities within Erasmus+** at the same time to increase the chance of getting a place. However, **only one application is possible for each partner university**, i.e. a partner university may **not** be listed more than once with different faculties. The information on partner universities and exchange opportunities is **UNDER RESERVATION, as changes may also occur in the ongoing application process.** For updates, please visit:

[www.tu.berlin/go28904/](http://www.tu.berlin/go28904/)

**When applying, please make absolutely sure that you choose ISCED-codes that match your course of study and your subject knowledge at the TU Berlin as well as the study project at the partner university!**

## When do I apply?

The application deadline is in January each year. The application portal for the academic year 2024-25 will open on 1<sup>st</sup> of November 2023. The **application deadline is 10<sup>th</sup> of January 2024.** However, you can also submit your application before that. After the standard application period, a second application period is held in May, during which you can apply for any remaining placements, exclusively for the summer semester 2025.

# What do I need to include in my application?

1	<b>Application form via Mobility-Online</b> <ul style="list-style-type: none"> <li>→ Information about the application on p. 4</li> <li>→ Don't forget to sign your application!</li> </ul>
2	<b>Study plan</b> <ul style="list-style-type: none"> <li>→ Please use form <i>Studienplan an der Partnerhochschule (Studium)</i> for regular studies at partner university</li> <li>→ Please use form <i>Studienplan an der Partnerhochschule (Abschlussarbeit)</i> for final theses at partner university <b>AND</b> both Mentoring commitments (Prof. at TUB and at partner university)</li> <li>→ Search for courses in the course catalog of the partner university or contact the International Office on site</li> </ul>
3	<b>Statement of purpose</b> <ul style="list-style-type: none"> <li>→ Statement without addressee (2 pages maximum)</li> <li>→ Explain your personal and academic reasons</li> </ul>
4	<b>Language certificate</b> <ul style="list-style-type: none"> <li>→ <b>Make an appointment at ZEMS in good time</b></li> <li>→ <b>Language certificates issued by the Sprach- und Kulturbörse (SKB) or courses on your Abitur certificate are not accepted!</b></li> </ul>
5	<b>CV</b> <ul style="list-style-type: none"> <li>→ Should include information about your degree program and any specializations</li> </ul>
6	<b>Letter of recommendation from a university lecturer</b> <ul style="list-style-type: none"> <li>→ In German or English</li> <li>→ To be submitted using the designated form <i>Hochschullehrendengutachten</i> on our website or letterhead of a <b>TU Berlin university lecturer</b></li> <li>→ The same version can be used for all priorities</li> <li>→ Confidential recommendation letters can also be sent by e-mail to <a href="mailto:infothek@tu-berlin.de">infothek@tu-berlin.de</a></li> </ul>
7	<b>University entrance qualification certificate and bachelor's transcript</b>
8	<b>List of study credits earned thus far</b> <ul style="list-style-type: none"> <li>→ QISPOS/SAP print-out (If you have not yet earned any credits, a list of courses attended is sufficient)</li> </ul>
9	<b>Certificate of enrollment (Current semester)</b>
10	<b>Identification document (Copy of passport)</b>
11	<b>Application overview (Self-disclosure)</b> <ul style="list-style-type: none"> <li>→ Summarized self-disclosure about your application</li> <li>→ Please use form <i>Selbstauskunft</i> on our website</li> </ul>

**Non-native German speakers can submit their application in English.** Applications are not forwarded to the partner university! You submit the marked documents 2 to 4 per priority. If the priorities have the same language of teaching, this does not apply to the language certificate!

In the study plan must be indicated **MINIMUM:**

- **40 ECTS credits for 2 semesters**
- **20 ECTS credits for 1 semester**
- **15 ECTS credits for 1 trimester**
- **Final thesis according to the credits specified in the study regulations**

Please note that some partner universities may have their own minimum numbers of ECTS credits - also for final theses - which are higher than the minimum numbers established by TU. In this case, the regulations at the partner university apply.

## The language certificate

- **A language certificate is obligatory to apply!**
- **At the time of the application, language certificates may not be older than 2 years!**
- It should be issued by the TU Berlin Modern Language Center (**ZEMS**).
- The following certificates are also accepted:  
**English:** TOEFL, IELTS, ESOL, TOEIC, Cambridge Certificate (CPE), ECCE, ECPE, UNICERT English  
**Spanish:** DELE **Portuguese:** CELPE-Bras  
**Italian:** CELI, CILS **French:** DELF/DALF, ABIBAC
- Language certificates for **Portugal, Spain, Italy and France** must be submitted in the national language unless otherwise noted in the faculty-specific brochures. If the indication "or" is given in the language requirements, then a language certificate in the preferred language of instruction is sufficient.
- An **English** language certificate is required for **ALL other countries**.
- If you have a degree in the target language, this can replace the language certificate, **provided that the certificate is not older than 2 years**. Let this check before your application by sending your certificate to [infothek@tu-berlin.de](mailto:infothek@tu-berlin.de)

**Please pay attention to the language skills required by each partner university in the faculty-specific brochures! Changes are reserved.**

# Application via Mobility Online portal

## What is Mobility-Online?

The processing of study-related stays abroad at TU Berlin was switched to Mobility-Online in 2020, a system for the digitalized processing of applications. This includes all steps from the application to the stay on site to your return to TU Berlin. With your online application, you provide us with all the necessary information about yourself and your planned stay abroad. **Please complete the application form carefully, as the data provided here will subsequently be used in further stages.**

All documents to be submitted must be uploaded in your Mobility-Online workflow, unless otherwise indicated. This also applies during the stay abroad and afterwards.

Some of the documents you receive from us will also only be available for download in your workflow. Therefore, please check your workflow regularly throughout the application and mobility phase.

### Specifically for final theses

**Mentoring commitments from a professor at the TU Berlin AND a professor at the partner university are necessary!** Confirmations of supervision as e-mail proof are sufficient. An application is possible at any time, provided there are free places. However, the application must be submitted **BEFORE the nomination deadline of the respective semester** of the chosen partner university! Please check beforehand if your project is feasible. If you would like to do an **internship/traineeship** and will not be enrolled as a regular Erasmus+ exchange student, please directly contact the [TUB Career Service](#) for further information. After a case-by-case assessment, funding may be available within the framework of Erasmus+ Placement.



Log in to access applications you have already started:

[www.service4mobility.com/europe\\_template/LoginServlet?sprache=de&identifier=BERLIN02](http://www.service4mobility.com/europe_template/LoginServlet?sprache=de&identifier=BERLIN02)

If you have questions about the application process, please contact the student staff at the Infothek: [infothek@tu-berlin.de](mailto:infothek@tu-berlin.de)

## Application process

- 1 Use the following link to access the application form for an Erasmus+ placement:  
[www.service4mobility.com/europe\\_template/BewerbungServlet?identifier=BERLIN02&kz\\_bew\\_pers=S&kz\\_bew\\_art=OUT&aust\\_prog=SMS&sprache=de](http://www.service4mobility.com/europe_template/BewerbungServlet?identifier=BERLIN02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=de)
- 2 Fill out the application form and complete this step by clicking on **"Bewerbungsdaten übermitteln"**.
- 3 You will receive a **confirmation email with a link inviting you to register in the Mobility-Online portal**. You can then begin to upload the remaining required application documents to your workflow in the portal.
- 4 Upload all the required documents. You can replace uploaded documents with newer versions **as long as you have not yet downloaded the application form generated by Mobility-Online**.
- 5 Once you have uploaded all the documents and have completed your application, download the application form. **At this point you are no longer able to make changes to your application!** Please save and sign the application form.
- 6 **Re-upload the signed application form to your workflow in the portal.**
- 7 You will then receive an email confirming that your online application has been received. **At this stage, your application via Mobility-Online is complete.**  
**Application deadline is 10<sup>th</sup> of January 2024!**  
Only AFTER this deadline the selection process will start and your application will be reviewed. Therefore, please refrain from inquiries before as well as in the first weeks after the application deadline.

### Forms on our website

All forms for your application (see p. 3) can be found on our website. These should be filled out **directly on the computer**:

To be found under "Formulare & Vorlagen - Bewerbungsphase": <https://www.tu.berlin/go160069/>

## FAQ Mobility-Online portal

### Which partnerships can I apply to?

You can apply for an Erasmus+ exchange at any of our cooperating partner universities. Please refer to your [faculty's individual brochure](#) to find out which partner universities are open to you. Please contact the Infothek directly with any questions.

### Where can I find a list of all the required documents?

Mobility-Online provides a list of all the application documents you must upload. The list is only visible to you after registering. All required forms can be found on the [Department of International Affairs website](#). Detailed information about the application documents can also be found in this brochure.

### What file format is required when uploading documents?

All documents must be uploaded as **PDFs**.

### I did not receive an email confirming that my application was received. Was my application not processed?

Please first check your spam folder as automatically generated emails often land there. If you still do not have a confirmation email, please contact the Infothek.

### My application is incomplete. How can I submit missing documents?

**At this point we would like to point out, that ALL the required documents must be submitted through the Mobility-Online portal before the deadline.** You may upload or replace documents until you download the final application form. **Once you do so, you can no longer make any changes to your application.** If for some reason you are unable to complete your application, upload a placeholder PDF **stating the reason the document is missing and when you will be able to submit it (within an appropriate time!)**

### My recommendation letter/language certificate was sent directly to the Department of International Affairs. What do I do?

Upload a **placeholder PDF to Mobility-Online stating that the documents were sent** directly to our office. The Infothek will replace the documents for you.

### Who receives my application?

Applications are centrally submitted through the Mobility-Online portal. The selection procedure is conducted by either the Department of International Affairs, the international affairs officers or the university lecturer responsible for the respective program. In this case, the Department of International Affairs or international affairs officer at the faculty will forward your application to the program officer.

### Is there a submission deadline for applications?

The deadline to submit applications for Erasmus+ placements for the 2024-25 academic year is **10<sup>th</sup> of January 2024**. You must have submitted all the documents to Mobility-Online by this date. **You are welcome to submit your application before the deadline.** Furthermore, you can apply for remaining places **(exclusively for the summer semester 2025)** in a second round in May.

### Can I access the Mobility-Online portal after the application deadline?

Yes, your entire mobility is managed through Mobility-Online, meaning that you have **access** to the portal and your workflow **before, during, and after your mobility**. However, you are unable to amend application documents once you have completed and submitted your application.

### When will I be notified if I was selected?

Your application is first reviewed to ensure it contains all the required documents and then reviewed based on its content. This can take several weeks. Please refrain from inquiring about the status of your application. You will receive an email about the outcome in due time.

# Schedule “Study abroad”

Jun. – Sept.

## Information and preparation

- Reading this brochure
- Reading testimonials from former exchange students [online](#)
- Reading study guides/lecture catalogs of the partner university and course compilation
- Participating in the [buddy program](#) and gaining experience from exchange students
- Talking to the university lecturers responsible for the program or examination officers

## Language preparation/language acquisition

- Courses offered by ZEMS and SKB of TU Berlin, private language courses, etc.
- Language tandems (at language schools or via the buddy program)

Oct.

## Announcement of study offers

- Information about available Erasmus+ places at the partner universities on our [website](#)!

Oct. – Nov.

## (Online) information events

- Organized by the International Office
- In addition: Subject-specific information events organized by the faculties (see notices in the in the faculties and follow current announcements on the department websites)
- Proof of language skills by the individual lecturers of the ZEMS of the TU as well as FU or HU Berlin

Nov. – Jan.

## Application

- **Deadline for submitting the application in the Mobility-Online Portal is 10<sup>th</sup> of January, 2024!**

Feb. – Mar.

## Selection process

- Acceptances and rejections will be sent to you by email

Feb. – May

(summer semester may only be nominated in the course of the year, by October at the latest)

## 1. Nomination at the partner university by TU Berlin

- The International Office or the International Affairs Officers at the faculties nominate you by e-mail/via online portals at the host universities
- **ATTENTION!** Nomination of the summer semesters may take place later, if the online portals for the summer semesters do open at a later date
- **If you do not receive a notification from the partner university within the next two weeks after your nomination, please write an e-mail to [infothek@tu-berlin.de](mailto:infothek@tu-berlin.de)**

Mar. – Jun.

(summer semester possibly later, please inform yourself)

## 2. Registration at the partner university by students

- Only AFTER the nomination at the partner university on our part, **you apply independently and in due time** at the partner university. Usually you will receive a timely response from the partner university with further information about the application.
- If you do not receive any information, **you have to ask the partner university about the application modalities and deadlines on your own!** Please make a note of the application deadlines at the partner university and contact the International Office on site as soon as possible!
- If you **need a signature as part of your application**, please contact the **respective International Affairs Officer of your faculty** or contact [infothek@tu-berlin.de](mailto:infothek@tu-berlin.de)

Apr./May

## Before departure

- Scholarship confirmation (“Stipendienzusage”) with duration and amount of the Erasmus+ scholarship can be downloaded from the Mobility-Online Portal
- Reading of the Pre-Departure Brochure (information on semesters off, health insurance, etc.), to be found under “Vor der Abreise von der TU Berlin”: [www.tu.berlin/go160069/](http://www.tu.berlin/go160069/)

Aug./Sep.

(winter sem.)

Jan./Feb.

(summer sem.)

## Arrival at the partner university

- Submission of the required documents in the Mobility-Online Portal (see notes Pre-Departure Brochure and Mobility-Online)

## FAQ “Studying abroad”

### What does the ISCED code mean or what can I study abroad?

ISCED stands for International Standard Classification of Education. In terms of the Erasmus+ programme, the ISCED-code assigns a **unique subject area** to each university cooperation. In this process, all fields of study are divided into subject codes. When selecting cooperations, students can choose from the range of Erasmus+ cooperations offered by their own faculty.

**The choice of the ISCED-code is crucial for which courses can be taken abroad, as you will be nominated at the cooperating faculty of the partner university. In general, courses have to be taken at this faculty.** Please contact the partner university to find out whether and how many courses are also possible outside the designated faculty. **Do NOT apply via any random ISCED-code assuming that you will be able to choose preferred courses at all faculties of the partner university once you have been accepted.**

Furthermore, missing requirements for a corresponding cooperation, despite an acceptance by the TU Berlin, can lead to a rejection by the partner university in the most extreme case. **Therefore, please make absolutely sure that the ISCED-codes of your priorities match your course of study at TU Berlin and your subject knowledge as well as the study plan at the partner university!** There are exceptions, which may depend on the type of cooperation, the department or the partner university. If you have any questions in this regard, please contact the Infothek or the responsible university lecturer(s) of the respective cooperation.

### Can I also apply for a place in the overseas program at the same time?

Yes, this is possible without any problems. On request, identical documents (language certificates, university lecturer certificates) can also be reused.

### Where can I get more information about the partner universities?

Feel free to check out the experience reports of our former exchange students on our website. In these, the students provide detailed information about the partner universities. You can also find information about the partner universities on their websites.

### Can I apply for (additional) financial support?

You can apply for other scholarships, you may have to choose a funding option (either Erasmus+ or another scholarship). TU Berlin does not offer any additional funding. As additional financial aid, you can apply for Auslands-Bafög:

[http://www.bafög.de/bafög/de/home/home\\_node.html](http://www.bafög.de/bafög/de/home/home_node.html)

### Am I entitled to a place to live at my partner university?

Generally not. However, universities often offer a place in a student dormitory. Information about this can be obtained from the International Office of the respective partner university.

### Can I/Do I have to take a leave of absence during the exchange at the TU Berlin?

You can take a leave of absence for the time at your foreign host university at the TU Berlin. Information can be found at:

<https://www.tu.berlin/go1370/>

You can also be exempted from the semester ticket for this time: <https://asta.tu-berlin.de/semrix/>

### How and where do I have my achievements abroad recognized?

Recognition takes place **after** receipt of the Transcripts of Records (list of courses and grades) **directly at the responsible examination board of your study program**. A recommendation for the conversion of foreign grades and credits is provided by Peter Marock from the Department of International Affairs upon request.

**Please consult your examination board BEFORE your stay abroad** in order to discuss the recognition after your exchange.

## (Online) information events

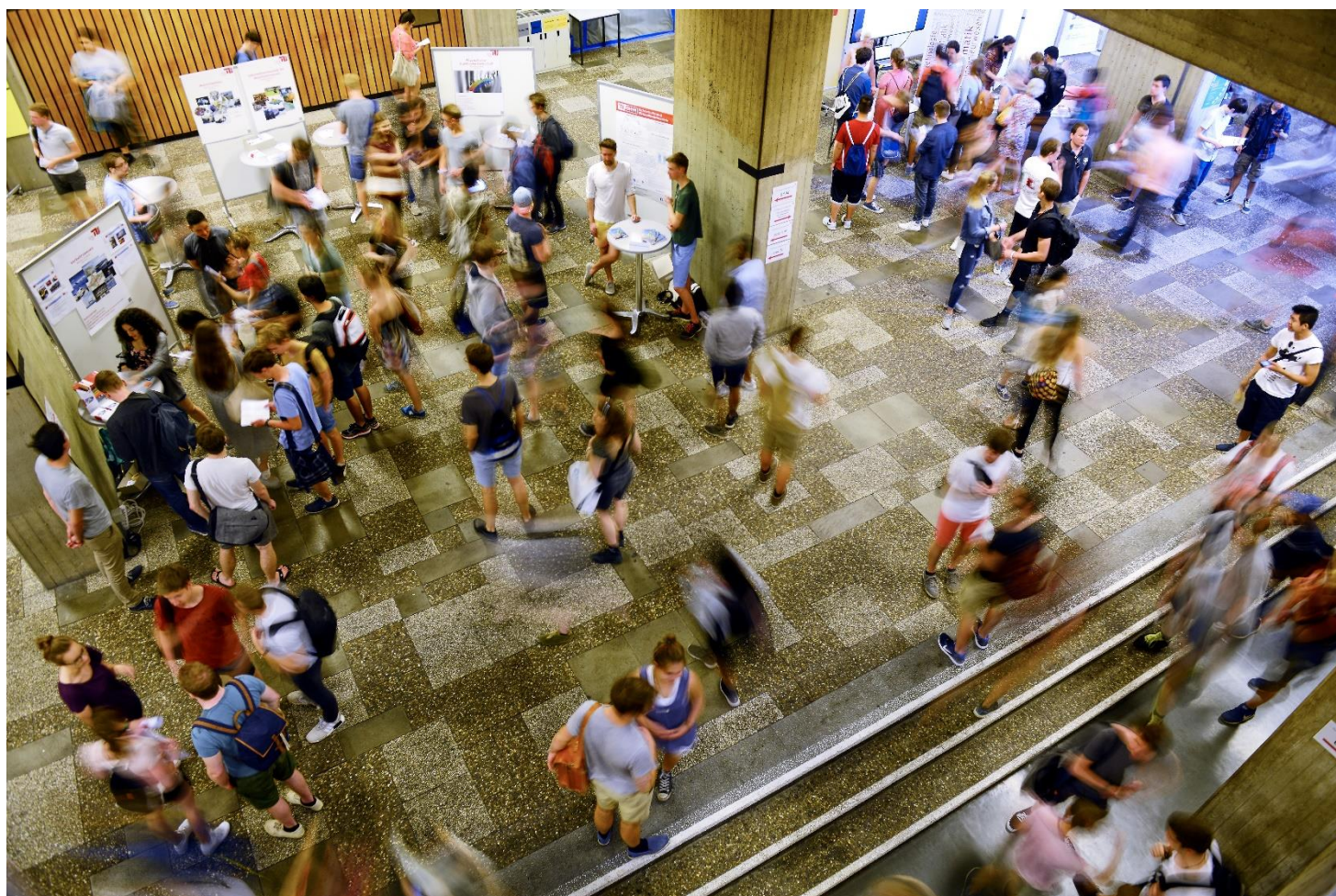
The information events of the International Office usually take place from October to November. The info events in the faculties are always at the beginning of the semester.

Access to the online information events can be found in our ISIS course "[Auslandsstudium Übersee & Erasmus+ WiSe 23-24](#)". More information can be found on our [website](#).

The **Erasmus+ Introduction Session** offers a first overview of the possibilities and the process of the Erasmus+ application. It serves as a contact point for general questions and offers the opportunity to get to know other exchange-interested fellow students.

In addition to the Erasmus+ Introduction Session, **former and also current exchange students (Outgoings)** report on their experiences abroad. These are specifically aimed at students who want to gather useful knowledge about specific partner countries. For this purpose, former exchange students are invited to report on their experiences and the particularities of the respective country. An open atmosphere offers the opportunity to talk to the exchange students.

- **14.11.2023, 16-18 Uhr** Erasmus+ Introduction Session – Program overview, application, Q&A (*in German, online*)
- **15.11.2023 16-18 Uhr** Info on application process and Outgoing Alumni Experience Reports (*in German, online*)
- **16.11.2023, 14-16 Uhr** Info on application process and Outgoing Alumni Experience Reports (*in German, online*)



## Erasmus+ Code of TU Berlin

### D BERLIN02

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More information is available on our website!

Any questions? Please contact:

**Infothek (Advice on studying abroad, Erasmus+ application advice):**

Room H 0041a

Email: [infothek@tu-berlin.de](mailto:infothek@tu-berlin.de)

Tue 9:30 – 12:30 Thu 9:30–12:30

**Advising currently only available by email or via Zoom!**

*The link to the Zoom meeting can be found in the ISIS course*

*"[Büro für Internationales – Online-Sprechstunden](#)".*

*If you do not have access to ISIS, please email us.*

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### Head of Section

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Tuesdays 09.30 – 12.30

Thursdays 09.30 – 12.30

**Consultation via e-mail and telephone.**

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Thursdays 09.30 – 12.30

**Consultation via e-mail and telephone.**

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Current information at: <https://www.tu.berlin/go10005/>