



BÜRO FÜR  
INTERNATIONALE BEZIEHUNGEN

OFFICE FOR  
INTERNATIONAL RELATIONS



FRIEDRICH-ALEXANDER  
UNIVERSITÄT  
ERLANGEN-NÜRNBERG

FACHBEREICH WIRTSCHAFTS-  
WISSENSCHAFTEN

Universität Erlangen-Nürnberg • Postfach 3931 • 90020 Nürnberg

## FAQ: How to apply for a place at a WiSo partner university?

### Time schedule at a glance

International Day at the WiSo: 7.11.2017

Application deadline: 12.12.2017 , 12.00

Allocation of "Erstplatzpräferenzen" ( selection 1 ): end of January

Allocation of second-user preferences ( selection 2 ): End of February / beginning of March

Allocation of remaining places ("Restplätze"): Beginning of summer term



### the application procedure

Each student is allowed to apply at two chairs / program coordinators ("Hochschulbetreuer") on up to 10 of his offered partner universities. Which partner university is managed by which Chair is listed on our website in the sector "outgo "

The order Chair 1 / preference 1 and Chair 2 / Preference 2 is fixed and identical for both application maps .

In the selection process 1 the Chair decides where to send the applicant. If you were rejected for any of those universities, the Chair 2 receives your application map for the selection process 2 (only if the desired universities are not already taken) .

### "Last minute places"

After completion of selection 1 and 2, the remaining places are announced in the beginning of summer semester on the website of the IB and by a poster. According to the principle "first come - first serve " the chairs select the remaining candidates and nominate them at the partner university.

Please note: For a place for you were already rejected , you can't re-apply.

### The application folders

You hand in one or two application folders in the International Office (room 2232 ), which will be registered and forwarded to the chair.



Besucheradresse:  
Lange Gasse 20, Raum 2.232,  
90403 Nürnberg

The folder consists of the following :

- \* Application Form , filled out identically (the Int. Office needs a copy of this form, so print it out 2 or 3 times for 1 or 2 folders) and with original photo
- \* Motivation letter in German (and / or in the required foreign language ) to the university supervisor or his assistants stating
- \* CV
- \* Certificates and current transcript from my campus (not certified)
- \* certificates of internships, jobs, volunteering etc.

### The selection criteria

The chairs emphasize on the following criteria (not generally in this order)

- \* Academic achievements ( grades, references)
- \* General knowledge of the host country ,partner university and city
- \* study profile fits with the courses offered at the partner university ?
- \* language skills
- \* Personality of the candidate , other activities
- \* Knowledge of Germany / Nuremberg ( as ambassadors of the WiSo )
- \* Interest and enthusiasm for foreign cultures



### General information & advices

Respect Dates and Deadlines ( FAU, host university , scholarships, etc.)

Read Reviews from former outgoers (“Erfahrungsberichte”)

Organize language tests (TOEFL, etc. – if requested) in time

Check your contact data: The chairs usually contact you by email or phone for arranging the interviews

Online information and FAQ :

**<http://www.ib.wiso.fau.de>**

