



STUDY ABROAD

FOR WISO AND UHH BUSINESS SCHOOL STUDENTS **EUROPE EXPERIENCE (ERASMUS+)- PROGRAM /**
SEMP SWISS EUROPEAN MOBILITY / GO GLOBAL (OUTSIDE OF EUROPE) EXCHANGE

Before starting your application:

- **Information:** Please read all information in this guideline and on our website carefully.
- **Counselling:** Please visit us at least once during our International Office counselling hours: [Contact](#).
- **Application Period:** From December 1st until January 31st (11:59pm)
- **Application Deadline** applies to the entire following academic year (winter term (WiSe) 2027/28, summer term (SuSe) 2028 or WiSe + SuSe 2027/28)
- **Application documents:** Only complete applications submitted by the deadline will be considered. No documents may be submitted after the deadline.
- **Partner universities** for your program and useful information:
[Rund um das Auslandsstudium : International Office : Universität Hamburg \(uni-hamburg.de\)](#)
- **The MobilityOnline-Portal** will be activated on December 1st (Website of the central Department for International Affairs of the University of Hamburg):
<https://www.uni-hamburg.de/internationales/studieren-im-ausland/programme/erasmus/im-ausland-studieren.html> (Registration via Stine-Login)

The following application documents must be uploaded to “MobilityOnline” in PDF format:

1. Preliminary Course Choice
2. CV (Table Format)
3. Letter of Motivation
4. Language Certificate(s)
5. Immatriculation Certificate
6. Certificate of Engagement in our Buddy Program
7. Bachelor Students: Printout of Stine course account or Transcript of Records
8. Master Students: Bachelor-Certificate
9. BA Socioeconomics: “Fachgutachten” (Statement by a professor)
10. Additional Document: When choosing one or more universities outside of Europe (Go Global)



You can only apply to the partner universities for your degree program and level of study (Bachelor's/Master's)

You can find the partnerships for your degree on our [website](#).

Reach out to us if you have any questions: out.wiso@uni-hamburg.de.

We look forward to receiving your application and wish you the best of luck!

Your International Office—Team

www.wiso.uni-hamburg.de/en/internationales/international-office/kontakt.html

Online - Input form in „MobilityOnline“ (MO)

1. Exchange programme: Choose „Erasmus SMS“
2. Subject coordinator at home university: Choose „Marie-Theres Prüßner“
3. Course of study: Choose your degree. (If your degree program does not have its own partnerships, please follow the instructions in the blue boxes below).
4. Number of academic years completed so far: This information applies only to your current degree program
5. Grade average:
For Bachelor students: Rolling grade average
For Master students: Grade average of your bachelor studies
6. E-Mail address: Put in your UHH-E-Mail address (givenname.surname@studium.uni-hamburg.de) an.
7. Reasons for studying abroad (bottom field): Leave blank. Please upload your letter of motivation later.

Please apply to a maximum of **five partner universities** for your degree program.

Select only those host universities that are relevant to you.

Selecting more priorities **increases** your chances of being accepted.

Master programs without their own partnerships:

Labor, Economics and Society (AWG)

Apply for the program you were enrolled in for your bachelor, but on master level. Counseling with our office beforehand is mandatory.

For “outside of your study field”, check “yes”

UHH Business School Students:

Apply for spots at UHH Business School, even if you are studying e.g. Engineering or Information Systems. Select the program — “Bachelor of Business Administration” or “Master of Business Administration” — depending on your current level of study. In your (preliminary) learning agreement, you must list business administration courses.

For “outside of your study field”, check “no”

Students applying with their **minor**:

Select your minor as your degree program (e.g. B.A. Political Science for B.A. teacher education students with a minor in Political Science). For “outside of your study field”, check “yes”

Partnerships outside of Europe:

- Are not displayed when applying via MobilityOnline. Please follow these steps:
- **In MobilityOnline:** Select the list item “Non-European countries” as your first priority, followed by “Non-European university.” Enter your Europe Experience (Erasmus+) preferences starting with priority number 2.
- **Upload an additional document (PDF):** List of all your actual priorities (Erasmus+ and others) in order of 1 to 5, along with your name, degree program, student ID number, and the desired time period for each university listed.

Example text for the additional document „Zusatzdokument“ (M.Sc. BWL)

1. Kyoto University, Graduate School of Management (SoSe)
2. National Chenghi University Taiwan (SoSe)
3. Strasbourg Business School (WiSe)
4. Lappeenranta University of Technology (WiSe)

In this example for the M.Sc. BWL you would choose „Go Global (Non-European partnerships)“ as your first priority in MobilityOnline and then select the universities in Strasbourg and Lappeenranta as choice nr. 2/3.

Please note:

- The EDC Paris Business School is called: „Ecole des dirigeants et créateurs d'entreprise“ in MO.

Preliminary Course Choice / Preliminary Learning Agreement

- Please use this [Online-Formular](#) and fill it out digitally.
 - Only needs to be filled out for the university you selected as your first choice.
 - Academic year: 2027/2028.
 - Faculty at the UHH: Your Faculty (WISO or UHBS).
 - Department at the UHH: Your major (i.e. M.A. Political Science, B.Sc. Economics, B.A. Socioeconomics etc.)
 - Subject coordinator: International Office of the WISO faculty and UHBS/ Marie-Theres Prüßner.
 - Course unit code: Course code from your partner university's course catalogue (if available).
 - Course unit title (as indicated on the web-page of the partner university): Course title
 - Module Title: you can leave this blank.
 - Number of ECTS credits: at your partner university (see below).
 - In the preliminary Learning Agreement, you'll fill in courses from your first choice university. Please refer to courses offered during previous semesters, as course catalogues for the upcoming academic year will most likely not be available yet.
 - Please make sure that you find enough courses offered in a language you are able to speak and for which you can submit a certificate along with your application.
 - **Required number of ECTS credits („Leistungspunkte“)** that you need to fill in:
 - ◆ 30 ECTS overall if you are applying for one exchange semester.
 - ◆ 60 ECTS overall if you are applying for the entire academic year.
 - ◆ 20 ECTS overall per trimester if the selected university offers trimesters instead of semesters.
- Please note: 1 ECTS credit at Asian and South American universities is worth 2 credits here. That means you'll choose 15 ECTS for one semester, 30 ECTS for two semesters.
- Universities in the United Kingdom usually require 120 ECTS per year, so you'll need to select courses worth 60 credits for one semester and 120 credits for two semesters.
- Please note that you should **only select courses from the department through which you are applying for your exchange semester**. If you are applying through your minor in Sociology for instance, you should only select sociology courses.
 - **Preliminary** course choice, that means you do not need to have this document signed or approved by the academic office ('Studienbüro') or involve the ERASMUS coordinator or your professors.
 - The preliminary learning agreement is **not binding** for you. A binding learning agreement with the courses you will actually take at your partner university only needs to be approved and signed by your academic coordinator approximately three to four months before you leave Germany.

Important: At the UHH, one ECTS credit equals a workload of 30 hours (consisting of time spent studying in-class and by yourself plus preparation for exams). At some foreign universities, you'll receive one ECTS credit for a workload of 25 hours. In that case, a course worth 6 ECTS abroad will only be worth 5 ECTS when it gets transferred to the UHH. This applies to very few universities. In case you are interested in such a university and get accepted there, you need to coordinate your course choice especially carefully with your respective academic office („Studienbüro“).

CV (Table Format)

In German (students enrolled in English-speaking Master programs can submit a CV in English).

You are welcome to include voluntary work, extended stays abroad for internships, project work etc. Please do not upload any certificates. They will not be considered.

Letter of Motivation

- Leave the field „Reasons for exchange“ in MO blank. Please upload your letter of motivation there.
- Only refer to your first choice university in your letter of motivation.
- Max. one page (DIN A4).
- In German (students of English-speaking Master programs can submit a letter of motivation in English).

Language certificate/s for language/s of instruction

- Generally level B2 of the European Framework of Reference (CEFR) for the language in which you'll be taking classes.
 - ◆ Please note possible specific language requirements (TOEFL, IELTS etc.) from your partner university.
- Only official language certificates from recognized institutions will be accepted.
- Results from online tests or self-assessments from the internet will not be accepted.
- Certificates **cannot be older than 2 years** when you start your studies at your host university.

Relevant dates: 01.10.2027 (for the WiSe 2027/28) and 01.02.2028 (for the SuSe 2028)
- **Multiple language certificates** are necessary if:
 - ◆ You want to take classes that are being taught in two (or more) languages and/or
 - ◆ The universities on your preference list have different languages of instruction (for instance 1st priority – French, 2nd priority – English)
- All required language certificates must be uploaded with your application and cannot be submitted at a later date.
- You can acquire a suitable language certificate in our UHH-language center („Sprachenzentrum“). Further information can be found at „[Einstufung für Sprachnachweise vom Sprachenzentrum](#)“ (not a „placement test“). If you have questions regarding the UHH language certificates you can email the language center (testing.sz@uni-hamburg.de).
- Even if you have a second nationality, you'll still need a language certificate to which the above-mentioned criteria apply.



Certificate of Engagement in the WISO and UHBS Buddy Program

If you have participated in the WISO and UHBS buddy program in previous years, please submit the relevant certificate with your application. If you have been part of a buddy program during your previous studies at a different university, please upload the certificate in MO.

The engagement as a buddy at the WISO or UHBS (or at a different university) will impact the evaluation of your application positively.

Transcript of Records

In MobilityOnline: All applicants (except B.A. Socioeconomics) have to enter the current grade average (Bachelor) or the grade average of the B.A./B.Sc. degree (Master) in the online data base.

Bachelor Students:

- Submit a PDF document of your STiNE Leistungskonto: list of completed courses thus far with grades and ECTS (‘Leistungspunkte’), sum of all ECTS credits as well as, if available, your current grade average.
- 60 ECTS (at least 54 ECTS, that means one missing course) have to be completed at the time of application, that means you have to have completed the basics of your studies. Applications with less than 54 ECTS will first be marked and will not be considered in the selection process. The remaining spots will only be allocated to you once you can certify that you have completed at least 54 ECTS worth of classes. If the basic courses of your major consist of only 58 ECTS (this only applies to the B.Sc. HWI — Wirtschaftsingenieurwesen), the limit will be lowered to 53 ECTS (one missing course).
- Note for Bachelor students of Socioeconomics and Business Administration: for a two-semester exchange with a second degree you have to have completed your second year of study with 120 ECTS at the start of your exchange.

Master Students:

- Submit a scan (not a notarized copy) of your complete Bachelor degree, including the grade average and a list of completed courses.
- In case the degree is not yet available: your STiNE Leistungskonto or a Transcript of Records with a corresponding comment.

‘Fachgutachten’: Only Bachelor Students of B.A. Socioeconomics:

- In addition to your STiNE Leistungskonto you’ll need to submit a statement by a professor. Please use this [Online-Formular](#).
- Has to be issued by a lecturer/professor who knows you personally, for instance your IGK lecturer (statements by language instructors cannot be accepted).



DER FORSCHUNG | DER LEHRE | DER BILDUNG

Universität Hamburg

UNIVERSITY OF HAMBURG

BUSINESS SCHOOL

FACULTY

OF BUSINESS, ECONOMICS AND
SOCIAL SCIENCES

Summary: Informations and Links

Cooperation Europe Experience (Erasmus+) and Go Global (Faculty Exchange):

(at the bottom of the webpage):

[Partneruniversitäten WISO und BWL : International Office : Universität Hamburg \(uni-hamburg.de\)](#)

Application process

(Documents, guideline, contact):

[Bewerbungsverfahren : International Office : Universität Hamburg \(uni-hamburg.de\)](#)

FAQ's regarding the allocation of spots:

[Bewerbungsverfahren : International Office : Universität Hamburg \(uni-hamburg.de\)](#)

Academic offices contacts:

BWL: [Teams des Studienbüros : UHBS : Universität Hamburg \(uni-hamburg.de\)](#)

Sozialökonomie: [Kontakt : Studienbüro Sozialökonomie : Universität Hamburg \(uni-hamburg.de\)](#)

Sozialwissenschaften: [Kontakt : Studienbüro Sozialwissenschaften : Universität Hamburg \(uni-hamburg.de\)](#)

VWL: [Kontakt : Studienbüro Volkswirtschaftslehre : Universität Hamburg \(uni-hamburg.de\)](#)

Registration Buddy Program:

[Für Hamburger Studierende : International Office : Universität Hamburg \(uni-hamburg.de\)](#)

FAQ regarding a semester abroad:

[FAQ zum Auslandsstudium : International Office : Universität Hamburg \(uni-hamburg.de\)](#)

Formalities during your Europe Experience (Erasmus+) studies:

[Organisation Ihres Aufenthaltes : International Office : Universität Hamburg \(uni-hamburg.de\)](#)

Benefits and financial support (Erasmus+) - studies:

[Finanzierung Ihres Aufenthaltes : International Office : Universität Hamburg \(uni-hamburg.de\)](#)

Central exchange program („Zentralaustausch“):

[Zentralaustauschprogramm : Internationales : Universität Hamburg \(uni-hamburg.de\)](#)

Hamburgglobal (Financial support for Go Global and Central Exchange):

[Hamburgglobal Förderprogramm : Internationales : Universität Hamburg \(uni-hamburg.de\)](#)

Language Center:

[Einstufung/Anmeldung : Sprachenzentrum : Universität Hamburg \(uni-hamburg.de\)](#)

Internship information:

[Praktikum im Ausland : International Office : Universität Hamburg \(uni-hamburg.de\)](#)

Freemover information:

[Free Mover : International Office : Universität Hamburg \(uni-hamburg.de\)](#)



FAQ regarding your exchange?

Can I apply for partner universities from other faculties or departments?

No. Please apply for the cooperations within your field of study. These cooperations are based on the respective major programs and contracts. You are studying abroad in order to continue/add to your studies. While there, you should take courses that are relevant to your studies and whose content corresponds with your study program.

Also, it cannot be guaranteed that you will be accepted at a partner university outside your field of study or would be allowed to take courses that would further your studies. A continuation of your studies abroad—which is the point of an exchange—can thus not be guaranteed.

Please make use of the offers from your field of study.

Can I apply for the Erasmus+ Program and the UHH Central Exchange at the same time?

You can apply for both exchange programs. If you receive an offer from the central exchange program, please immediately rescind your **Europe Experience (Erasmus+)** application! Otherwise, this spot will be lost and cannot be offered to another student.

I noticed that different cooperations are listed for my major on the Mobility Online portal and on your website? Which ones are correct?

If you notice discrepancies between the cooperations on our website and in Mobility Online, please notify us immediately at out.wiso@uni-hamburg.de. We try our best to make the application process as smooth and accessible as we can for you. Unfortunately, because of technical issues, the information might sometimes differ. In those cases, we are happy about your heads-up.

Can I exchange the spot I was offered for another one?

No, that is not possible. You can/should select up to 5 universities and you have to be prepared to accept a place offer to each of them. So please think carefully about your choices! Our exchange spots will be allocated through a complex multiple-step selection process. You will only be offered one spot which you can accept or decline.



My application was rejected but I know that some spots have become available again in the meantime. Can I receive one of those spots?

No. You can only receive an available spot from the remaining spots (that means spots that have not yet been allocated). Exchange spots that have been allocated but then been declined by the recipient cannot be re-allocated after information about the selection has been released. The selection process is a very time-consuming endeavor consisting of multiple steps. It does not adhere to the principle of „first come, first served“. We treat all students equally/under the same conditions and cannot account for special circumstances pertaining to individual students.

At the time of my exchange I will have less ECTS credits than the required 30 left to be completed for my degree. Can I apply for an exchange regardless?

Yes, but you are still required to take courses worth 30 ECTS per semester at your host university. How many of those credits you actually transfer over to be accredited to your studies at the UHH is not relevant.

Can I apply again if I decline the spot I was offered?

Yes, you are welcome to apply again in the next round of applications. A new application within the current academic year is not possible.

My application was rejected. Can I still do an exchange?

That is possible if we have remaining spots available. Please send an email to out.wiso@uni-hamburg.de (this opportunity only applies to you if your application was rejected by us!). If you have declined the spot you were offered yourself, you are not eligible to receive a remaining spot.



Am I allowed to find out why I didn't receive a spot at my first choice university or for what reason my application was rejected?

Yes. Our selection process follows fair and transparent criteria which we are happy to share with you. Please note, however, that we cannot share information about other applicants. That means you are welcome to inquire what our criteria for comparison were and which spots have been allocated already. We cannot talk to you about specific data about other applicants.

In general, we let all applicants know during our info sessions and in our office hours that they should avoid committing to one specific university, emotionally or otherwise. The goal of the selection process is to send as many students as possible abroad and give them the opportunity to study at a foreign university. With their application, students indicate their 'interest' for five partner universities, but they do not have a claim for a spot at their first choice university.

Why is my 1st/2nd/3rd/4th choice in Mobility Online in the slot of my first choice?

The spot you have been allocated moves to the first choice slot after the selection process. This is an automated process carried out by the platform's interface.

Can I apply if I have completed less than 54-60 ECTS so far?

Yes, generally you can still apply. The application will be moved to the back and will not be considered in the selection process, however. Remaining spots will only be allocated once proof of 60 (at least 54) ECTS has been submitted to the International Office.

I want to write my Bachelor's/Master's thesis during my exchange semester, is that possible?

In the framework of the Erasmus+ program, you are allowed to take courses at a foreign university. Thesis papers are not included.