

ERASMUS+ / International Co-operations: A step by step guide for Partner Universities

By 1st May* 1st November**	Nominations Deadline. Partner universities send their nominations by email to the International Office (exchange.incoming@uni-due.de). The International Office sends a brief confirmation to both the partner university and the nominated student.
After 1st May 1st November	The International Office sends nominated students an info E-mail with a link to the online application form. Students will also be given contact details of the relevant Faculty Coordinator at the UDE in order to prepare their Learning Agreements before the application deadline.
1st June 1st December	Application Deadline. After this date, applications and Learning Agreements will be distributed by the International Office to the Faculty Coordinators for consideration. During this time, Learning Agreements may still be adjusted in cooperation with the Faculty Coordinators.
Mid-July Mid-January	The Faculty sends signed Learning Agreements and informs the International Office which nominated students will be accepted. The International Office sends the Letter of Acceptance as well as important information regarding student housing applications etc.
Mid-August Mid-February	The TutorServiceCentre (TSC) contacts the exchange students with information about the Welcome Days, Key-Collection-Service and the Buddy Programm.
Early October Early April	Welcome Days. Exchange students complete enrolment in the International Office and the TSC holds info-sessions, campus tours and social events in the days before lectures begin.

* For Applications for the Winter Semester

** For Applications for the Summer Semester

