

Advice for the completion of application documents concerning the CAU exchange

Application deadline: 15th November 2019

Application:

The application may be submitted by means of an upload to “Mobility-Online” from 15th October onwards:

<http://www.international.uni-kiel.de/de/studium-im-ausland/cau-austauschstipendien>

After you have registered online, the portal informs you about all documents you need to upload. Our administration takes place in a digital mode. Please keep your user name and password safe because you will need it during your whole stay abroad.

- 1. Upload one pdf file (max. 5 MB) containing all application documents to Mobility-Online**
- 2. Send / Submit one reference in a sealed envelope – the reference may also be sent by the reviewer directly by email**

**Kiel University
International Center - CAU-Exchange
Westring 400 - 24118 Kiel**

go-out@uv.uni-kiel.de

The International Center will add the reference subsequently to the application. The reference may be sent by post (date stamp) or submitted personally in the “Info Room” of the International Center during its opening times. Alternatively, the department may send it directly to the International Center. The pdf file and the reference must be submitted in time and completely.

You are not required to submit an additional hard copy.

The complete application includes:

- Signed Application Form (The portal generates the form automatically by using the data you provided. You may download it subsequently.)
- Curriculum Vitae
- Letter of Motivation / Course Plan
- Reference *
- Transcript of Records (HISinOne / QIS online printout is sufficient)
- Language Certificate *
- Copies of University Degrees (if applicable)

All forms indicated by asterisks (*) are to be found on the website of the International Center:

<http://www.international.uni-kiel.de/de/studium-im-ausland/cau-austauschstipendien>

Certificate for the Language of Instruction

A language certificate is always required. It is possible to sit a test at the respective department of Kiel University. The official test dates of the English department are available online: <https://www.anglistik.uni-kiel.de/de/study-abroad/certificate-of-proficiency-in-english-1>

Besides this possibility, you can also make an individual appointment with the lecturer, which is charged with additional costs (approx. € 20,-). The language certificates are valid for 2 years.

Alternatively, the following certificates will also be accepted if they are not older than 2 years:

English: TOEFL-Test, Cambridge Certificate, IELTS, UNI-Cert, UCLES, TOEIC

French: DELF, DALF

Students who study the language of instruction at Kiel University do not need to prove their skills by means of a language certificate. In accordance with the “Common European Framework of Reference for Languages“, it is sufficient to submit a **Language Equivalence Certificate**. The form may be downloaded from the website of the International Center.

You receive detailed information on the application procedure and the grant conditions in the course of the information sessions, which will take place in the seminar room of the International Center (Westring 400, ground floor) on **25th October 2019** (2.00 – 3.30 p.m.) and **29th October 2019** (6.00 – 7.30 p.m.). It is a prerequisite to attend one of these sessions, if you want to apply for a CAU exchange scholarship.

All application documents (except from Brest and Montréal) are to be submitted in English.

Exceptions:

- Brest: all documents in French and German; reference: either in French or German
- Montréal: all documents in French and English; reference: either in French or English

Requests: Ms Antje Volland / Dr. Elisabeth Grunwald

E-Mail: go-out@uv.uni-kiel.de / Phone: 0431-880-3717 or -3022 / Fax: 0431-880-7307

Office Hour: Mon + Tue 1-3 p.m., Thu 9-12 a.m. (Mon only during lecture period)