

Checklist for the application of incoming exchange students

Application deadlines are: 31. May for the winter term (October - March)
30. November for the summer term (April - September)

After your university has nominated you as an exchange student, please undertake the following steps and provide the following documents

<p>1. Read the information for incoming exchange students: https://www.uni-hannover.de/en/studium/im-studium/international/exchange-students/</p>	<input type="checkbox"/>
<p>2. Fill out the LUH online application at https://hannover.moveon4.de/locallogin/54eb0ea-0140ba07a3d000001/eng</p> <p>After submitting your data, a PDF-document will open with your application form. Save and print out your online application form, add a photo and your own signature. Have your online application signed and stamped by the exchange coordinator of your home university.</p>	<input type="checkbox"/>
<p>3. Choose your courses for the exchange semester in Hannover: https://www.uni-hannover.de/en/studium/im-studium/international/exchange-students/exchange-programmes-incoming-students/choosing-your-courses/</p> <p>For your first LEARNING AGREEMENT please select only lectures of your field of study (major) during your stay in Hannover.</p>	<input type="checkbox"/>
<p>4. Write down your selection on the LEARNING AGREEMENT</p> <p>- Erasmus students: https://www.uni-hannover.de/fileadmin/Internationales/images/Fotowettbewerb2014/Erasmus_LA_-_Incomings_englisch_2016_.pdf</p> <p>- Other exchange students (ISEP, partner universities): https://www.uni-hannover.de/fileadmin/Internationales/images/Fotowettbewerb2014/Learning_Agreement_-_Incomings_englisch_2015_.pdf</p> <p>If you intend to do a research project at our university, please write down "research project" and the responsible supervisor (here at Leibniz Universität Hannover) on the LEARNING AGREEMENT.</p> <p>Have your LEARNING AGREEMENT <u>signed and stamped</u> by the departmental and institutional coordinator of your home university.</p>	<input type="checkbox"/>

Please send the following application documents by email to:
Anne.Hoech@zuv.uni-hannover.de latest by **31st May** (for the following winter term) or **30th November** (for the following summer term):

Signed Online Application Form	<input type="checkbox"/>
Signed Learning Agreement	<input type="checkbox"/>
Confirmation of language proficiency: German and/or English depending on the chosen subject and language of study at LUH	<input type="checkbox"/>

Transcript of Records from your home university (translation in English or German)	<input type="checkbox"/>
Letter of Motivation (not applicable for ERASMUS and ISEP students)	<input type="checkbox"/>

As soon as you have received the LUH acceptance, you can apply for the intensive language course and accommodation.

We recommend attending the 4-week intensive language course before the beginning of the semester: https://www.uni-hannover.de/en/studium/im-studium/international/exchange-students/exchange-programmes-incoming-students/language-course/	<input type="checkbox"/>
If you would like to use our accommodation service , please fill out the following application form https://www.uni-hannover.de/en/universitaet/campus-city/housing/	<input type="checkbox"/>
We welcome you to our mandatory LUH Orientation Days : https://www.uni-hannover.de/en/studium/im-studium/first-steps-at-the-university/preparation-courses-and-introductory-sessions/orientation-days/	<input type="checkbox"/>
We strongly recommend to apply for a "study buddy" , a local student who will help you around here at LUH. Please apply on time. https://www.uni-hannover.de/en/studium/im-studium/international/international-students/care-services/study-buddy/	<input type="checkbox"/>

Please find information regarding your stay in Hannover:

<https://www.uni-hannover.de/en/studium/im-studium/international/exchange-students/exchange-programmes-incoming-students/during-the-stay-abroad/>

Regarding LUH international office events and excursions:

<https://www.uni-hannover.de/en/universitaet/internationales/coming-to-hannover/events-and-excursions/>

Before you leave LUH, keep this in mind:

<https://www.uni-hannover.de/en/studium/im-studium/international/exchange-students/exchange-programmes-incoming-students/before-leaving/>