

Global Exchange Program (GEP) Application checklist

Applications for the Global Exchange Program are submitted via Mobility-Online, an online application portal. The document entitled [How to Register on Mobility-Online](#) contains the link to the application portal. Once you have registered via the link, you will first need to fill in any missing personal details in the online portal.

You will then be able to upload PDF versions of the documents listed below. You will find the forms that you will need to use for your letter of motivation and letter of recommendation under “Downloads” on the [Global Exchange Program website](#). All documents apart from the [letter of recommendation](#) can be submitted electronically via the application portal. There is no need to send in hard copies.

1. Letter of motivation

Only the form provided [in the “Downloads” section on the Global Exchange Program website](#) is to be used for the letter of motivation to enable equal assessment of all applicants. Information on what to put in your letter of motivation can also be found on the form. Among other things, make sure that your letter of motivation is free of errors and ask somebody to proofread it.

2. Curriculum vitae

Your curriculum vitae should be in English, in table form and no more than two pages long. Its content can be similar to that required in Germany.

3. Doctoral students: proposal for your research project (no more than four pages)

4. Transcript of Records (ToR) including your average grade

Please use BASIS to generate your Transcript of Records, which will also include any examinations that you did not pass. If it is not possible to discern an average grade from your ToR, please ask the examination office to confirm this grade for you.

First-semester students on master’s degree programs must upload a list of the modules that they have taken so far (BASIS can usually also be used to generate a corresponding overview). With regard to your average grade, the minimum requirements at your chosen partner university (see the university details in our [search portal](#)) will generally constitute the minimum requirement for your application too.

5. Language certificate

As a general rule, your language certificate must have been obtained no more than two years before the application deadline.* The minimum requirements at your chosen partner university (see the university details in our [search portal](#)) will constitute the minimum requirement for your application too. Scoring more highly than this minimum or uploading more than one language certificate will not give you an advantage in the application process. As a basic principle, an Abitur certificate is not deemed sufficient proof of language skills. → Continued on the next page

You should seek to obtain a suitable language certificate in good time because test dates may not be available at short notice.

The result of your language test should have been announced by the time you apply if at all possible. If you do not yet have your results, please upload your registration confirmation for the test. You must communicate your result within 14 days of the application deadline on your own initiative.

If your partner university does not require a TOEFL/IELTS certificate or similar, you will need a [DAAD language certificate](#). For English, you can make an appointment with Don Lowman (dlowman@uni-bonn.de) or David Moroney (dmoroney@uni-bonn.de) in the Department of English Studies at the University of Bonn. Alternatively, email office.anglistik@uni-bonn.de. The test costs around €25 (information correct as of October 2022). For French, [see the website](#). For Spanish and Portuguese, please contact either the respective department or language laboratories at neighboring universities.

* Please note that, if your language certificate is due to expire soon after the University of Bonn's application deadline, you may need to submit a new one for the next stage of the application procedure at your chosen partner university should you be accepted by the International Office. The timing may get extremely tight in individual cases depending on your partner university's application deadline.

6. Certificate of enrollment

You can download your certificate of enrollment from the study portal (studien-service.uni-bonn.de).

7. Certificates

a) Bachelor's students in their first, second or third program-related semester (at the time of the application deadline) should upload their **Abitur certificate**. Applicants who obtained their school-leaving qualification abroad should upload the corresponding certificate and their German university entrance qualification (combined into a single PDF file).

b) If you have already passed your bachelor's examination, please upload your **bachelor's certificate including a transcript**.

8. Letter of recommendation

- Enter the name of the person providing your letter of recommendation in the application portal.
- Only the form provided [in the "Downloads" section on the Global Exchange Program website](#) is to be used for the letter of recommendation to enable equal assessment of all applicants.
- The letter of recommendation must be **in English**.
- It must be written by a **University of Bonn teacher** from your department (or, in case of several subjects, from the subject that you would like to focus on while abroad); the teacher must hold **at least a doctorate**. It cannot be written by **language teachers** (exception: language courses are part of the curriculum for philology degree programs). Letters of recommendation written by professors who do no longer work at the University of Bonn can also be accepted. → Continued on the next page

- Students in the first semester of a master's degree program who completed their bachelor's degree at another university can submit a letter of recommendation from that university. (If they are accepted, they may also need to submit a letter of recommendation from the University of Bonn when they apply to their host university.)
 - We would always recommend providing the person who will be writing your letter of recommendation with your latest Transcript of Records, your curriculum vitae and your letter of motivation and/or explaining your situation to them in person. This is particularly important if you might only have had little direct contact up to that point.
- Ask for your letter of recommendation promptly so that the person preparing it has ample time.**

Please see the Global Exchange Program website for details of the deadlines for teachers to submit their letters of recommendation. If you encounter any unforeseen delays, please contact us well before the deadline.

The letter of recommendation is the only application document that cannot be uploaded to Mobility-Online. The author can either:

- Scan it and email it to globalexchange-outgoing@uni-bonn.de (preferred method)
- Hand it to you in a stamped and sealed envelope, which you pass on to us without opening (see below for the address)
- Or send it via in-house mail to:

Dezernat Internationales
Global Exchange Program
Abt. 6.2, Mobilität ins Ausland
Poppelsdorfer Allee 53
53115 Bonn

9. Application checklist

Please upload *this* document (application checklist) to the relevant place in Mobility-Online in order to confirm that you have acknowledged the above information on your application documents. If one or more documents do not meet the requirements specified here, your application will not be able to be considered in the selection process.

Late or incomplete applications will not be considered.

Please do not hesitate to contact the Global Exchange Program team if you have any queries:
Phone: +49 228 73-5951, email: globalexchange-outgoing@uni-bonn.de