

How to enroll as an Erasmus trainee at the University of Bonn

1. Enrollment is possible if you have not yet completed your studies and will be enrolled at your home university for the duration of your traineeship.
2. Find a supervisor in one of the departments or institutes at the University of Bonn. You should apply to the department/institute or at the clinical department of the University Hospital directly. If your traineeship forms part of your curriculum (compulsory internship) a corresponding proof is required.
3. You will receive confirmation of supervision from your supervisor.
4. Get your Learning Agreement ready together with your supervisor and the [Erasmus Departmental Coordinator](#) in your host department/institute.
5. You will receive a funding commitment ("Grant Agreement") from your home university.
6. Your supervisor and/or Erasmus Departmental Coordinator at the University of Bonn will give you permission to enroll.
7. You should request enrollment from the Student Registry at the University of Bonn via your supervisor by submitting the following documents:
 - Enrollment request
 - Letter of admission
 - Copy of your passport or ID card
 - Contact a statutory health insurance provider in Germany so that it can report the status of your health insurance to the Student Registry electronically. Please follow [this procedure](#).
 - If necessary, please check if the [DAAD-insurance package](#) would be an option.
8. If you need to, apply for a room at the [Studierendenwerk Bonn](#).
9. Apply to the German Embassy in your country of residence for a visa if you need one. If you are a non-EU citizen with a valid residence permit that allows you to study in another EU country, you should contact the International Office (Monique Trachsel, trachsel@verwaltung.uni-bonn.de) at least 12 weeks before you plan to arrive to check if we are able to get you registered with the German Federal Office for Migration and Refugees under the REST Directive.
10. Take out liability insurance if required.
11. Pay the semester fee (around €320) after you have received an email from the Student Registry containing your student ID number.
12. Approximately two weeks later, you will receive a letter sent to the address that you gave when you applied. This will also contain your student ID, which also functions as your student transit pass, and your Uni-ID.

Checklist for an Erasmus Traineeship

13. Once you have received your student ID, please activate your University code and register for any relevant courses.
14. Your Erasmus Departmental Coordinator or your supervisor will sign the confirmation of your arrival for the attention of your home university.

Contact:

University of Bonn
Division 6 – International Office
Section 6.3 “International Study Programs in Bonn”
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