

<b>Name of Institution</b>	<b>University of Muenster, Germany</b>	
<b>International Office Address</b>	University of Muenster International Office Schlossgarten 3 (Botanicum) 48149 Muenster, Germany	
<b>Head of Office</b>	Name: E-Mail:	Dr. Anke Kohl anke.kohl@uni-muenster.de
<b>Contact Details (Inbound students, NON-EU)</b>	Name: E-Mail:	Dr. Petra Hille petra.hille@uni-muenster.de Exchange Student Service: admin.ess@uni-muenster.de
<b>Contact Details (Outbound students NON-EU)</b>	Name: E-Mail:	Dr. Petra Hille petra.hille@uni-muenster.de

## ACADEMIC INFORMATION

<b>Academic year</b>	<b>Winter semester</b>	<b>Summer semester</b>
	October – March	April – September
Lectures start:	approximately 2nd week of October	approximately 1st week of April
Lectures end:	approximately 1st week of February Exams take place in February	approximately 3rd week of July Exams take place in July and beginning of August

**Academic Calendar**      Link to academic calendar with **current semester dates**:  
<https://www.uni-muenster.de/studium/en/orga/termine.html>

## APPLICATION PROCESS

<b>Website with current</b>	
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<p><b>Incoming Nominations</b></p>	<p>Please send your nominations via email to <b>Petra Hille</b> ( <a href="mailto:petra.hille@uni-muenster.de">petra.hille@uni-muenster.de</a> ) and copy our Exchange Student Service ( <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> ) in cc to this email.</p> <p>Your nomination email is supposed to contain the following <u>information</u> about your students:</p> <ul style="list-style-type: none"> <li>Name (first and last name)</li> <li>Gender</li> <li>Date of Birth</li> <li>Email-Address</li> <li>Subject of Study</li> <li>Level of Study</li> <li>Semester in which your students want to study in Muenster</li> </ul> <p>Please attach to this email the following <u>documents</u> from your student(s):</p> <ul style="list-style-type: none"> <li>Letter of Motivation including preliminary Study Plan at the University of Muenster (English or German)</li> <li>Transcript of Records (English)</li> <li>Certificate of Enrolment</li> <li>Proof of Language Proficiency: German: B1 or English: B2 (English: in case your students would like to participate in English taught courses)</li> </ul> <p>After the nomination, your students receive a link to the online application system via email.</p>
<p><b>Incoming Nomination Deadline</b></p>	<p>For the following winter semester: <b>1 April</b>  For the following summer semester: <b>1 October</b></p>
<p><b>Incoming Application Deadline</b></p>	<p>Applications for admission have to be sent via email before:  for the following winter semester: <b>1 May</b>  for the following summer semester: <b>1 November</b></p>
<p><b>Language requirements (TOEFL, etc)</b></p>	<p>German: minimum <b>B1</b> (CEFR) <b>OR</b>  English (for taking courses in English): minimum <b>B2</b> (CEFR).  Some Faculties, e.g. German Philology and English Philology Departments have higher Language Level Requirements.</p>
<p><b>Is there any Department/ Faculty/ Major/ Course which is NOT open to exchange students?</b></p>	<p>No. At the University of Muenster Exchange Students may enrol in all courses offered depending on the usual university regulations and policies.</p>

## FURTHER INFORMATION

### VISA PROCESS

<b>Visa Application</b>	Accepted exchange students will receive a letter of admission for the German embassy. Students coming to Germany will have to apply for a student visa via the Germany embassy in their home countries. The <b>visa process might take up to six weeks</b> . After arrival in Muenster, students from Non-EU countries with a stay longer than 3 months <u>have to apply for a residence permit</u> (costs about 100 €). Detailed information will be sent to all incoming exchange students.
<b>Financial Certification</b>	A financial certification is required for the visa application. Detailed information is available at the German embassy in each country.

### LANGUAGE COURSES

<b>Intensive German Language Courses</b>	The University of Muenster offers free <b>Intensive German Language Courses</b> for exchange students from partner universities before the term starts and a large variety of German courses during the term. Information and application forms for the Intensive Courses will be sent to all incoming exchange students via e-mail. For general information see the website of the University Language Centre/Sprachenzentrum: <a href="http://spz.uni-muenster.de/en/home">http://spz.uni-muenster.de/en/home</a>
<b>Language Tandem Programme</b>	Linguistic Partnership Programme. Foreign exchange students and German students come together to communicate in each other's language. More information (German): <a href="http://spzwww.uni-muenster.de/tandem/">http://spzwww.uni-muenster.de/tandem/</a> Contact: <a href="mailto:language.tandem@uni-muenster.de">language.tandem@uni-muenster.de</a>

### HOUSING

<b>Students residence and private accommodation</b>	Unfortunately, the University of Muenster has no means of accommodation on its own, which is why the housing situation is always very tight. Therefore, <b>please make sure that your students start looking and apply for housing ASAP!</b>  Shared flats and private accommodation are quite common for students in Muenster. Exchange students have to organize it on their own, but our Exchange Student Service offers supporting help to do so. After their nomination, information on housing will be sent to our exchange students.  For more detailed information on housing and where to find accommodation, please have a look at the university's homepage ( <a href="https://www.uni-muenster.de/studieninteressierte/en/austausch/wohnen.html">https://www.uni-muenster.de/studieninteressierte/en/austausch/wohnen.html</a> ) or at the "Housing Information" sheet we sent you.
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<b>Living Expenses</b>	<p>Every student at the University of Muenster has to pay a social contribution fee for each semester, approximately 350 Euro. This fee contains the costs for the semester ticket that allows students to travel around Germany.</p> <p>The living expenses for students in Muenster run approximately 950 Euro per month, including accommodation, food and leisure activities.</p>
<b>General information for Exchange Students</b>	<p><a href="https://www.uni-muenster.de/studieninteressierte/en/austausch/index.html">https://www.uni-muenster.de/studieninteressierte/en/austausch/index.html</a></p> <p><a href="https://www.uni-muenster.de/studium/en/orga/termine.html">https://www.uni-muenster.de/studium/en/orga/termine.html</a></p>

## ACTIVITIES / SOCIAL SUPPORT

<b>Exchange Student Service Team at the International Office (for international and ERASMUS Students)</b>	
<b>Activities</b>	Welcome Week, Buddy programme, excursions, parties, cinema, etc.
<b>E-mail</b>	social.ess@uni-muenster.de
<b>Website</b>	www.erasmus-muenster.de
<b>Special introductory events for exchange students</b>	<p>Welcome Week for exchange students at the beginning of each semester. Detailed information will be sent to all incoming exchange students.</p>