**Ludwig-Maximilians-Universität München**

Dear partner,

We would like to inform you about the nomination and application procedures for students who have been selected to participate in the Erasmus/SEMP exchange 2021/22

**Nominating Erasmus/SEMP-Students:**

Please note that students should be nominated for the subject area defined in the inter-institutional agreement.

Please nominate your students using our online nomination tool:

[www.lmu.de/international/incoming/nomination](http://www.lmu.de/international/incoming/nomination)

Due to a short-term technical malfunction connected to our recent website relaunch, we kindly ask you to use the form in the web archive. Do not be irritated by the message in red at the top of the form. It does still function so please go ahead and fill out the form as usual.

If you have already nominated your students by other means, we kindly ask you to resend your nominations using this tool. We apologise for the inconvenience caused.

**Nomination Deadlines:**

* April 15 (for winter semester 2021/22)
* October 15 (for summer semester 2022)

**Application Deadlines:**

The application deadlines for submitting the online application and supporting documents are:

* May 15 (for the winter semester)
* November 15 (for the summer semester)

Note that students are no longer required to send us a hard copy of either the application or the supporting documents.

We strongly recommend that students, who require a visa, submit their application and supporting documents before the above deadlines.

**Application Procedure:**

Incoming students should submit an online application:

[www.lmu.de/international/incoming/application](http://www.lmu.de/international/incoming/application)

The following supporting documents must be uploaded with the online application form:

* a copy of the OLA/Learning Agreement signed by both the applicant and the home university
* transcript of records from home university
* proof of German **and/or** English language skills: [www.lmu.de/international/incoming/language](http://www.lmu.de/international/incoming/language)
* copy of page of passport/ID card with identity details (all data protection regulations are adhered to by LMU)
* Declaration of consent

Applications may take up to six weeks to be approved. Only when the Online Learning Agreement (OLA)/Learning Agreement (LA) has been signed by the responsible person at LMU will students receive a letter of acceptance.

Important:

Students, whose applications we receive after the official application deadline, will not be eligible for student housing.

**Language Requirements:**

As a rule, we require that students, taking courses taught in German, have at least CEFR level B2 when commencing their studies at LMU. The same applies for students taking courses taught in English (some departments have higher requirements). For further information concerning language requirements see the enclosed fact sheet and:
[www.lmu.de/international/incoming/language](http://www.lmu.de/international/incoming/language)

**Health Insurance**

We strongly recommend that students arrive with adequate insurance to cover them until they are officially registered as students at LMU. Adequate health insurance is mandatory for all exchange students. There are different regulations depending on the students´ country of origin. Students who do not have an EHIC or whose home country does not have a social insurance treaty with Germany are strongly recommended to take out German health insurance cover for the duration of their stay. To avoid unnecessary costs, these students should **not** take out any health insurance for their semester/year abroad before coming to Germany.

Please note that travel insurance for the duration of their stay is not enough and will not be accepted at registration.

Please find enclosed our updated fact sheet. All information for exchange students can be found at:

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) or in more detail:

<https://cms-cdn.lmu.de/media/lmu/downloads/lmu_wegweiser_de_2019-08_barr-3.pdf>

**Covid-19**

LMU continues to monitor the situation in relation to Covid-19 and the safety of our community remains our highest priority. We hope to be able to return to full on-campus education when the first semester of the academic year 2021/22 begins in October but this will depend on the Covid-19 situation and government guidelines. LMU regularly posts Corona updates at: <https://www.lmu.de/en/about-lmu/information-regarding-the-coronavirus/index.html>

and

<https://www.lmu.de/en/study/important-contacts/international-office/information-on-the-coronavirus/index.html>

As the global pandemic is still unpredictable and the situation for exchange students can change at very short notice we kindly ask you to make sure that your nominated students are aware of the following:

* Visa fees are non-refundable
* Students should not purchase any non-refundable flight tickets/train tickets until they are sure that there will be no travel restrictions.
* Student housing has to be paid in advance of arrival. If students have to cancel their mobility, they need also to cancel housing at the earliest opportunity to avoid losing all of the down payment. If students begin their studies remotely and defer arrival to later they will have to pay rental for the entire semester. If they defer arrival and cancel housing then we cannot provide student housing at a later date.
* A decision has not yet been made on whether teaching will be delivered face-to-face or online or in a blended format.
* Travel restrictions to Germany may be in place for certain countries:

[www.rki.de/DE/Content/InfAZ/N/Neuartiges\_Coronavirus/Risikogebiete.neu](http://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.neu)

In the hope that the winter semester 2021/22 will see us return to some kind of normality, we look forward to welcoming your students to LMU.

With very best wishes

Jean Schleiss

Jean Schleiss (Ms)

Director International Cooperation and Mobility/

ERASMUS Institutional Coordinator

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