



INTERNATIONAL RELATIONS CENTER

Instructions for applying for an exchange place at the IRC of the SOM

To how many partner universities can I apply?

Your application may refer to a **maximum of four of the partner universities** of the Faculty of Business Administration, completely independent of whether they are European or non-European partners. Please indicate which partner university has which priority for you. Please apply only to those universities where you actually want to spend a semester.

If you also apply to the colleagues of the International Office of the LMU for exchange places to be awarded across faculties, please enclose a joint priority list with your applications in each case, from which your overall ranking can be taken. This is the only way we can recognize and consider your overall priorities.

What documents do I need for the application?

Please enclose the following documents with your written application (Note: Plain copies of the documents are sufficient, certified copies or similar are not required):

- **Current Grade Report:**
Bachelor's students please submit a current grade report; Master's students please submit the final grade report from the Bachelor's degree.
- **Curriculum vitae** in the language of instruction of the target university
- Short **letter of motivation** in the language of instruction of the target university. You are welcome to focus on your first priority.



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- A **proof of language** regarding the language of instruction at your target university(s):

Required Level:

The application requires that you are able to study in the language of the host university. If you are applying to a university where teaching is in two or more languages, proof of proficiency in one of the languages will suffice if you wish to study in that one language only.

You have to proof the required language skills (for French, Italian and Spanish min. Level B1, for English min. B2 or minimum requirement of the partner university according to the list of exchange places) at the time of application.

Acceptable language certificates:

The type of language proof required depends on your target universities:

If you want to apply for one or more of the following universities, you need one of the **world wide recognized English language tests, such as TOEFL or IELTS** with a score on at least B2 level (standard or also online tests, home editions etc.).

- all non-European partner universities (except Spanish-speaking universities)
- all partner universities in Scandinavia
- all partner universities in England, Scotland and Ireland
- all partner universities in the Netherlands as well as Leuven University
- Bocconi University and ESSEC

For all other applications, the following alternative evidence is also acceptable:

Evidence by the “Abitur” certificate, if the required level is stated explicitly in your Abitur certificate.

Other recognized language tests (such as DELF, DALF, DAAD certificate, etc.)
Further information on language tests refer to LMU’s Language Center.

Note:

If you wish to study in two or more different languages at your target university or if you are applying to target universities in different language areas, then all foreign language documents are required separately for each language.



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How do I apply?

1. You have to apply with the International Relations Center of the faculty. Please submit your complete application documents by mail. You can also drop the documents directly into the mailbox of the LMU (on the right hand side in front of the main entrances of the main building). The correct address for your application is::

Karin Stenke
International Relations Center
LMU Munich School of Management
Geschwister-Scholl-Platz 1
80539 München

2. Please refrain from using clear plastic covers, application folders, staples and paper clips etc. with your application. This will make it much easier for us to process your application.
3. If you are applying for **non-European places only**, please preface your written application with a self-prepared cover sheet that includes your contact information, your course of study (incl. whether Bachelor or Master) and your priorities. In this case you can skip point 4 and continue with point 5.
4. If you are applying **also or exclusively for European places** (it is sufficient if only one of your priorities is in Europe), then you must additionally submit your application for the European places in the [Erasmus-Portal of LMU](#).
The data for the ERASMUS scholarships of the EU are administered here. The application documents required here are covered by the documents necessary for the application to IRC.
In this case, please attach printouts of the ERASMUS cover sheet and the application form to your application to the faculty.
5. If you are **also applying to the LMU International Office for inter-faculty places**, please enclose a joint priority list for all target universities with your application documents. This allows us to see where your overall priorities really lie and take this into account as much as possible when allocating places.
6. In order to speed up the processing of your application, we also ask you to fill in a simple form (xls file), save it in the format FIRST-NAME-NAME.xls (not pdf) and send it as an attachment by mail to stenke@lmu.de