

Application information 2022/23

Last updated: 27.11.2021



Application requirements

All students enrolled at TU Berlin, regardless of their country of origin or age, are eligible to apply to an Erasmus+ funding program. Students can already apply in their first semester. TU Berlin bachelor graduates can be funded already in their 1st master semester if they submit their admission certificate in time before the start of the mobility. TU Berlin bachelor's students may apply to receive funding for their first master's semester upon timely submission of their acceptance letter. Please check your study and examination regulations to see whether your master's program permits a stay abroad during the first semester.

Applicants are expected to have good knowledge of the language of instruction in the host country. Partner universities' language requirements can be found in the respective faculty brochure available at the Infothek and [online](#).

Quick access: 13233

Where do I submit my application?

Previously, applications were submitted in person to the Infothek in the Campus Center or the cooperating TU Berlin academic chair. However, **application documents are now submitted exclusively digitally via the Mobility Online portal** and then processed by the Department of International Affairs and the cooperating TU Berlin academic chairs.

All relevant forms for your application can be found on the [Department of International Affairs website](#). Please fill these out directly on your computer. Make sure that the fields and individual pages of each document do not move and still fit on a single A4 page. **It is essential that your signature is also on the same page.**

Quick access: 163789

When do I apply?

The application deadline is in January each year. The application portal for the 2022/23 academic year will open on 1st of November 2021. The **application deadline is 11th of January 2022**. However, you can also submit your application before that. After the standard application period, a second application period is held in May, during which you can apply for any remaining placements for summer semester 2023. The number of available exchange placements is limited.

What do I need to include in my application?

- 1 Application form**
 - Information about the application on p. 8 of German version
 - Don't forget to sign your application!
- 2 Learning Agreement**
 - See Learning Agreement and further information on p. 10 of German version
- 3 Detailed study proposal**
 - Short statement explaining your choice of courses
 - 2-3 points per course (content, motivation, etc.)
 - Can be in paragraph or table form
- 4 Statement of purpose**
 - Statement without addressee (2 pages maximum)
 - Explain your personal and academic reasons for wanting to study abroad at the institution
- 5 Language certificate**
 - **Make an appointment at ZEMS in good time**
 - **Language certificates issued by the Sprach- und Kulturbörse or courses on your Abitur certificate are not accepted!**
- 6 CV**
 - Should include information about your degree program and any specializations
- 7 Letter of recommendation from a university lecturer**
 - In German or English
 - To be submitted using the designated form on our website or letterhead of a **TU Berlin university lecturer**
 - The same version can be used for all priorities
 - Confidential recommendation letters can also be sent by e-mail to infothek@tu-berlin.de
- 8 University entrance qualification certificate (e.g. Abitur) and bachelor's transcript**
- 9 List of study credits earned thus far**
 - QISPOS/SAP print-out (a list of courses attended is sufficient if you have not yet earned any credits)
- 10 Certificate of enrollment for the current semester**
- 11 Identification document (copy of passport)**
- 12 Application overview**
 - Summarized self-disclosure about your application

Please note that the entire application is in German. Non-native German speakers can submit their application in English. Applications are not forwarded to the partner university.

You submit the marked documents 2 to 5 per priority. If the priorities have the same language of teaching, this does not apply to the language certificate!

Important information about the language certificate

- **A language certificate is required to apply.**
- **It must be issued by the TU Berlin Modern Language Center (ZEMS)** (no more than 1 year old at the time of application).
- However, the following certificates are also accepted (no more than 2 years old at the time of application):
 - English:** TOEFL, IELTS, ESOL, TOEIC, Cambridge Certificate (CPE), ECCE, ECPE, UNICERT English
 - Portuguese:** CELPE-Bras
 - Spanish:** DELE
 - Italian:** CELI, CILS
 - French:** DALF, ABIBAC
- Language certificates for **Portugal, Spain, Italy and France must be submitted in the national language** unless otherwise noted in the faculty-specific brochures.
- An **English language certificate** is required for **ALL other countries**.

Please pay attention to the language skills required by each partner university in the faculty-specific brochures.

Specifically about final theses

Mentoring commitments from a professor at the TU Berlin and a professor at the partner university are necessary. Confirmations of supervision as e-mail proof or informal letter are sufficient.

The application for a thesis must be submitted **before** the nomination deadline of the respective semester of the chosen partner university!

Application via Mobility Online portal

What is Mobility Online?

The processing of study-related stays abroad at TU Berlin was switched to Mobility Online in 2020, a system for the digitalized processing of applications. This includes all steps from the application to the stay on site to your return to TU Berlin. With your online application, you provide us with all the necessary information about yourself and your planned stay abroad. **Please complete the application form carefully, as the data provided here will subsequently be used in further stages.**

In the future, all documents to be submitted must be uploaded in your Mobility Online workflow, unless otherwise indicated. This also applies during the stay abroad and afterwards.

Some of the documents you receive from us will also only be available for download in your workflow. Therefore, please check your workflow regularly throughout the application and mobility phase.



Log on to Mobility Online

Log in to access applications you have already started:

https://www.service4mobility.com/europe_template/LoginServlet?sprache=de&identifizier=BERLIN02&ben_login

If you have questions about the application process, please contact the student staff at the Infothek (infothek@tu-berlin.de or via Zoom office hours).

Application process

- 1 Use the following link to access the application form for an Erasmus+ placement:
https://www.service4mobility.com/europe_template/BewerbungServlet?identifizier=BERLIN02&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=de
- 2 Fill out the application form and complete this step by clicking on “**Bewerbungsdaten übermitteln**”.
- 3 You will receive a **confirmation email with a link inviting you to register in the Mobility Online portal**. You can then begin to upload the remaining required application documents to your workflow in the portal.
- 4 Upload all the required documents. You can replace uploaded documents with newer versions **as long as you have not yet downloaded the application form generated by Mobility Online**.
- 5 Once you have uploaded all the documents and have completed your application, download the application form. **At this point you are no longer able to make changes to your application!** Please save and sign the application form.
- 6 **Re-upload the signed application form to your workflow in the portal.**
- 7 You will then receive an email confirming that your online application has been received. **At this stage, your application via Mobility Online is complete.**
Application deadline is 11th of January 2022!
Only AFTER this deadline the selection process will start and your application will be reviewed. Therefore, please refrain from inquiries before as well as in the first weeks after the application deadline.

FAQ about Mobility Online

Which partnerships can I apply to?

You can apply for an Erasmus+ exchange at any of our cooperating partner universities for the 2022/23 academic year. Please refer to your [faculty's individual brochure](#) to find out which partner universities are open to you (Quick access: 13233). Please contact the Infothek directly with any questions.

Where can I find a list of all the required documents?

Mobility Online provides a list of all the application documents you must upload. The list is only visible to you after registering. All required forms can be found on the [Department of International Affairs website](#) (Quick access: 163789). Detailed information about the application documents can also be found in this brochure.

What file format is required when uploading documents?

All documents must be uploaded as PDFs. The portal will not accept any other formats.

I did not receive an email confirming that my application was received. Was my application not processed?

Please first check your spam folder as automatically generated emails often land there. If you still do not have a confirmation email, please contact the Infothek.

My application is incomplete. How can I submit missing documents?

All required documents must be submitted through the Mobility Online portal. You may upload or replace documents until you download the final application form. **Once you do so, you can no longer make any changes to your application.** If for some reason you are unable to complete your application, upload a placeholder PDF **stating the reason the document is missing and when you will be able to submit it.**

My recommendation letter/language certificate was sent directly to the Department of International Affairs. What do I do?

Upload a **placeholder PDF to Mobility Online stating that the documents were sent** directly to our office. The Infothek will replace the documents for you.

Who receives my application?

Applications are centrally submitted through the Mobility Online portal. The selection procedure is conducted by either the Department of International Affairs or the university lecturer responsible for the respective program. In this case, the Department of International Affairs or international affairs officer at the faculty will forward your application to the program officer.

Is there a submission deadline for applications?

The deadline to submit applications for Erasmus+ placements for the 2022/23 academic year is **11th of January 2022**. You must have submitted all the documents to Mobility Online by this date. **You are welcome to submit your application before the deadline.**

Can I access the Mobility Online portal after the application deadline?

Yes, your entire mobility is managed through Mobility Online, meaning that you have **access** to the portal and your workflow **before, during, and after your mobility**. However, you are unable to amend application documents once you have completed and submitted your application.

When will I be notified if I was selected?

Your application is first reviewed to ensure it contains all the required documents and then reviewed based on its content. This can take several weeks. Please refrain from inquiring about the status of your application. You will receive an email about the outcome in due time.

More information is available on our website! Please contact the Infothek of the Department of International Affairs with any questions:

Campus Center and Room H 0041a
Email: infothek@tu-berlin.de

Tue 9:30 – 12:30 Thu 9:30–12:30
Advising currently only available by email or via Zoom!

The link to the Zoom meeting can be found in the ISIS course "[Infoveranstaltungen Übersee & Erasmus](#)". If you do not have access to ISIS, please email us.