

How to nominate Erasmus students at the University of Bonn?

Information for incoming students and their Erasmus coordinators

i The nomination and application is one single process at the University of Bonn and is done via an online system.

APPLICATION DEADLINES:

15 May for 1st semester (winter semester) or the full academic year
1st November for 2nd semester (summer semester)

[Instructions for nomination/application at the University of Bonn:](#)

Please understand that the International Office is only able to answer **questions that cannot be clarified by the registration guide and the following explanations.**

Step 1: Student fills in his/her data for the online registration

The student follows the necessary steps for the registration. They are explained [this registration guide](#). All information and instructions can be found on our website as well:

<https://www.uni-bonn.de/studying/international-students/erasmus/how-to-apply>

In case of technical problems contact

Lieselotte Brandis (incoming-assist@uni-bonn.de) or Carina Rong (erasmus-incoming@uni-bonn.de).

Step 2: Coordinator signs the application form – student uploads it into account

- ✓ The student is asked to print the nomination form at the end of the registration process
- ✓ The Coordinator from the home university needs to sign the document
- ✓ The student uploads a scan of the signed nomination form into his/her Mobility-Online account at the University of Bonn until the application deadline, at the latest.


Application Deadline

Winter Term: May, 15th

Summer Term: November, 1st

Step 3: Confirmation Erasmus Departmental Coordinator Bonn

- ✓ If the student is accepted, he/she will receive a confirmation by the Erasmus Departmental Coordinator in Bonn usually within 2-4 weeks after the nomination deadline.
- ✓ Depending on the field of study, additional documents may be required (e.g. a certificate of language proficiency). The Departmental Coordinator will notify the student about this.

 Only after having received this confirmation, the student will have been **fully accepted as an Erasmus student** at the University of Bonn.

- ✓ 4-6 weeks after the application deadline, the **International Office will send further information** to the students on how to organise and prepare their arrival in Bonn.

University of Bonn

Key Data 2021/2022

Institutional Details and Contact Information

Name of University	Rheinische Friedrich-Wilhelms-Universität Bonn <i>University of Bonn</i>
Erasmus Code	D BONN01
Website	www.uni-bonn.de
Head of Institution	Professor Dr. Dr. h.c. Michael Hoch, Rector
Office in charge of the exchange	International Office
Postal address	Poppelsdorfer Allee 53, 53115 Bonn (Germany)
Erasmus Institutional Coordinator (KA 103)	New name! : Susanne Gittel-Avehounkpan, s.gittel@uni-bonn.de Phone: +49 228 73-5949, Fax: +49 228 73-6793
Erasmus Departmental Coordinators	<p>Responsibilities:</p> <ul style="list-style-type: none"> ▪ overall coordination and management of the Erasmus+ institutional contract ▪ screening and placing of requests with faculties and professors, facilitating contacts and matchmaking ▪ fundamental aspects of inter-institutional agreements ▪ general information about the University and study programs <p>Various members of staff are involved in the handling of the Erasmus program at the University of Bonn, resulting in individual areas of responsibility.</p> <p>List of Erasmus departmental contacts: www.uni-bonn.de/erasmus-fachkoordination</p>
<ul style="list-style-type: none"> ▪ Selection of outgoing students; approval of nominations for incoming students ▪ Academic advice for outgoing and incoming students (courses, learning agreements, transcripts) ▪ Main contact for teaching staff mobility (STA) 	

Erasmus Incoming Student Advisor at the International Office

Name	Carina Rong
Office	International Office, Section 6.3 – International Students and Study Programs
Address	Poppelsdorfer Allee 53 53115 Bonn (Germany)
Phone	+ 49 228 73-68777
E-mail	erasmus-incoming@uni-bonn.de
Responsibilities	Information on administrative steps and application, German language courses, housing and Orientation Week. i Please note: For all questions concerning study programs and learning agreements, students are to contact the relevant Erasmus departmental coordinator.

Erasmus Staff Mobility Advisor at the International Office

Name	Bärbel Konermann-Krüger
Office	International Office, Section 6.2 – International Outbound Mobility
Address	Poppelsdorfer Allee 53 53115 Bonn (Germany)
Phone	+ 49 228 73-7438
Fax	+ 49 228 73-6793
E-mail	staff-mobility@uni-bonn.de
Responsibilities	<ul style="list-style-type: none">▪ Central administration of teaching/administrative staff mobility (STA, STT)

Academic Calendar

1st semester = winter semester 2021/2022	October 04, 2021–January 28, 2022 (lecture period) Examinations may take place during the first weeks following the lecture period. For details, please ask the Erasmus departmental coordinator. Preparatory German Language Course: September 08 - September 30, 2021 , level A1-B2, 56 class hours, fee: 200,- € (= reduced fee for Erasmus students; Information for registration will be sent with first information email from the International Office in June); Parallel Welcome Weeks (we highly recommend students to take part to facilitate orientation)
2nd semester = summer semester 2022	April 04, 2022–July 15, 2022 (lecture period) Examinations may take place during the first weeks following the lecture period. For details, please ask the Erasmus departmental coordinator. Welcome Days: first week of April

Nomination and Application Procedure

Deadlines

May 15 for 1st semester (winter semester) or the full academic year
November 1 for 2nd semester (summer semester)

Student nomination and application are carried out together in Mobility Online at the same time.

i Please have your students follow the following 3 registration steps which include your nomination.
Please **do not** send nomination lists to Erasmus departmental coordinators or the International Office by email.

1. Students follow the instructions at www.erasmus-en.uni-bonn.de (website will change in spring/summer 2021, we will send an updated fact sheet asap) → **How to apply**, fill in the online form and create a Mobility Online account.
2. After completing their registration, students can print a nomination form which needs to be signed **by the Erasmus coordinator at their home university**.
3. **i** Students upload their signed nomination form to their Mobility Online account by the application deadline (**Please do not send nomination forms by e-mail**)
4. **The nomination and application procedure is completed.**

The online form is available at: www.erasmus-en.uni-bonn.de → **How to apply**

i **Incomplete and late nominations will not be processed!**

The relevant department will send notifications within about 4 weeks after the above mentioned application deadline. Where additional requirements or documents apply, the department will inform the partner institution.

The International Office will send information to students about accommodation, orientation, language courses etc. mid June/mid December.

Language Requirements and German Language Courses

Language requirements

German

German is the main language of instruction at the University of Bonn, particularly in most undergraduate programs. Therefore, a **minimum level of B1** is required.

Details about German language requirements are to be found in the annex of the inter-institutional agreements or at www.uni-bonn.de/studying/international-students/erasmus/learning-german/language-requirements

English

Classes taught in English are mainly part of natural sciences, economics and social sciences and graduate programs. Usually, a minimum level of **English B2 is required**. For more information on courses taught in English, please contact the [Erasmus departmental coordinator](#).

German language courses before the semester

Preparatory German Language Course: September 08 - September 30, 2021, level A1-B2, 56 class hours, fee for Erasmus students: 200,- € (*regular: 250 €, information for registration will be sent with first information email from the International Office in June*)

German language courses during the semester

1. General German language courses

4 hours per week (equal 4 ECTS-credits), levels A1–B2

Fee: approx. € 60 (= reduced fee for Erasmus students)

2. Topic-specific/focus courses (e.g. Regional Studies on Germany; Pronunciation Training; Presentation Skills)

2 hours per week (equal 2 ECTS-credits), from level A2 (depending on the topic); **no fee**

ECTS-credits for all of these extra-curricular German courses **can** be included in the Transcript of Records upon agreement with the Erasmus departmental coordinator. Students should discuss with their Erasmus coordinator beforehand whether they accept the German course ECTS-credits for the Learning Agreement.

The International Office will inform students about the application procedure in its “information kit” sent after the application deadline in June/December.

www.erasmus-en.uni-bonn.de → Learning German

German Department

The German Department (*Germanistisches Seminar*) does **not** offer any German language courses but teaches German philology and literature. Students who **do not** study “Germanistik” (**German Studies and Comparative Literature**) as their main subject are usually not admitted to study “Germanistik” at our university **unless** this has been agreed upon with the responsible Erasmus departmental coordinators.

General Course Information/Digital Learning Agreement

Digital Learning Agreement – Different Responsible persons at each department

In compliance with EU-regulations, the University of Bonn will be connected with the EWP-network from May 2021 onwards. With the first information email in June, all nominated incomings students will receive the contact details of the responsible person in their department in Bonn for signing the digital learning Agreements. **Students should make sure to insert the correct contact details of the responsible person at the department into the digital learning agreement. They should NOT insert the contact details of the Erasmus Institutional Coordinator (Ms. Gittel-Avehoukpan) or the Incoming Student Advisor at the International Office (Ms. Rong).**

If your University will not yet be connected with the EWP-network as of summer 2021, the responsible persons at the departments here in Bonn will still sign PDF-versions of Learning Agreements for incoming students in the academic year 21/22.

Online course catalogue “BASIS” at: <https://basis.uni-bonn.de>

Please note: Students cannot register for courses through “BASIS” before their arrival. Students will usually be registered by their Erasmus departmental coordinators.

Courses

Courses in English

Undergraduate: mainly German-taught, limited number of courses in English, e.g. in the natural sciences;

Graduate: courses in German and English

For details, please refine the search in the online course catalogue by language of instruction. For information on searching for courses: www.erasmus-en.uni-bonn.de
→ **Studying in Bonn**

For all questions concerning courses and study programs, students please contact the corresponding [Erasmus departmental coordinator](#).

Special course offer for exchange students : « Germany in a Global Context »

English-taught undergraduate program for exchange students focusing on German and European politics, economy, history and culture.

<https://www.uni-bonn.de/studying/international-students/study-abroad-in-bonn/germany-in-a-global-context>

Further information at: www.erasmus-en.uni-bonn.de → **Studying in Bonn**

Grading system

The grading usually comprises five levels (with numerical equivalents; intermediate grades may be given, e.g. "1–"):

"Sehr gut" (1)	Excellent
"Gut" (2)	Good
"Befriedigend" (3)	Satisfactory
"Ausreichend" (4)	Sufficient
"Nicht ausreichend" (5)	Non-Sufficient/Fail.

The minimum grade for passing is "Ausreichend" (4).

Accommodation

As in many university towns, the housing situation in Bonn is quite challenging. **We strongly advise students to apply for a room in a student dormitory very early and to start searching for private accommodation at the same time.**

The International Office of the University of Bonn does not arrange accommodation, but supports students with information and advice.

i Therefore, students should read carefully all the information about accommodation at: www.erasmus-en.uni-bonn.de → **Housing in Bonn**

Student dormitories at the "Studierendenwerk"

To get a room in a student dormitory, students should apply **very early online** at <https://tl1host.eu/SWBN/#home>

Students should read our instructions how to apply beforehand:
www.erasmus-en.uni-bonn.de → **Housing in Bonn**

More Information:

<http://www.studierendenwerk-bonn.de/en/accommodation/>

E-mail: wohnen@studierendenwerk-bonn.de

Monthly rent: between €200–€600 (depending on dormitory and room/apartment)

i Please note: The “Studierendenwerk” is **not** part of the University of Bonn and the International Office cannot influence any decisions.

Private accommodation

As a room in a dormitory of the “Studierendenwerk” **cannot be guaranteed**, students should search for private accommodation in parallel.

More information:

www.erasmus-en.uni-bonn.de → Housing in Bonn

Formalities

Passport/ID

All students need a passport or identity card **valid for the whole period of their stay**.

EU citizens

EU citizens do not need a visa or mobility permission to study in Bonn.

Visa for mobility within the EU for third-country nationals – new regulations

The rules on mobility within the EU applying **to third-country nationals (Non-EU/EFTA)** for the purpose of studying have been eased. For holders of a residence title issued by another EU Member State, visa application for Germany is mostly no longer required. If students have already been issued a residence title under the Directive on Conditions of Entry and Residence (for REsearchers and STudents – REST-Directive 2016/801/EU) in another EU Member State, these students may come to Germany and study here without applying for a German residence title.

For that purpose, the International Office of the University of Bonn needs to notify the German Federal Office for Migration and Refugees and submit soft copies of the **following documents**:

- The residence permit issued by the first EU Member State (valid throughout the entire duration of the stay)
- A valid passport/replacement passport
- Proof of subsistence (at least €850 per month)
- Proof of health insurance

All documents should be in German or English. Documents in other languages are **not** accepted.

Students must provide all listed documents to the International Office (erasmus-incoming@uni-bonn.de) well in advance (at least 2 months).

Students who do not hold a suitable residence title of another EU member state yet will receive a letter from the International Office to present to the German embassy/consulate for **visa application**.

UK citizens

As of January 1st, 2021, the UK is no longer part of the Schengen area. For UK citizens, entry to Germany is possible without a visa but students will have to contact the local Foreigners’ Office/Immigration Office to apply for a residence permit within the first 90 days of their stay.

Insurances

Health insurance

All students need sufficient health insurance: **a)** either the **European Health Insurance Card** or **b)** other **private health insurance valid for Germany** during the whole study abroad period covering all necessary costs.

Liability insurance

We also recommend that students take out a third-party liability insurance to cover any accidental damages caused to other individuals or property during their stay.

The Erasmus+ program and the University of Bonn do not provide any of these insurances.

The [social contribution fee](#) of approx. €310, which students have to pay when enrolling, includes insurance for accidents that might occur en route from the university to the place of residence or on university grounds.

Finances

Cost of living

On average: min. €850 per month (depending on price for accommodation)

Average cost of accommodation

Dormitory: €200–€600 (*depending on dormitory and room/apartment*)
Private accommodation: €350–€650 per month.

Semester ticket

After arrival and when enrolling at the University of Bonn, all students need to pay a fee of about €315 per semester. It includes a semester ticket for all public transportation in and around Bonn.

Note: This is NOT a tuition fee. All Erasmus students have to pay this fee.

Orientation and Activities

Orientation/Welcome Days

An orientation program takes place before or at the beginning of each semester (September/beginning of October and April). **Attendance is highly recommended as individual support for late arrivals is very restricted.**


Erasmus Student Network

The [Erasmus Student Network](#) at the University of Bonn organizes a lot of events during the semester and helps Erasmus students to settle in Bonn. Students can join their **Facebook group “Erasmus Bonn by ESN Bonn”**.

Further Information

Information kit

Students will receive an information kit from the International Office via e-mail **about 4-6 weeks after the above mentioned application deadlines.**

 Students who have not received any information by end of June or end of December should contact their responsible Erasmus departmental coordinators to check the status of their nomination.

Erasmus website

Students can find all important information about their Erasmus study period (e.g. on housing, language courses, formalities) on the Erasmus website: www.erasmus-en.uni-bonn.de.



Facebook

i Students should carefully read the information on our website and in e-mails by the International Office and the Erasmus departmental coordinator following their nomination.

We invite students to like our Facebook page to stay updated: www.facebook.com/ErasmusIncomingsUniBonn.

Students with disabilities

Further information

www.studierenmithandicap.uni-bonn.de

First contacts

- [Erasmus departmental coordinator](#)
- Carina Rong, erasmus-incoming@uni-bonn.de

Transcripts of records for outgoing Erasmus students from the University of Bonn to your university

You may send Transcripts of records of our students to

- the student directly
- or
- the [Erasmus departmental coordinator](#)