

Exchange program 2023/24 – USA and Canada

Application manual

In the following, you will find all necessary information about your application to one of the exchange programs of Goethe University. Please read all instructions carefully.

Deadline: Tuesday, 15 November 2022

The application is completely digital so no hard paper copies of any documents have to be submitted. All documents will be uploaded to the platform Mobility Online (except for the letter of reference, see below).

Below you will find a list of all necessary documents and detailed information.

We highly recommend not to wait until the last minute with the application. After the deadline, it will not be possible to upload any missing documents. Incomplete applications will not be considered.

Letter of reference: A current letter of reference issued by a university instructor who has graded you based on your academic work (no *Übungen*, language courses or ungraded lectures) has to be submitted. (applications for graduate studies at the University of Toronto as well as all applications for UMASS – Amherst need two letters of reference). Letters of reference may be written by all university instructors who hold a Ph.D. (*Dr.*) with whom you have taken a graded course; it is important that they are able to describe and evaluate you (if necessary show them your CV (3) and letter of motivation (4)). MA students in their 1st semester need to submit a letter of reference of one of their BA instructors. **Please ask the referee to email the signed and stamped letter of reference directly to us (outgoing@uni-frankfurt.de).** Make sure you ask the referee well in advance for the letter as late submissions will not be accepted. During the online application, you will be asked to confirm that you have asked the referee to submit a letter of reference for you.

Note regarding preferences of guest institutions during online registration:

You have the opportunity to select up to three **host institutions/programs** in the order of your preference. Your chance to participate in the exchange with our partner institutions increases if you select more than one institution/program. You will have to explain your choice(s) in detail in your letter of motivation.

If the Hessen wide exchanges (Hessen-Wisconsin and Hessen-Massachusetts) are among your preferences, please note the following: Due to technical reasons, please select only the Hessen state program in the online application (e.g. University of Wisconsin System and/or University of Massachusetts System); you may give further preferences on the application form of the respective program which you will also have to submit (see below). Example: online application: 1st preference: University of Massachusetts System, 2nd preference: University of Wisconsin System, 3rd preference: The College of New Jersey; on application form of the Hessen-Massachusetts program: 1st: Boston, 2nd: Lowell, 3rd: Dartmouth; on application form of the Hessen-Wisconsin program: 1st: Milwaukee, 2nd: LaCrosse, 3rd: Madison. Note regarding the Hessen wide exchanges: Applicants have to submit proof of German proficiency B2.

Documents to be submitted:

After the online registration (link see website; will open approx. 4 weeks before the deadline), you will be prompted to upload several documents. Documents (3) to (5) must be written in English, all other documents may be either in German or English. Documents (5), (6), and (8) must be submitted on our templates (provided during the online application and available here: www.uni-frankfurt.de/outgoing/dokumente).

- (1) all pages of **signed application form** (pdf will be generated after submission of online application)
- (2) current **confirmation of enrollment** at Goethe University
- (3) **CV** (2 pages max.)
- (4) **letter of motivation** – please refer to all universities you are applying for; see “How to write a letter of motivation” on our web page (see link above)
- (5) **List of proposed courses** – preliminary list of courses that you would like to take at the host university; please choose from current or last semester’s list of courses
- (6) **academic transcript** – list of all courses taken until now (if applicable: all majors and minors) – please submit a QIS-printout of your grades (in English, if available) OR - if not issued by your department - fill in our transcript template - please fill in the grades exactly as they appear (we stamp the document after seeing originals during our office hours); MA-students in 1st semester: please fill in transcript template with current classes and “not graded yet”
- (7) if applicable: copy of **bachelor’s degree**
- (8) **language certificate** (*Lektor*innensprachzeugnis** or TOEFL/IELTS; may not be older than 2 years; the entrance exam (“*Zulassungstest*“) of the Institute for English and American Studies is not a valid alternative!) **Please make an appointment for the language certificate plenty of time in advance as slots fill quickly especially right before our deadline! Only as an exception may language certificates be submitted late. They will have to be presented at the selection interview at the latest.**

TOEFL (Internet-based) or IELTS (Academic)

mandatory for applications for:

Hessen-Massachusetts (Toefl 86, IELTS 6.5)
Hessen-Wisconsin (Toefl 86 (Madison 95), IELTS 6.5)
St. Mary’s University, Halifax (grad.)
(score see homepage)

Language Proficiency Certificate

*Lektor*innensprachzeugnis* / DAAD *Sprachnachweis* at least B2

sufficient for applications for:

The College of New Jersey (TCNJ)
St. Mary’s University, Halifax (undergrad.)

Information about the **TOEFL** test and registration, see www.toefl.org, for **IELTS** see www.britishcouncil.de. If test results are not yet available at time of the application deadline, please submit proof of registration or a screenshot of the test results.

Language proficiency certificates (*Lektor*innensprachzeugnis*; [template](#) on our website) are available for students of all departments (except FB 02 Business Administration and Economics) at the Institute of English and American Studies: please call for an appointment: 069 798-32550.

Students of FB 02: “Language skills certificate”: proof of successful participation in a English language course of the department on at least B2.2 level

OR Students of FB 02 and students who cannot get an appointment before the deadline may take a test to receive a language proficiency certificate at a language school, e.g. for currently 60 € at Eloquia language school; registration: www.eloquia.com or phone: 069 230020.

!!! Applicants for Hessen-Wisconsin and Hessen-Massachusetts programs have to submit **additional documents** (www.wisconsin.hessen.de / www.massachusetts.hessen.de; in English and in the order given below).

ADDITIONAL DOCUMENTS FOR HESSEN-WISCONSIN AND HESSEN-MASSACHUSETTS PROGRAMS:

1. Hessen-Wisconsin / Hessen-Massachusetts application form
2. statement of purpose / letter of motivation
3. CV with photo
4. academic transcript
5. letter of reference (U Mass Amerherst: two letters of reference)
6. list of proposed courses
7. language proficiency certificate: TOEFL (at least 86; UW Madison at least 95) / IELTS (at least 6.5) and if applicable (non-German students pursuing an English-speaking degree): German B2
8. copy of passport
9. DSGVO: Einwilligung zur Verarbeitung personenbezogener Daten (consent to process personal data)

Further procedure of your application:

After the deadline there may be a preselection based on the submitted documents depending on the number of applications. A few days after the deadline, applicants will receive an email notifying them whether they will be invited to an interview and if so the date and time of the interview. The interviews which take approx. 15 minutes will be held at the end of November/beginning of December. The selection of the participants of the Hessen exchanges will take place in the beginning of December. All applicants will be notified of the results by approx. the middle of December.

We're looking forward to your applications! ☺

The Study Abroad Team of the Global Office

September 2022

Questions? Please email outgoing@uni-frankfurt.de