

Application Documents

for Exchange (partner universities) and Short-Term Students (non-partner universities)

Study Plan	<p>The study plan consists of two parts: a preliminary course list and a study proposal.</p> <p>Fill in the study plan carefully in the language of instruction in Siegen. Give detailed information on your current studies at home and your planned exchange or short-term studies in Siegen.</p> <p>The preliminary course list should include at least 3 to 5 courses (>15 ECTS) Use the unisono course catalog of the previous or current winter/summer semester to compile a preliminary course list.</p>												
CV	<p>The CV should be in tabular form and has to be written in the language of instruction in Siegen. Make sure to include personal details and information on your academic history, previous internships or stays abroad, your language skills, and awards or scholarships you may have received. An example of the structure of a tabular CV is provided by Europass.</p>												
Language Certificate	<p>Exchange and short-term students must provide a proof of their language proficiency in accordance with the Common European Frame of Reference for Languages (CEFR). For most of our programs a B2 level in German or English is required. Currently we accept the following language certificates:</p> <table data-bbox="494 1052 1356 1276"> <thead> <tr> <th data-bbox="494 1052 861 1097">English Language Certificates</th> <th data-bbox="957 1052 1356 1097">German Language Certificates</th> </tr> </thead> <tbody> <tr> <td data-bbox="542 1097 813 1131">▪ TOEFL ITP (>543)</td> <td data-bbox="1005 1097 1117 1131">▪ Telc</td> </tr> <tr> <td data-bbox="542 1131 813 1164">▪ TOEFL iBT (>72)</td> <td data-bbox="1005 1131 1165 1164">▪ TestDaF</td> </tr> <tr> <td data-bbox="542 1164 813 1198">▪ TOEIC (>785)</td> <td data-bbox="1005 1164 1276 1198">▪ Goethe-Zertifikat</td> </tr> <tr> <td data-bbox="542 1198 813 1232">▪ IELTS (>5.5)</td> <td></td> </tr> <tr> <td data-bbox="542 1232 813 1265">▪ Cambridge (>160)</td> <td></td> </tr> </tbody> </table> <p>Short-Term Students from Non-Partner Universities For short-term studies a C1 level in German is required. If the supervising professor confirms that your English language proficiency is sufficient for your planned studies in Siegen, the German language certificate can be replaced by an English language certificate (plus the written confirmation)</p>	English Language Certificates	German Language Certificates	▪ TOEFL ITP (>543)	▪ Telc	▪ TOEFL iBT (>72)	▪ TestDaF	▪ TOEIC (>785)	▪ Goethe-Zertifikat	▪ IELTS (>5.5)		▪ Cambridge (>160)	
English Language Certificates	German Language Certificates												
▪ TOEFL ITP (>543)	▪ Telc												
▪ TOEFL iBT (>72)	▪ TestDaF												
▪ TOEIC (>785)	▪ Goethe-Zertifikat												
▪ IELTS (>5.5)													
▪ Cambridge (>160)													
Transcript	<p>The Transcript of Records is a list of the courses you completed so far and includes grades and credits. It has to be submitted in English!</p>												
Passport Copy	<p>The application required a copy of the passport ID page (the page with your photo, name and date of birth).</p>												
Passport Photo	<p>Upload a 3.5x4.5cm image (in color).</p>												
Confirmation of Supervision	<p>Confirmation of supervision is required for short-term study only (outside of partnerships)! Your supervising professor in Siegen must confirm in a letter that he or she will supervise and support you in academic matters.</p> <p>When contacting a professor of the University of Siegen, include information on your current studies as well as you planned stay in Siegen and attach study plan, language certificate and transcript.</p> <p>If you cannot find a supervising professor, please contact us directly.</p>												

Application Procedure

for Exchange (partner universities) and Short-Term Students (non-partner universities)

① Application

All international students planning exchange or short-term studies in Siegen need to register via our application portal [moveon](#) and submit the online application including all required documents within the given deadline. Please note that incomplete online applications will not be processed.

② Admission

The admission letter is usually issued within four to six weeks and is sent by email.

It is valid without signature and includes information on your studies at your home university and your planned studies in Siegen, as well as important dates and deadlines.

③ STIBET Scholarship

If funding is available, we offer STIBET contact scholarship to **one student per partner university**.

The scholarship of approx. 260 EUR per month is offered for a duration of 3 to 4 months. The scholarship cannot be extended.

The Scholarship and Support Program STIBET is provided by the German Academic Exchange Service (DAAD) and funded by the Federal Foreign Office (AA).

During the selection exchange applications are screened a second time with particular regard to academic achievements, language proficiency, professional and international experience as well as social impact.

④ Online Pre-Registration/Pre-Enrollment

By [pre-enrolling/pre-registering online on unisono](#) you accept your offer of admission and request your in-person enrolment after your arrival in Germany. Dates and deadlines for online pre-enrollment are given in the letter of admission.

Please note that the online pre-enrollment/pre-registration is required for your enrolment in Siegen. If you do not complete the pre-enrollment/pre-registration process, you will not be allowed to study in Siegen.

⑤ Orientation Days

On the first day of the [Orientation Days](#) the in-person registration/enrollment takes place and we provide information on the first steps after your arrival as well as your studies in Siegen.