<table>
<thead>
<tr>
<th>Information Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Legal name of Institution</strong></td>
</tr>
<tr>
<td><strong>Erasmus ID Code</strong></td>
</tr>
<tr>
<td><strong>President</strong></td>
</tr>
</tbody>
</table>
| **Director** | Ms. Petra Weber  
phone: +49 / (0) 335 5534 2486  
fax: +49 / (0) 335 5534 2535  
e-mail: head-office@europa-uni.de |
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e-mail: klueck@europa-uni.de  
outgoing@europa-uni.de |
| **Coordinator EU Programs outgoing exchange students (Social and Cultural Sciences/Law), Bilateral Agreements** | Ms. Christin Reise  
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fax: +49 / (0) 335 5534 2599  
e-mail: reise@europa-uni.de  
outgoing@europa-uni.de |
| **Coordinator incoming exchange students** | Mr. Bernd Schünow  
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fax: +49 / (0) 335 5534 2598  
e-mail: schuenow@europa-uni.de  
students-in@europa-uni.de |
| **Coordinator incoming exchange students** | Ms. Katja Herzel  
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fax: +49 / (0) 335 5534 2598  
e-mail: herzel@europa-uni.de  
students-in@europa-uni.de |
| **Address** | Grosse Scharrnstr. 59  
15230 Frankfurt (Oder), Germany |
| **Faculties** | Faculty of Law  
Faculty of Social and Cultural Sciences  
Faculty of Business Administration and Economics |
| **Website** | [www.europa-uni.de](http://www.europa-uni.de)  
Erasmus and Bilateral Agreements

A list of all Erasmus and bilateral agreements can be found on our website, listed by faculty: [http://www.europa-uni.de/de/internationales/kooperationen/partners/index.html](http://www.europa-uni.de/de/internationales/kooperationen/partners/index.html)

Recommended Language Skills

<table>
<thead>
<tr>
<th>Receiving Institution</th>
<th>Language of Instruction 1</th>
<th>Language of Instruction 2</th>
<th>Recommended Language of Instruction level</th>
</tr>
</thead>
<tbody>
<tr>
<td>D FRANKFU08</td>
<td>English</td>
<td>German</td>
<td>English or German B1 – B2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B2</td>
</tr>
</tbody>
</table>

Additional Requirements

Conditions

Students should:
- have finished their first year of Bachelor studies
- meet entry requirements for the selected courses

Other conditions may be stated in the bilateral agreement

Calendar

1. Applications/ Information on nominated students must reach the Viadrina by:

<table>
<thead>
<tr>
<th>Receiving Institution</th>
<th>Autumn term (October – February)</th>
<th>Spring term (April – July)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D FRANKFU08</td>
<td>15th of July</td>
<td>15th of January</td>
</tr>
</tbody>
</table>

2. The receiving institution will send its decision within 4 – 6 weeks.

3. A Transcript of Records will be issued by the Viadrina no later than 5 weeks after the assessment period has finished at the Viadrina.


Information

Grading system


Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for inbound and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>D FRANKFU08</td>
<td>Incoming Coordinator; +49 (0) 335 5534 2365; <a href="mailto:students-in@europa-uni.de">students-in@europa-uni.de</a></td>
<td><a href="http://www.europa-uni.de/en/internationales/internationals/praktinfos/certificate.html">http://www.europa-uni.de/en/internationales/internationals/praktinfos/certificate.html</a></td>
</tr>
</tbody>
</table>

Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact:
Institution | Contact details | Website for information |
---|---|---|
D FRANKFU08 | Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de | [http://www.europa-uni.de/en/internationales/internationals/praktinfos/sonst.html](http://www.europa-uni.de/en/internationales/internationals/praktinfos/sonst.html) |

**Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution | Contact details | Website for information |
---|---|---|
D FRANKFU08 | Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de | [http://www.europa-uni.de/en/internationales/internationals/praktinfos/wohnen.html](http://www.europa-uni.de/en/internationales/internationals/praktinfos/wohnen.html) |


Accommodation Cost: 180 – 250 €
Average Cost of living: ~ 600 €/ month

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**Student Exchange Information**

**Nomination & Application Procedure**

Please send nominations for incoming students to:
Mr. Bernd Schünnow: students-in@europa-uni.de


Application Procedure:
1. Fill in and send the application form online.
2. Print out the form that was generated as a PDF file by Step 1 and sign it.
3. Get this printed form signed and stamped by your home university.
4. Send your application with a photo and the ECTS form (Learning Agreement) to the following address:

   European University Viadrina  
   Department of International Affairs  
   - incoming students -  
   P.O. Box 1786  
   D-15207 Frankfurt (Oder)

Please send the following documents together with your application:
- Transcript of Records of the Home Institution
- ECTS Learning Agreement (if required by your home university)
- Proof of your English OR German language proficiency
- copy of passport, showing your name, date and place of birth.
|-------------------------------|-------------------------------------------------------------------------------------------------|

October 2013