UNIVERSITY OF MANNHEIM

DIVISION II
INTERNATIONAL OFFICE

Application Instructions for Exchange Programs in the „Mannheim Master in Management“

Target group: Students of the „Mannheim Master in Management“

Deadline: 15 October 2026

Possible Exchange Period: Fall semester 2027 or spring semester 2028

These instructions serve as a general guideline for the completion of your application. They apply to all exchange programs that are listed in the PDF document **„List of Exchange Programs for MMM students“**.

Application Documents

- ☐ Online Application Form
- ☐ List of Priorities
- ☐ CV
- ☐ Bachelor‘s Certificate (and final bachelor’s transcript, if needed)
- ☐ Proof of Language Proficiency
- ☐ Other (relevant) Documents or Certificates (optional)
- ☐ Photo (optional)

IMPORTANT:

On the application deadline (15 October), your proof of language proficiency may not be older than 2 years. The earliest acceptable date on your language certificate is 15 October 2024.

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Preparation

How can I find information?

Information Provided by the Business School

Make sure you attend the information session on MMM semester abroad options! It will be held on 14 September 2026 at 5 p.m. on Zoom. You can find details on our info page for first year students and all enrolled students will be invited via e-mail.

Website of the International Office

The List of Exchange Program for MMM students gives you an overview of the partner schools you can apply for and provides you with further details on the schools. The preliminary version is uploaded approx. two months before the application deadline, the final version will be made available on 1 September 2026.

Another important source of information for your exchange options is the **database of partner universities**. There you will find a list of all universities abroad with an active exchange agreement as well as their individual requirements (e.g. GPA and language tests). Additionally, you can also find the experience reports of exchange alumni.

If you have questions about a specific report, the International Office can ask the author of a report to get in touch with you. Just send an e-mail with the report's ID number to **outgoings@uni-mannheim.de**.

Contact with the partner institutions

Please do not contact our partner institutions until you have officially been nominated by the International Office! If you have any questions, contact your advisors in Mannheim (see below)!

Advice from the International Office

The International Office is happy to help you with your administrative questions concerning the application and the organization of your study abroad experience (e.g. language tests, visa, scholarships and housing). You can find a list of the available study abroad advisors at the International Office **on our website**.

Please contact us via e-mail or book an appointment for a digital consultation. For shorter questions, please feel free to stop by during our open office hours, Tuesdays 9 a.m. to 11 a.m.

Advice from your School / Department for academic questions

For academic questions (e.g. course selection and recognition) or questions regarding the selection process, please contact the Business School's Exchange Coordinator for the MMM, **Annabel Zürker**.

Study Abroad Fair at the University of Mannheim

The **Study Abroad Fair** will take place on **15 September 2026**. At this event, you can look forward to a lot of great presentations about studying abroad and to meeting staff from the International Office and your school in person at info booths in the Ehrenhof and in front of the Mensa.

Which programs can I apply for?

The programs available to you are listed in the pdf document **"List of Exchange Programs for MMM Students"**. The preliminary version is uploaded approx. two months before the application deadline; the final version will be made available by 15 September 2026 at the latest. The **database of partner universities** provides information on our partner schools as well as links to their websites, experience reports and other useful resources.

The document to base your selection of partner schools on is the pdf document "Final List of Exchange Programs for MMM Students"; any universities not on this list, even if they appear in the data base, will not be available.

Please note: The international exchange relationships of the University of Mannheim are subject to change. This means that new schools might be added to the preliminary list or the online database of study abroad opportunities, but also, in rare cases, that a school might be removed.

Application requirements

1. **Enrollment at the University of Mannheim**: you will need to stay enrolled during the time of your study abroad period and then return to the University of Mannheim to finish your degree. MMM students are not granted academic leave of absence for the semester abroad.
2. **You need to apply during your first semester of your master's studies**: later applications are not possible. You can study abroad in the third or fourth semester; this applies regardless of whether you are planning to take academic leave of absence in your first or second semester.
3. **Language Proficiency**: you need to prove your advanced knowledge of the preferred host university's **language of instruction** through the required **language tests**. Some partner universities have strict requirements which tests are accepted and what score you need to achieve (see **database of partner universities**).
4. **Submission of a completed application on time**: if you miss the application deadline, forget essential application components or submit wrong documents (e.g. expired or unaccepted language tests), your application will be rejected on formal grounds.
5. **Good academic standing**: some partner universities have certain GPA requirements which you need to meet (see **database of partner universities**).

Note on Data Protection

If you would like to apply for an exchange program in a **country outside the scope of the General Data Protection Regulation of the European Union (GDPR)**, you will be asked in the workflow in the Mobility Online Portal (application portal), depending on the destination countries of your priorities, to consent to the transfer of your personal data to that partner university for the initiation, implementation and processing of your mobility and to be further processed there in accordance with applicable laws and other regulations. Please find further information about the potential risks associated with the transfer of personal data **here**. **Without this consent, further processing of your application to the respective partner university in the third country by the University of Mannheim is not possible.**

All countries outside the scope of the GDPR are affected. This scope currently includes all EU countries, EEA countries (Norway, Iceland) and all countries with an adequacy decision (currently: Argentina, Israel, Japan, New Zealand, Switzerland, United Kingdom).

If you do not wish to consent to the transfer of your data, you can alternatively apply exclusively to destinations at partner universities that are located in the above-mentioned countries within the scope of the GDPR.

Special Requirements for International Students

Depending on their nationality, international students need to be aware of **additional requirements**.

Here are a few issues which you might encounter:

- **Extension residence permit?** If you have a residence permit for Germany, you need to make sure it remains valid for the duration of your exchange abroad. Please remember to file for an extension at the foreigners' office in due time, if necessary.
- **Visa application?** Not only overseas exchanges require a visa. Exchange programs within Europe also require a visa if you are not a citizen of the EU, even though you have valid resident permit for Germany.
- **Special language requirements?** Depending on your nationality, you might have to submit a different language test.
- **Staying abroad in your home country?** It's not always possible to do an exchange in the country where you hold citizenship. Please check with the International Office before you apply.
- **Dual Citizenship?** Please note that there might be special entrance requirements.



We strongly advise any students who do not hold German citizenship to consult with the International Office before applying, so we can identify any difficulties early on and find solutions together. This especially applies to you if you are studying in Germany on a residence permit or if you need a visa to go abroad.

Costs and Financial Aid

Please research the **costs and financial aid opportunities** of your preferred exchange destination before you apply. Talk to an advisor from the International Office for more information! You should plan very carefully which exchange destinations are within your financial means and which are not, especially if you are on a tight budget.

If your application is successful, you will receive **tuition-free admission** to one of our partner universities, i.e. you can take courses abroad for free. However, other administrative fees similar to the University of Mannheim's semester fee may apply. If we learn that a partner university charges an unusually high fee (over 200 Euro), we will communicate this through our **partner university database**.

In addition, you will need to budget for housing, cost of living, and travel expenses. Please note that overseas destinations, in particular, can incur higher expenses for visa, insurance and other miscellaneous fees as well as higher flight costs.

Application

Application Procedure

The application for an exchange is fully digital. The **online application portal "Mobility Online"** will be opened one month before the deadline. All application components can be submitted in German or English. You need to upload the application documents individually onto the application portal. At the end, you need to upload all documents again **in one merged PDF file**, then your application is officially submitted. Please make sure to merge your documents in the correct order (see checklist).

In addition to the application via Mobility Online, you are also required to complete an online interview. This interview will be conducted via the platform *Hireflix* and will have you answer three questions on your motivation and suitability for a semester abroad.

You can access the interview via the following link: **https://www.bwl.uni-mannheim.de/en/interview-master-2026/**

Please note that **the link is only accessible from 15 September – 15 October 2026**. During this window, you can complete the interview at any time. When you access the link, you will be asked to enter your full name and your e-mail address. **Please make sure to only enter your University of Mannheim student e-mail address** here, so your application can be assigned to you correctly.

To complete the interview, you only need a laptop, mobile device (smartphone, tablet, etc.) or a PC and webcam, if needed. Please note that you can only complete the interview once. You will receive 30 seconds of preparation time for each question and will have a maximum response time of two minutes per question. Please plan sufficient time to complete the interview and ensure you conduct it in an adequate setting/environment. The interview will be available in English or German and you can choose which language you complete it in.

After completing the interview, you will receive a confirmation e-mail from *Hireflix*. Please make sure to save the e-mail and contact us as soon as possible in case you do not receive it. The interview cannot be completed after the deadline. **Missing interviews will lead to your exclusion from the application procedure** (due to incomplete application components)! If you encounter problems while completing the interview, please contact Annabel Zürker (**annabel.zuerker@uni-mannheim.de**).

If you are unable to complete the interview due to an impairment or disability (e.g. visual or hearing impairment), please contact Annabel Zürker as early as possible.

Checklist

Below you will find a description of the individual application components. Please start preparing these documents now, so you can upload them once the application portal opens, which will be one month before the deadline.

	Checklist for personal use
Application Component Please upload your application documents **in a single copy** on the Mobility Online portal and then merge them in **one consolidated PDF file** in the following order:	Uploaded to Mobility Online?
Online Application Form (generated in the application portal, uploaded with signature)	☐
Priority List	☐
CV	☐
Bachelor's diploma (and final bachelor's transcript, if needed)	☐
Proof of Language Proficiency	☐
Other documents (optional)	(☐)
Photo (optional)	(☐)
Final Steps to submit your application	
All documents uploaded as one merged PDF file in the correct order	☐
Completed Online-Interview on *Hireflix*	☐

Accepted formats for uploads include PDF (preferred), WORD und picture files (e.g. for your photo).

Application Components

Online Application Form

The online application form is a PDF that is generated in the application portal after you entered all your data and it serves as a **cover sheet** of your application. The International Office will open the **application portal "Mobility Online"** one month before the application deadline. You can log in using your regular student username and password.

For a successful application you need to take the following steps:

1. First, you enter your personal data in the online application form as well as your preferred exchange universities (maximum of five) and the preferred time period of your exchange. Once you have made your selection, please click "Send". (If you want to change your selection afterwards, you can do so later in the application portal.)
2. You will then receive a confirmation by email which includes the link to access your personal profile in the application portal. Save this email because you will need to access your profile later to receive information about the result of your application.

   The application portal will guide you through the application process and explain the individual steps in detail via help texts. These steps are called "application workflow". Please follow the steps in the application workflow and upload the application components which you prepared in advance. At the end of this process, the portal will generate the application form which you need to (digitally) sign and then upload as a final step.

A Word of Advice:

Do not wait until the last minute to upload your documents! Ideally, you should upload them a few days before the deadline in case you have technical difficulties or other questions. This way you are less likely to miss the deadline.

Priority List

The priority list is an automatically generated Word document which you can download in the workflow. This form has three columns which you need to fill out.

In the first two columns please indicate if you are flexible regarding the time period that you want to go abroad (e.g. if you could also study abroad in the spring semester instead of the fall) and if there are specific details about your priorities which would be important for the selection process (e.g. which trimester, which language track etc.).

The last column is for you to double-check if you have the correct language test. When you completed the priority list, please upload it to the portal and add it to your merged PDF.

CV

Your CV should contain all the relevant aspects of your academic and professional development. You can find plenty of information on the internet about general conventions regarding the design and content of a CV. You can also visit the Career Network for more information and sign up for a CV check.

DO

- ☑ Please list all relevant work experience, internships and extra-curricular activities (e.g. VISUM Buddy) and give details about your individual tasks and accomplishments!
  The selection process for the vast majority of exchange programs will be based exclusively on the application documents. So please make sure your CV answers all the relevant questions about your qualifications for an academic exchange.
- ☑ Pay attention to format and chronology.
  Please always list your most recent position first. Other than that, you are free to use any design or format of your choice.

DON'T

- ☒ Do not list any irrelevant information!
  Your parents' professions, your religious beliefs, your marital status etc. are not pertinent to your application.
- ☒ Avoid acronyms, jargon or other unclear word choices.
  Usually it is not possible to ask any follow-up questions about your CV. Therefore, it should answer all questions related to your application.

Bachelor's degree Certificate

You need to upload a copy of your completed bachelor's degree certificate or of your transcript if the bachelor's degree is not yet available. The certificate should include your overall grade as well as your individual course grades (if this is not the case, please also include a bachelor's transcript). If you completed your bachelor's degree in Mannheim, you will need to upload the individual reference number (your account number) of your undergraduate studies from Portal², so your bachelor's grade will be automatically imported. You will find further instructions on this in the workflow of the Mobility Online application portal.

The selection committee reserves the right to ask for the original copies.

Proof of Language Proficiency

Expired or not accepted language tests are the main reason why applications get formally rejected. Therefore, please read the following information carefully and contact the International Office if you have questions:

- On the **Proof of Language Proficiency** page, you will find all accepted language tests and alternatives as well as information on where to take these tests.
- Please note that in the interest of comparability, we will not accept any other proof of language skills besides the ones mentioned on the website above. **Native speakers** should also check the **information for native speakers** on tests and potential alternatives.
- Usually, a minimum level of B2 is expected (according to the *European Framework of Reference for Languages)*, although some partner universities require a higher level or specific tests like TOEFL, IELTS or others. You will find this information in the International Office's **database of partner universities**. Please feel free to ask for advice in the International Office!
- **International degree-seeking students** whose nationality is not German should inquire with the International Office if any **special requirements** for their preferred host universities apply.
- Please upload a scan of your proof of language skills and keep the original at hand as you will probably need it later, e.g. once your documents need to be sent to the partner university.
- **REMINDER:** the proof of language skills **must not be older than exactly two years** on the application deadline (15 October).

Applicants who do not hand in valid proof of language skills do not meet the application requirements and will not be considered.

If some of your preferred universities require proof of **additional languages**, please also upload proof for these languages.

Example:
First priority USA → proof of English language skills

Second priority Argentina → additional proof of Spanish language skills (if Spanish is the language of instruction)

If you intend to take courses at your host university that are taught in several languages (e.g. lectures or seminars in English and Spanish), you will need to show proof for each of these languages.

Note about programs that require a TOEFL or IELTS:

- If you take a new TOEFL test, please always use our **Institutional Code 7261**, so your test results can be verified by the International Office (please read the **information provided about the TOEFL**).
- Our partner universities usually accept both IELTS and TOEFL, so both tests are equal for our application procedure. Please check out database of partner universities for exceptions.

Provisional Language Proficiency Certificates

The **database of partner universities** specifies for each institution which proof of language proficiency is required and whether alternatives are permitted, if applicable. If you do not have suitable proof of language proficiency by the application deadline, you may initially submit a provisional language test. A list of acceptable proof of language proficiency can be found on **our website**.

Examples:

- If a TOEFL or IELTS score is required, you can initially submit a Language Certificate, for example.
- If a Language Certificate for English is required, a Duolingo English Test can be initially submitted, for example.
- If a specific partner university requires that the language test be no more than one year old, you can initially submit a test that is slightly more than one year old (but has not yet expired).

If you applied with a preliminary test, you need to upload the results of your actual test which is required by your host institution onto Mobility Online without being asked to do so. If you get selected for an **exchange overseas**, you need to submit your test by **31 January 2027**. If selected for an **exchange in Europe**, you need to submit it by **28 February 2027**.

If you fail to submit your test by these deadlines, you cannot be nominated at your host institution and you will lose your exchange spot. **Please be aware that it is your responsibility to obtain a valid test in time to prevent this from happening.**

Other (relevant) Documents or Certificates (optional)

If you mention internships, work experience, or other similar topics in your CV, you should upload the corresponding certificates (if relevant). If available, please also upload a scan of your GMAT "Official Score Report – Test Taker Copy" or your GRE (Official Test Taker Score Report / Examinee Score Report) on the application portal. If you have completed the online GMAT, please upload a screenshot of your results.

You need to re-submit your GMAT / GRE results, since the results submitted to the admissions office as a part of your application for the MMM need to remain in your admission file and hence cannot be used as a part of this application. (The same applies to any other relevant document that you may have handed in for your MMM application.) We reserve the right to compare the new copy with the document submitted to the admissions office.

Photo (optional)

You can upload a photo in the online application portal (picture file, e.g. JPEG). However, this is entirely voluntary. We will also accept applications without a photo.

Submitting the Application

You have to upload all requested application documents as single copies and afterwards as one merged PDF file on the Mobility Online portal by the application deadline: **15 October 2026**. Please make sure that the documents in the PDF appear in the order of the checklist above.

You alone are responsible for the completeness of your application. If your application is incomplete, it might be excluded from or receive a lower rank for the selection process. Please use the table above to check completeness. Due to the high number of applicants, we are not able to request missing documents.

We strongly recommend you upload your application documents by Thursday, 15 October 2026, at noon, in case you run into technical difficulties and need technical support.

Confirmation of Application Receipt

You will receive an e-mail from the International Office confirming the **receipt** of your application documents by 28 October (6 p.m.) at the latest.

What's Next?

Check the Validity of your Passport/ID Card

We do not require a copy of your passport or ID card for your application. However, please check whether your documents are still valid and apply now for new documents if necessary:

For stays abroad outside Europe, you usually need a passport that is **still valid six months after your exchange has ended** (information on the actual minimum validity can be obtained at the respective embassy).

If you are selected for an **overseas exchange spot**, you will be asked to provide the ID number of your valid passport in the Mobility Online Portal **by 31 January 2027**.



You must provide your passport data by the dates mentioned above. Failure to do so will make it impossible to nominate you at your host university and you will lose your exchange spot. **It is solely your responsibility to make sure to get a valid passport to avoid this situation!**

For **stays in most European countries**, a valid national ID would suffice **for citizens of the European Union**. Please verify if your ID is valid for the **duration of your exchange**. For some exchange programs in Europe, you might get asked to submit your ID number **by 28 February 2027** for the nomination to the partner university. If needed, this step will automatically appear in the Mobility Online workflow. If you are a citizen outside of the European Union, please check with the respective embassy which documents you need to enter your host country.

Selection Process

You can find all the relevant information about the **selection procedure and selection criteria on our website**.

Due to the high number of applications that need to be processed and evaluated, we ask you not to contact us by phone or e-mail to enquire about the result of the selection process. This process will take several weeks. We plan to inform you **on 9 December 2026** about the results via e-mail to your university address.

What are my chances of getting selected for an exchange spot?

It is very difficult to predict the chances of success for your individual application since the number of applicants and the preference for certain partner universities differ significantly every year. Whether you are selected and for which program depends entirely on how many other students also apply for the same programs. Please speak to an advisor at the Business School or the International Office and take your time to research your target universities.

What happens if I don't receive a spot at one of my selected partner universities?

If there are vacant spots left after the first selection round, we will allocate these in a **second selection round**.

What happens after I am selected?

Formal and binding acceptance of an exchange spot:

You will be notified of the results of this application round via email in the second week of December. If you are offered a spot in an exchange program, you will need to accept it on the application portal within three business days (including the day you received the email. The acceptance of this spot is binding.



If you do not accept the exchange spot within the three days, you will lose your spot and it will be offered to other applicants in a second selection round.

After you accepted an exchange spot, you can only withdraw from the exchange program in special circumstances (e.g. crises, medical emergencies, change of degree program etc.).

Unfortunately, every year there are applicants who reject their assigned spots even though we specifically request that students only select priorities they wish to accept should they be offered a spot. This is unfair to other applicants and will be penalized with the exclusion from all university-internal study abroad programs. In addition, the International Office and the Business School will withhold support for alternative ways to go abroad.

Registration Process at the Partner University

In the previous months before the exchange begins, the International Office will nominate all selected students at their respective host university.

This process differs depending on your host university. For successful registration at the host university, you will usually need to submit various documents again. The host university will make the final decision whether our applicants are accepted or not. If you hand in a complete set of documents on time, there are usually not any issues. We will inform you in due time about the necessary steps. For more information on this process please head **to our website**.

The International Office Team and Your Exchange Coordinators at the Business School
Wish you Good Luck for your Application!