

Partner university FAQ

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Before applying

1. Can I apply for multiple universities?

Yes. Please complete an application for each university.

2. When is the appropriate time to submit an application?

You should submit applications for a stay from the spring semester by 15 July and for a stay from the autumn semester by 15 January. Please note that the main application deadline for the majority of Japanese universities is 15 July, while the main application deadline for American universities and Chiba University is 15 January.

3. What do I need to do to ensure that the courses I complete abroad are recognised by my subject?

Please clarify the recognition of courses completed abroad with the responsible institute/faculty before you go away (via the Learning Agreement).

4. Where can I find the correct English names for the faculty/institute and my subject?

You can find the correct translations in the [German/English glossary of HHU-specific terms](#).

Please ensure you refer to the latest version of this document as it is updated periodically. Only these terms may be used in application forms and similar documents.

5. What should a report include?

The report should include information about your academic and personal qualifications, plus approval of your planned stay abroad and information on the host university you wish to attend.

6. Do I need to submit proof of language proficiency?

The host university usually requires proof of language proficiency. For English-language programmes, TOEFL or IELTS are frequently requested. Universities sometimes also accept the DAAD language certificate, which is cheaper than TOEFL or IELTS and which is offered by the Language Centre. Please read the fact sheet for the university you wish to apply for to see whether proof of language proficiency is required and, if so, which certificate you need.

After selection

7. Is my study place at the host university now guaranteed?

We have nominated you for the partner university, but you still need to submit all documents required by the host university. You will only be admitted by the host university if you do so on time and in full.

8. Can I book the flight now?

If you want to be completely sure, you should wait until you receive your Letter of Admission. However, if you want to book earlier for cost reasons, you should at least conclude travel insurance that covers cancellation.

9. How do I finance my stay?

Funding for stays abroad under the Federal Training Assistance Act ("*Auslands-BAföG*" – see www.bafög.de, German only) can be an important source of financing (monthly core funding, travel expense allowance and coverage of tuition fees up to €5,600). HHU offers scholarships/grants for stays abroad (www.hhu.de/auslandsstipendien); please observe the application deadlines!

10. What is the Certificate of Eligibility?

The Certificate of Eligibility is a document you need in order to apply for a visa to study in Japan. In the application for the Certificate of Eligibility, you need to prove that you have sufficient funds to finance your stay abroad.

11. Do I need a visa for my period of study abroad?

If you wish to complete a semester abroad outside Europe, you will usually need a student visa. To apply for a student visa, you need a Letter of Admission and a valid passport. For Japan, you also need a Certificate of Eligibility.

12. When should I apply for a leave of absence?

If you do not wish to take any exams at HHU in the semester you go abroad, we recommend that you apply to Student Services (building 21.02) for a [leave of absence](#). If you will be away for one or two full semesters, we also recommend that you apply to the Office of Social Affairs of the General Student's Committee (AStA) for [reimbursement of the semester fee](#).