

## UNIVERSITY DATA SHEET

<b>Name of Institution</b>	Westfälische Wilhelms-Universität Münster (WWU Münster), Germany	
<b>International Office Address</b>	Westfälische Wilhelms-Universität Münster International Office <b>Schlossgarten 3</b> 48149 Münster, Germany	
<b>Head of Office</b>	Name:	Dr. Anke Kohl
	E-Mail:	anke.kohl@uni-muenster.de
<b>Contact Details (Inbound students, NON-EU)</b>	Name:	Dr. Petra Hille
	E-Mail:	petra.hille@uni-muenster.de
		Exchange Student Service: admin.ess@uni-muenster.de
<b>Contact Details (Outbound students NON-EU)</b>	Name:	Dr. Petra Hille
	E-Mail:	petra.hille@uni-muenster.de

### ACADEMIC INFORMATION

Academic year	Winter semester (WiSe)	Summer semester (SoSe)
	October – March	April – September
Lectures start:	approximately 2nd week of October	approximately 1st week of April
Lectures end:	approximately 1st week of February Exams take place in February	approximately 3rd week of July Exams take place in July and beginning of August
	Link to academic calendar with <b>current semester/quarter dates</b> : <a href="https://www.uni-muenster.de/studium/en/orga/termine.html">https://www.uni-muenster.de/studium/en/orga/termine.html</a>	
<b>Full Course Catalogue</b>	<a href="https://studium.uni-muenster.de/qisserver/">https://studium.uni-muenster.de/qisserver/</a> A link to the course catalogue – „Course Overview” - can be found in the menu of the university website. The course catalogue for the winter semester is usually published in August; the course catalogue for the summer semester is usually published in February. Information mainly in German.	

### APPLICATION PROCESS

<b>Website with current application information</b>	<hr/> <hr/>
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<p><b>Incoming Nominations</b></p>	<p>Please send your nominations via email to <b>Petra Hille</b> ( <a href="mailto:petra.hille@uni-muenster.de">petra.hille@uni-muenster.de</a> ) and copy our Exchange Student Service ( <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> ) in cc to this email.</p> <p>Your nomination email is supposed to contain the following <u>information</u> about your students:</p> <ul style="list-style-type: none"> <li>Name (first and last name)</li> <li>Gender</li> <li>Date of Birth</li> <li>Email-Address</li> <li>Subject of Study</li> <li>Level of Study</li> <li>Semester in which your students want to study at WWU Münster</li> </ul> <p>Please attach to this email the following <u>documents</u> from your student(s):</p> <ul style="list-style-type: none"> <li>Letter of Motivation including Study Plan at WWU (English or German)</li> <li>Transcript of Records (English)</li> <li>Certificate of Enrolment</li> <li>Proof of Language Proficiency: German: B1 or English: B2 (English: in case your students would like to participate in English taught courses)</li> </ul> <p>After the nomination, your students receive a link to the online application system via email.</p>
<p><b>Incoming Nomination Deadline</b></p>	<p>For the following winter semester: <b>1 April</b> For the following summer semester: <b>1 October</b></p>
<p><b>Incoming Application Deadline</b></p>	<p>Applications for admission have to be sent via email before:</p> <ul style="list-style-type: none"> <li>for the following winter semester: <b>1 May</b></li> <li>for the following summer semester: <b>1 November</b></li> </ul>
<p><b>Language requirements (TOEFL, etc)</b></p>	<p>German: <b>B1</b> (CEFR) is recommended. English (for taking courses in English): <b>B2</b> (CEFR).</p>
<p><b>Is there any Department/ Faculty/ Major/ Course which is NOT open to exchange students?</b></p>	<p>No. At WWU Exchange Students may enrol in all courses offered depending on the usual university regulations and policies.</p>

## FURTHER INFORMATION

### VISA PROCESS

<b>Visa Application</b>	<p>Accepted exchange students will receive a letter of admission for the German embassy. Students coming to Germany will have to apply for a student visa via the Germany embassy in their home countries. The <b>visa process might take up to six weeks</b>.</p> <p>After arrival in Münster, students from Non-EU countries with a stay longer than 3 months <u>have to apply for a residence permit</u> (costs about 100 €). Detailed information will be sent to all incoming exchange students.</p>
<b>Financial Certification</b>	<p>A financial certification is required for the visa application. Detailed information is available at the German embassy in each country.</p>

### LANGUAGE COURSES

<b>Intensive German Language Courses</b>	<p>The University of Münster offers free <b>Intensive German Language Courses</b> for exchange students from partner universities before the term starts and a large variety of German courses during the term.</p> <p>Information and application forms for the Intensive Courses will be sent to all incoming exchange students via e-mail.</p> <p>For general information see the website of the University Language Centre/Sprachenzentrum: <a href="http://spz.uni-muenster.de/en/home">http://spz.uni-muenster.de/en/home</a></p>
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### Language Tandem Programme

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<b>Living Expenses</b>	<p>Every student at WWU has to pay a social contribution fee for each semester, approximately 310 Euro. This fee contains the costs for the semester ticket that allows students to travel around the state of North Rhine-Westphalia.</p> <p>The living expenses for students in Münster run approximately 850 Euro per month, including accommodation, food and leisure activities.</p>
<b>General information for Exchange Students</b>	<p><a href="https://www.uni-muenster.de/studieninteressierte/en/austausch/index.html">https://www.uni-muenster.de/studieninteressierte/en/austausch/index.html</a></p>

## ACTIVITIES / SOCIAL SUPPORT

<b>Exchange Student Service Team at the International Office (for international and ERASMUS Students)</b>	
<b>Activities</b>	Welcome Week, Buddy programme, excursions, parties, cinema, etc.
<b>E-mail</b>	social.ess@uni-muenster.de
<b>Website/ Face book</b>	www.erasmus-muenster.de ERASMUS Internationals WWU Münster Facebook
<b>Special introductory events for exchange students</b>	Welcome Week for exchange students at the beginning of each semester. Detailed information will be sent to all incoming exchange students.