



Brandenburgische Technische Universität Cottbus

STUDEXA -BTU's Overseas exchange Programme



Application Process and Requirements for exchange students

- Step 1: selection of students through at our partner university's established procedures
- Step 2: nomination at the BTU Cottbus
- Step 3: forwarding of application documents to BTU Cottbus by e-mail and airmail
- Step 4: processing of the applications at BTU (usually it takes four weeks to process an application; we recommend sending a scanned copy in advance in order to speed up the process)
- issuance of Letter of Admissions and Welcome Letters for the selected students
- forwarding of admission documents to the partner university

Academic requirements:

The nominated exchange students must be in a good / very good academic standing.

Language requirements:

The nominated students should be able to follow the classes thought in German or English (it depends on the chosen study programme)

Documents required:

- filled application form (http://www.tu-cottbus.de/btu/de/auslandsamt/how-to-apply/ austausch-an-der-btu/studexa-welt.html)
- Curriculum Vitae (tabular format and no more than 2 pages)
- Letter of Motivation (1 max. 2 Pages)
- Academic Transcript of all university-level study completed
- Academic Reference from a professor or a teacher of your home university
- Proof of language skills (English or German depending on the language of instruction)
- A letter from your university stating that you are nominated for exchange (preferably issued by the International Office)
- Passport copy

Application deadlines:

summer semester: the 15th of January winter semester: the 15th of July

Time period:

one or two semesters

Services for International Students

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- organisation of orientation programmes
- "Welcome Point", First Contact Tutor Programme
- assistance with solving problems which arise from being an international resident/student
- Student Activities Office (i.e. excursions to Berlin, Weimar, Dresden)
- issuance of certificates of enrolment recognized abroad and other official documents
- visa related questions
- end of study assistance (recognition of completed studies)



Contact Information

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