
Information Leaflet Application Procedure

You have been selected by your home university for STUDEXA studies? Congratulations! The International Relations Office of BTU Cottbus-Senftenberg looks forward to your arrival. In addition to the application procedure at your home university, BTU Cottbus-Senftenberg has its own application procedure that we will explain in this leaflet:

BTU Cottbus-Senftenberg offers **degree programmes** in two different orientations:

University degree programmes, which are research oriented, take place on the **Main Campus** in Cottbus.

In addition, the BTU offers **applied degree programmes** in form of a technical college. These programmes are held on the **Cottbus-Sachsendorf** as well as the **Senftenberg Campus**.

The degree programme you can study depends on the Cooperation Agreement between your home university and BTU Cottbus-Senftenberg. Please refer to the International Office of your home university for further information.

More information on the different **degree programmes** can be found on the following webpage under study programmes. Simply click on the programme you are interested in and you will find the programme description and location.

<http://www.b-tu.de/en/study/study-programmes>

On the following website you can find information about the **modules** offered for **university degree programmes**. Please only select **full module courses**. The button "Lehrsprache / Language of Teaching" will help you distinguish modules offered in the German or English language: [Module database - university degree programmes](#)

Modules offered by the **applied degree programmes** at Cottbus-Sachsendorf as well as Senftenberg Campus can be found on the websites of the respective degree programmes: <http://www.b-tu.de/en/study/study-programmes> (Applied programmes)

- I. Your first step will be to fill out the **STUDEXA online application form**. Enter your **full valid** home address, so that our letters will reach you. Please fill out and submit the application form to us online first. Afterwards, print the application form, sign it and submit it via regular mail. [STUDEXA online application form](#)
- II. Your second step will be to prepare your **Learning Agreement - Before the Mobility** and have it signed. The **Learning Agreement - Before the Mobility** should include all **modules** that you would like to study at BTU Cottbus-Senftenberg. That form can only be accepted containing the **code**, the **title** and the **number of ECTS credits** for the modules.

*With the form **Final Learning Agreement - During the Mobility**, you will have the possibility to update your choice of modules after your arrival at BTU Cottbus-Senftenberg. Make sure to inform yourself at the International Office of your home university about the procedures of recognizing module changes before you leave for your study abroad.*

III. Your application documents should also include:

- A list of the current subjects and grades that you have obtained at your home university (**Transcript of Records**).
- Proof of language proficiency (min. B1 level) of the language of instruction (German or English, depending on the degree programme). We can only accept certificates issued by your home university or an official language institution. Regulations for dual degree programmes can differ.

Your complete application documents for BTU Cottbus-Senftenberg consist of:

1. **STUDEXA application form**, signed by you
2. **Curriculum Vitae in English**
3. **Letter of Motivation**
4. **Academic Reference** from a professor or teacher at your home university
5. **Learning Agreement - Before the Mobility**, signed by you
6. **Transcripts of Records**
7. Certificate of German / English **language proficiency** (with the minimum level B1)
8. **Nomination Letter** from your home university
9. A copy of your **passport**

Please send the **complete application documents** to:

Brandenburg University of Technology Cottbus-Senftenberg
International Relations Office
STUDEXA
Postfach 10 13 44
03013 Cottbus
Germany

Admission at the BTU Cottbus-Senftenberg:

After we have received your complete application documents, we will forward them to the STUDEXA Departmental Coordinator at BTU Cottbus-Senftenberg. He / she will check your ECTS Learning Agreement - Before the Mobility. When he / she agree, you will receive a welcoming package per regular mail to the address that you indicated in your application form consisting of:

Letter of Admission

Information on studying and living in Cottbus

Contact: Marina Lewandrowski – Overseas Exchange Programmes

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