

University place exchange

Conditions for a university place exchange

If a university place is shared by two exchange partners, the following conditions must be met:

Both exchange partners

- must be registered at their respective universities
- must be enrolled in the same (admission-restricted) degree programme
- must be in the same semester
- must obtain the agreements of the respective universities
- must obtain the agreement of the exchange partner.

Formal procedure for an exchange at the University Oldenburg

- The student registered at the University Oldenburg submits the *Application for a university place exchange* completely filled in, signed and enclosed as an appendix, together with a valid certificate of registration, to the Registrar's Office of the University Oldenburg.
- Both universities involved in the exchange inform the other university of their agreement via this method.
- Both exchange partners submit their agreement to the exchange via this method.
- After the agreement of both universities has been received, both exchange partners submit an application for exmatriculation at their present university.
- After exmatriculation they are registered at their new university.

To register at the University Oldenburg, the **following documents** must be submitted:

- Certified copy of the general university prerequisite
- Proof of registration at your current university
- Proof of health insurance
- Data collection form <https://www.uni-oldenburg.de/en/students/application-enrolment/forms/>
- Bank statement as proof of the paid semester fees (current amount to be paid can be found here: <https://www.uni-oldenburg.de/en/students/fees/>; the payment is to be transferred to the account of the University Oldenburg at LzO Oldenburg, IBAN: DE15 2805 0100 0001 9880 88, BIC: SLZODE22)

Your contact person at the Registrar's Office of the University Oldenburg is

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