**Application for Erasmus+ Scholarship**

Munich Business School is part of the Erasmus program. Part of the program supports Study Abroad for Students (SMS = Student Mobility Services) at European universities who are part of the Erasmus network. Each year, MBS has to apply for an Erasmus grant which amount varies each year, depending on the EU funding available.

**Who can apply for Erasmus SMS?**

Any MBS student who is enrolled in a full-time program and studying abroad at an Erasmus partner university of MBS can apply for Erasmus grants (no Freemover Universities). The actual amount a student gets depends on the country of destination, the number of students going on Erasmus, as well as other award criteria (see below). Typically, students receive between EUR 900 - EUR 1.500 per stay, which they can use freely. Please note: Students only can be funded for stays abroad in a country which is not their main country of residence (at the time when the Erasmus Grant Agreement is signed).

**What are the award criteria?**

A number of criteria will factor into the actual amount to the student; in the past, about 95% of the students who applied received funding:

* Academic standing (GPA or NC at MBS at the time of application)
* Missing/pending exams or ECTS at MBS
* Social involvement (extracurricular engagement) at or outside MBS (mention in your CV)
* Financial need - explain (if available include proof; copy of Bafög or bank loan or other proof)
* Complete application ‘Request for Erasmus+’ (page 2)

**How can I apply?**

*Submit the following application documents:*

1. **Request for Erasmus+ Form** (page 2) - completed and signed
2. **CV** (resume) in English
3. **Letter of Motivation** (1 page, explaining why you chose to attend an Erasmus university and what makes you a good candidate for the Erasmus grant, how you benefit from your stay at the university and how you meet the award criteria. Remember to include any extracurricular and curricular activities and/or provide information about your financial situation.)
4. Any additional documents or written proof you have that support your claim of the award criteria.

**Deadline**

* **April 30** (for an exchange in **Fall** Semester)
* **August 31** (for an exchange in **Spring** Semester)
* Late applications will NOT be considered
* Mail the 3 application documents (in one PDF) to outgoing@munich-business-school.de

**Covid-19 Update:** Only students who are physically present in the host country during their term abroad are eligible to receive funding (at least a physical 3 month stay or 1 trimester). Students must certify their stay in the host country.

For question, please contact Ms. Lisa Schmidt-Reitwein, International Center [outgoing@munich-business-school.de](mailto:outgoing@munich-business-school.de)

**Request for Erasmus+**

Please fill in the requested information below so we can check your eligibility for receiving Erasmus**+** grants for your semester abroad.

**Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: |  |  | Last Name: |  |
| E-mail: |  |  | Phone Number: |  |
| Date of Birth: |  |  | Nationality: |  |

**Your MBS Program**

|  |  |  |  |
| --- | --- | --- | --- |
| BA IB | MA IB | MA SBC | MA IMBM  MA IE |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your current GPA (NC) at MBS:\_\_\_\_\_** |  | **Number of missing/pending exams:**  **Total number of missing/pending ECTS:** |  |

**Do you have any special needs or handicaps?**

**Your Study Abroad Plans**

Semester/year you plan to go abroad(i.e. fall or spring/2022):       /

Name of university abroad/country:       /

|  |  |  |
| --- | --- | --- |
| Do you receive Bafög? Any scholarships? Do you have a bank loan or other student loan? |  | No  If Yes, please explain. |
| Are you a part of any MBS extracurricular activity? (e.g. Student Initiative, Buddy program, Study Fairs, Open House, Bachelor Assessment Day etc.)? |  | No  If Yes, please explain. |

Additional Comments?

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature\*: |  |  | |
| Date (Day/Month/Year): |  | /      / |

*\*Note: We prefer that you upload your signature digitally as a jpeg or tiff format. To insert the signature,   
 double click on the inner frame of the signature box.*