APPLICATION DOCUMENTS

Curriculum vitae  
**General**  
The curriculum vitae conveys a picture of your personality and helps us to select applicants who seem particularly well suited for our exchange program. It should not only be about the benefit you might get from the stay abroad, but also about the things you yourself can contribute in terms of international living together and exchange.

**Contents**  
The CV should give information about your personality and be tailored to the specific project abroad; i.e. it should highlight aspects that are related to it. In principle, the curriculum vitae should include personal data, information about school and academic training, practical experience, mention of social or community involvement, longer stays abroad (min. 4 weeks), language skills and personal interests/hobbies.

**Form**  
The curriculum vitae should be tabular and not exceed two pages in length. You do not proceed chronologically, but arrange the different areas of life under appropriate headings, e.g.

* Personal data
* Educational career
* Work experience, practical experience
* Longer stays abroad (at least 4 weeks)
* Social commitment (student initiatives, also sports clubs, etc.),
* Personal interests (hobbies)
* Other (language skills, proficiency)

We recommend that you arrange the events so that the most recent data is at the beginning and the oldest at the end. You can add more detailed explanations to an entry (type of activity, trip, etc.).  
Please use as precise time periods as possible; i.e. not only the respective year, but also, if possible, concrete duration of an activity (day/ month/ year). If possible, please attach certificates or evidence to accompany each item on the CV.

Reasons for the study project/ letter of motivation  
**General**  
 This letter is the centerpiece of your application, as it provides us with concrete information about your personal and academic motivations for the planned exchange visit. Unlike the other sections of the application, which can't really be influenced, here you have the freedom to get creative in explaining your motivation.

**Content**s  
You should mention the following points in your explanation:

* What does your project look like? (e.g. research work for your thesis)
* What added value does the partner university offer in terms of subject matter?  
  (Which specific courses/ modules/ specializations do you want to take at the partner university?)
* How does the project fit into the course of your studies, or into your curriculum vitae so far?
* Are you engaged in a volunteer or professional activity? Explain  
  these briefly if they are pertinent to your professional motivation
* What prospects does this project offer?

Mere language acquisition does not constitute sufficient justification for a stay abroad, as applicants are generally expected to have good to very good language skills that will enable them to approach their specialized studies abroad without major language problems. The special language acquisition programs at Keio University in Japan and Zhejiang University in China are an exception.  
We assume that you have carefully selected your universities of choice, which is why it is important that you name an (academic!) project that is specifically tailored to the study program offered by the respective host university. This project should then in turn be related to the current or planned focus of your studies, form a meaningful additional qualification to your studies; reference can also be made to the connection to a final thesis on a specific topic.