


## FOR PARTNER UNIVERSITIES

### Munich Business School (MBS)

Elsenheimerstrasse 61  
80687 Munich, Germany

 +49 89 54 76 78 – 11

ERASMUS Code: D MUNCHEN12

**CONTACT:** [international@munich-business-school.de](mailto:international@munich-business-school.de)

**LINK:** <http://munich-business-school.de/international>

### SEMESTER DATES – FALL 2023

September 4 – November 27

Examination phase: November 27 – December 22 at the latest

Mandatory Orientation: **August 30 2023**

### EXCHANGE PROGRAMS@MBS

- Undergraduate Exchange Semester (UES)**  
for **BACHELOR** students in business-related programs
- Graduate Exchange Semester (GES)**  
for **MASTER** students in business-related programs

**Requirements:** GPA minimum (B average)/English proficiency

**LINK:** [www.munich-business-school.de/international](http://www.munich-business-school.de/international)

### SEMESTER DATES - SPRING 2024

January 17 – April 30

Examination phase: May 2 – May 31 at the latest

Mandatory Orientation: **January 15 2024**

### NOMINATION START

Nomination fall semester: **March 1-March 31 2023**

Nomination spring semester: **Sept 15-Sept 30 2023**



MBS will send nomination email to coordinators.

**CONTACT:** [incoming@munich-business-school.de](mailto:incoming@munich-business-school.de)

### APPLICATION PERIODS

Online application fall semester: **April 1-May 1 2023**

Online application spring semester: **Sept 15-October 31 2023**

Nominated students will receive a link to online application

**CONTACT:** [incoming@munich-business-school.de](mailto:incoming@munich-business-school.de)

### APPLICATION DOCUMENTS

- Transcripts from current university in English
- Copy of valid **passport**
- **TOEFL ibt:** min. 83 points (UES) and 85 (GES)
- **IELTS:** 6.0 (UES) and 6.5 (GES)
- **Passport-sized photo** (jpeg)
- **CV in English (GES only)**

### APPLICATION PROCESS

- Home university **nominates** student
- MBS **confirms** student and starts communication
- Student **completes online application** & submits courses online
- MBS issues **acceptance and visa** document
- Student applies for **visa arranges** travel etc.
- Student **arrives** for orientation

### INTERNATIONAL CENTER- STAFF

Jelena Novkovski- Head of International Center

**CONTACT:** [international@munich-business-school.de](mailto:international@munich-business-school.de)

Nathalie Klinser - Incoming Exchange Student Coordinator.

**CONTACT:** [incoming@munich-business-school.de](mailto:incoming@munich-business-school.de)

Nicoletta Fabian - Outgoing Study Abroad Advisor (Americas, Asia)

Lisa Schmidt-Reitwein- Outgoing Study Abroad Advisor (All other countries)

**CONTACT:** [outgoing@munich-business-school.de](mailto:outgoing@munich-business-school.de)

### HEALTH INSURANCE, VISA, HOUSING etc.

Pre-arrival information such as visa, housing, cost of living and health insurance etc. information, can be found online:



**MBS WEBSITE LINKS:**

<https://www.munich-business-school.de/mbs/international/downloads>

**DO YOU REQUIRE A VISA?:** <https://www.auswaertiges-amt.de/en>


**INSTAGRAM:** <https://www.instagram.com/munichbschool/>

### QUESTIONS?

Contact our International Center via [international@munich-business-school.de](mailto:international@munich-business-school.de) | +49 (0)89 547678 - extension

Head of  
International  
Center



Jelena Novkovski  -11

Incoming  
Exchange  
Coordinator



Nathalie Klinser  - 224

Outgoing Study  
Abroad Advisor  
(Americas, Asia)



Nicoletta Fabian  -274

Outgoing Study  
Abroad Advisor  
(all other)



Lisa Schmidt-Reitwein  - 284