# **Checklist: Establishing a new cooperation for student exchange (non-European partner university)**

Please first read the guide for establishing cooperation on the EUF website (<https://www.uni-flensburg.de?56071>).

This checklist is used to request the relevant information in the course of establishing a cooperation or to send it in the case of an enquiry from abroad. The checklist serves as a working tool. At the end, the data must be transferred to the EUF form so that the person in charge at EUF International Center can take care of the contract processing.

[**German**](https://flensburg.moveon4.de/form/6458c8743ada67380163523c/deu) or [**English**](https://flensburg.moveon4.de/form/6458c8743ada67380163523c/eng) **form** “Establishment of New Academic Partnership”. Please **do not** submit the checklist.

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| **Contact information** | |
| **Person initiating the partnership at Europa-Universität Flensburg (EUF)** | |
| Surname, first name, title | *please enter your data here* |
| EUF e-mail (if applicable functional email account) | *please enter your data here* |
| Institute/Department | *please enter your data here* |
| Study program | *please enter your data here* |
| **Institutional representation at EUF** | |
| EUF e-mail (if applicable functional email account) |  |
| **Contact person at the partner university** | |
| Surname, first name, title |  |
| E-mail |  |
| Position[[1]](#footnote-1) |  |
| **Information regarding the new partnership** | |
| Name of partner institution |  |
| Country |  |
| City |  |
| Tuition fee waiver[[2]](#footnote-2) |  |
| Expected start |  |
| **Student mobility** | |
| Number of students per academic year[[3]](#footnote-3) |  |
| Study cycle | Bachelor  Master |
| Website of the partner university with general information for exchange students |  |
| EUF website | <https://www.uni-flensburg.de/en/international/coming-to-flensburg> |
| Website of the partner university with the course offer for exchange students |  |
| EUF course offer for exchange students | <https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/application-and-courses/exchange-students> |
| **Further details** | |
| Teaching languages at EUF | German, English (some subjects: French, Spanish, Danish) |
| Required language level for EUF students at the partner university |  |
| Required language test | *EUF offers the TOEFL ITP at a cost of 60€ for students. We would be delighted if you could accept this language test as proof. We could additionally issue a DAAD language certificate.* |
| Required language level for students at EUF | German or English B2[[4]](#footnote-4) |
| Other relevant information concerning the exchange (e.g. guaranteed dormitory places at the partner university for EUF students, exchange in fall/spring semester only) |  |

1. Depending on the organization of the partner university, the **responsible person** is either based in the International Center or in the corresponding faculty. [↑](#footnote-ref-1)
2. It is absolutely necessary to agree on a tuition fee waiver. [↑](#footnote-ref-2)
3. If the partner university has not suggested a number, we start with an exchange number of 2 students. [↑](#footnote-ref-3)
4. A proof of language proficiency is required. It doesn’t have to be an official language certificate, we accept a proof issued by the student’s coordinator. Self-declarations are not accepted. [↑](#footnote-ref-4)